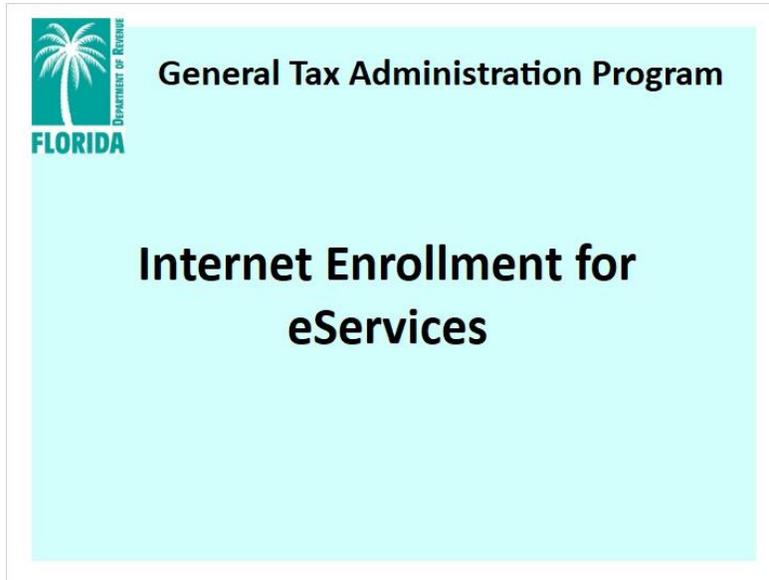


# Internet Enrollment for eServices

## 1. Introduction

### 1.1 General Tax Administration Program



#### Notes:

Welcome to the Internet Enrollment for eServices tutorial. In this tutorial, we will demonstrate how to enroll to file and pay taxes electronically.

There is an audio track that accompanies this tutorial.

To adjust the volume or mute the audio, click the **Audio Button** on the bottom-right corner of your screen.

To view the audio transcript, click the **Transcript tab** on the left side of your screen.

You will also find a **Resources tab** on the upper-right side of your screen next to the exit button.

## 1.2 Navigation

### Navigating This Tutorial

The following tabs and buttons are available to help you navigate through this tutorial:

**Menu tab** – This tab displays by default when the tutorial is viewed on a desktop computer. It allows you to navigate through the tutorial by clicking the topic name on the menu. When you view this tutorial on a tablet or smartphone, the menu does not display by default and must be accessed using the menu symbol. ☰

**Glossary tab** – This tab is found to the right of the Menu tab. Clicking the Glossary tab displays a list of the glossary content in the top half of the tab. Clicking on an individual item displays its definition in the lower half of the tab.

**Resources tab** – This tab is found on the right side of the top bar. When clicked, it displays a list of links to useful forms, documents, and webpages.

A “**PREV**” and a “**NEXT**” button are located at the bottom right corner. These buttons allow you to move back or forward one slide.

#### Notes:

The following tabs and buttons are available to help you navigate through this tutorial.

##### **Menu tab**

This tab displays by default when the tutorial is viewed on a desktop computer. It allows you to navigate through the tutorial by clicking the topic name on the menu. When you view this tutorial on a tablet or smartphone, the menu does not display by default and must be accessed using the menu symbol.

##### **Glossary tab**

This tab is found to the right of the Menu tab. Clicking the Glossary tab displays a list of glossary content in the top half of the tab. Clicking on an individual item displays its definition in the lower half of the tab.

##### **Resources tab**

This tab is found on the right side of the top bar. When clicked, it displays a list of links to useful forms, documents, and webpages.

##### **Previous and Next buttons**

The Previous and Next buttons are located at the bottom-right corner of the screen, and allow you to move back or forward one slide.

## 1.3 Welcome

### Welcome

This *Internet Enrollment for eServices* tutorial helps taxpayers understand the process of enrolling with the Department of Revenue to file returns and pay taxes electronically.

After finishing the tutorial, you should be able to:

- Enroll new accounts
- Update e-Enrollment information
- Retrieve User ID or Password
- Enroll and update account as an agent (for reemployment tax)

### Notes:

This tutorial is designed to help taxpayers understand the process of enrolling with the Department of Revenue to file returns and pay taxes electronically.

After completing this tutorial, you should be able to:

- Enroll new accounts
- Update e-Enrollment information
- Retrieve a User ID or Password
- Enroll and update account as an agent (for reemployment tax).

## 1.4 Enroll to File and Pay Electronically

### Enroll to File and Pay Electronically

The Department of Revenue encourages registered taxpayers to enroll for eServices. Enrolled taxpayers can take advantage of additional features such as:

- Save bank account and contact information
- View filing history
- Reprint returns
- View bills posted to a taxpayer's account

The Department's [Taxes, Fees, Remittances, and Reports with Electronic File and Pay Requirements](#) webpage lists the file and pay requirements, criteria and options for each tax, fee, remittance and report.

### Notes:

The Department of Revenue encourages all registered taxpayers to enroll for eServices. Enrolled taxpayers can take advantage of additional features such as saving bank account and contact information, viewing filing history, reprinting returns, and viewing bills posted to a taxpayer's account.

## 1.5 Enroll to File and Pay Electronically

### Enroll to File and Pay Electronically

The screenshot shows the Florida Department of Revenue website. The navigation bar includes HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX, and CONTACT. The main content area features an 'eServices' section with a 'File and Pay' menu. A blue callout box on the right side of the page contains the text 'From Home Page Select Register to collect and/or pay taxes' with an arrow pointing to the 'Register to collect and/or pay taxes' link in the 'File and Pay' menu.

## Notes:

Let's go through the steps of how to access the e-File and e-Pay Enrollment System system.

To begin, we'll go to the Florida Department of Revenue's homepage at **floridarevenue.com**. From here, select **Register to collect and/or pay taxes**, located under the eServices heading.

## 1.6 Enroll to File and Pay Electronically

The screenshot displays the Florida Department of Revenue website. The main heading is "Enroll to File and Pay Electronically". The website header includes the Florida Department of Revenue logo and navigation tabs: HOME, CHILD SUPPORT, PROPERTY TAX OVERSIGHT, GENERAL TAX, and CONTACT. The "GENERAL TAX" tab is selected. The main content area is titled "Account Management and Registration" and contains a paragraph of text explaining the registration process. A blue callout box on the right side of the page says "Select Enroll to File and Pay Electronically". On the left side, under the "Quick Links" section, the "Enroll to File and Pay Electronically" link is highlighted in yellow. Below this, there are several expandable menu items: "Need to Register?", "Information Needed to Register", "Resume a Registration Session", "Make Changes to Your Account", and "Check Status of Submitted Online Registration or Retrieve Approved Certificate Number".

## Notes:

Under the **Quick Links** tab on the left side of the screen, select **Enroll to File and Pay Electronically**.

## 1.7 Enroll to File and Pay Electronically

**Enroll to File and Pay Electronically**

Florida DEPARTMENT OF REVENUE

HOME CHILD SUPPORT PROPERTY TAX OVERSIGHT GENERAL TAX CONTACT

**Enroll to File and Pay Electronically**

The Department encourages registered taxpayers to **enroll for eServices**. Enrolled taxpayers can take advantage of additional features such as:

- Save your bank account and contact information,
- View your filing history,
- Reprint returns, and
- View bills posted to your account.

Enrollment is not required for:

- Communication Services Tax
- Documentary Stamp Tax
- Gross Receipts Tax
- Insurance Premium Tax
- Motor Fuel Tax - Blender, Exporter, Petroleum Carrier, and Wholesaler and Importer
- Reemployment (Unemployment) Tax
- Sales and Use Tax
- Solid Waste Surcharge

The Department's Taxes, Fees, Remittances and Reports with Electronic File and Pay Requirements lists the file and pay requirements, criteria and options for each tax, fee, remittance and report.

Select

Enroll for eServices

### Notes:

On this page, click the **Enroll for eServices** link in the first sentence.

## 1.8 Welcome to Electronic Enrollment

Florida Department of Revenue  
**e-Services Enrollment**

**Welcome to e-File and e-Pay Enrollment System**

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete Client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

Next

**Options available:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

### Notes:

Here, you will find the e-File and e-Pay Enrollment System portal.

The three options available under Taxpayer are Enroll new account(s), Update e-Enrollment, and Retrieve User ID and Password.

There are four tasks under Reemployment Agent: Enroll as an Agent, Add/Delete Client(s), Update Agent e-Enrollment, and Retrieve prior Agent submission.

## 2. Enroll New Account(s)

### 2.1 Taxpayer – Enroll New Account(s)

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

Welcome to e-File and e-Pay Enrollment System

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete Client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

Next

Welcome Page

Select Enroll new account(s)

Click Next

#### Notes:

Under the Taxpayer heading, select **Enroll new account(s)** and click the **Next** button.

## 2.2 Log On Verification

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

**Log On Verification**

Enter the requested information below. The FEIN/SSN was submitted on your Florida Business Tax Application (DR-1), and the Business Partner Number was issued by the Department upon completion of your DR-1. The information below will be validated to ensure your account is properly registered. In the event you do not have this information, contact the Florida Department of Revenue at 1-850-488-6800.

**Step 1. Enter FEIN or SSN**

FEIN  e.g. 12-23456789 or 123456789  
or  
SSN  e.g. 123-45-6789 or 123456789

\* Social Security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.063 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Click on "Privacy Notice" link located at the bottom of this web page for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

**Step 2. Enter Business Partner Number**

Business Partner Number\*  e.g. 1234567890

The Business Partner Number (BP) is located on the back of your Certificate of Registration or on the upper right corner of the Reemployment Tax Liability Notice.

**Log On Verification**

**Enter**

- FEIN or SSN, and
- Business Partner Number

**Click Next**

### Notes:

Enter the requested information. The Federal Employment Identification Number (FEIN) or Social Security Number (SSN) was submitted on your Florida Business Tax Application (Form DR-1), and the Business Partner (BP) Number was issued by the Department upon completion of your DR-1. The information listed will be validated to ensure your account is properly registered. In the event you do not have this information, contact the Florida Department of Revenue at (850) 488-6800.

The BP Number is located on the back of your Certificate of Registration or on the upper right corner of the Reemployment Tax Liability Notice.

Enter the **FEIN** or **SSN** and **BP Number**, then click **Next**.

## 2.3 Log On Verification

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

• Account not found – ensure the FEIN/SSN and Business Partner are correct

**Log On Verification**

Enter the requested information below. The FEIN/SSN was submitted on your Florida Business Tax Application (DR-1), and the Business Partner Number was issued by the Department upon completion of your DR-1. The information below will be validated to ensure your account is properly registered. In the event you do not have this information, contact the Florida Department of Revenue at 1-850-488-6800.

**Step 1. Enter FEIN or SSN**

FEIN  e.g. 12-23456789 or 123456789  
OR  
SSN  e.g. 123-45-6789 or 123456789

\* Social Security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.063 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Click on "Privacy Notice" link located at the bottom of this web page for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

**Step 2. Enter Business Partner Number**

Business Partner Number\*  e.g. 1234567890

The Business Partner Number (BP) is located on the back of your Certificate of Registration or on the upper right corner of the Reemployment Tax Liability Notice.

Back Next

**Errors Display On Top**

Correct any errors

Click Next

### Notes:

Error messages are displayed at the top of the screen in a yellow box with red wording. Take a moment to correct any errors if necessary. Then, click **Next**.

## 2.4 Tax Selection

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

**Tax Selection**

Entity Name

**Tax Selection**

**Step 1: Select an available tax type**

Select a Tax Type

Sales and Use Tax (3)  
Corporate Income Tax (1)  
Reemployment Tax (1)

Note: The number next to each tax type indicates the amount of available accounts that can be enrolled

Click Select

## Notes:

This screen gives you the option to select the tax type in Step 1 by clicking the **dropdown** arrow. Once you have done so, click **Select**. Please note that the number next to each tax type indicates the amount of available accounts that can be enrolled.

## 2.5 Step 2

The screenshot shows a web interface titled "Taxpayer – Enroll New Account(s)". The interface is divided into two main sections: a light blue header area and a white content area. The header area contains the title "Taxpayer – Enroll New Account(s)". The content area is divided into two columns. The left column is titled "Tax Selection" and contains a form with the following elements: a "Tax Selection" header, a "Step 1: Select an available tax type" section with a dropdown menu showing "Sales and Use Tax (3)" and a "Select" button, and a "Step 2: Select available Certificate Number(s) for Sales and Use Tax" section with a list of three certificate numbers: "4780 12345610", "4780 12345678", and "4780 12345679". Each number has a checkbox to its left. Below the list are buttons for "Next", "Check All", and "None". A note at the bottom of the form states: "Note: You can enroll for multiple accounts in the list". The right column is a dark blue sidebar titled "Tax Selection" and contains the text: "Step 2", "Select available tax number(s)", "Click", "The box(es) of the certificate number(s) you are enrolling", "Click", and "Next".

## Notes:

In Step 2, **click the box(es)** of the certificate number(s) you are enrolling, and then click **Next**.  
Note: You can enroll for multiple accounts in the list.

## 2.6 Step 3

### Taxpayer – Enroll New Account(s)

Tax Selection

Entity Name

**Tax Selection**  
Step 1: Select an available tax type

Select a Tax Type v Select

Sales and Use Tax (3) sets the amount of available accounts that can be enrolled

Corporate Income Tax (1)

**Reemployment Tax (1)** DSS

For each tax listed below, select the button in the "e-File/e-Pay" column to continue your enrollment

Identifier	Tax Type Description	Address	e-File/e-Pay	Filing Contact	Payment Contact	Remove
4780**0	Sales and Use Tax	5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</span>			<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>
4780**8	Sales and Use Tax	1234 MAIN ST, Tallahassee, FL 32399-4641, US	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</span>			<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>

Note: If you have additional taxes to enroll, return to step 1

Next

To enroll more than one tax type, repeat Steps 1 and 2

Step 1

Click the dropdown arrow and select the tax type

Click Select

### Notes:

To enroll more than one tax type, repeat steps 1 and 2. Again, you will select the tax type in Step 1 by **clicking the dropdown arrow**. Then, click **Select**.

## 2.7 Step 4

### Taxpayer – Enroll New Account(s)

Tax Selection

Entity Name

**Tax Selection**  
Step 1: Select an available tax type

Select a Tax Type v Select

Note: The number to each tax types indicates the amount of available accounts that can be enrolled

**Enrollment(s) in Process**

For each tax listed below, select the button in the "e-File/e-Pay" column to continue your enrollment

Identifier	Tax Type Description	Address	e-File/e-Pay	Filing Contact	Payment Contact	Remove
4780**0	Sales and Use Tax	5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</span>			<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>
4780**8	Sales and Use Tax	1234 MAIN ST, Tallahassee, FL 32399-4641, US	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</span>			<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>
31 ***	Reemployment Tax	5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	<span style="background-color: #0056b3; color: white; padding: 2px 5px;">Add</span>			<span style="background-color: #ccc; padding: 2px 5px;">Remove</span>

Note: If you have additional taxes to enroll, return to step 1

Next

To enroll additional taxes, return to Step 1

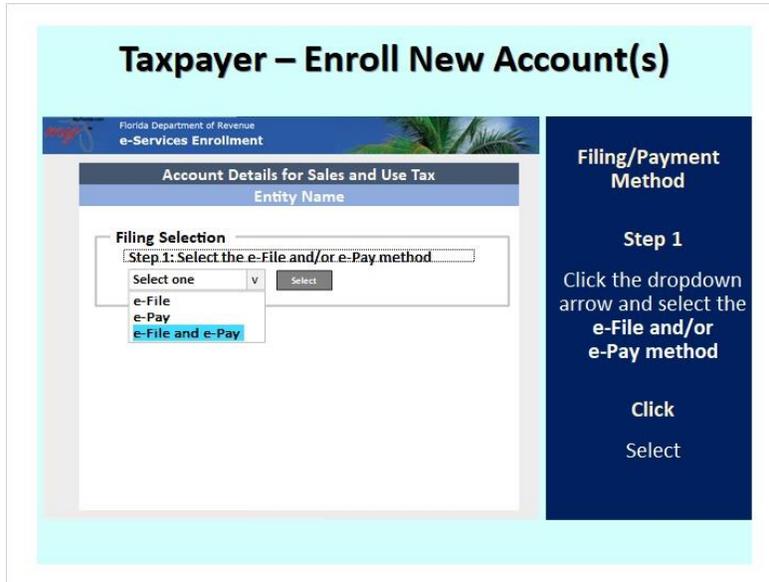
To continue Enrollment Process

Click the **Add** button under e-File/e-Pay, for each account listed

**Notes:**

To enroll additional taxes, return to Step 1. To continue the enrollment process, click the **Add button** under e-File/e-Pay for each account listed.

**2.8 Filing/Payment 1**



**Notes:**

Click the **dropdown arrow**, choose the e-File and/or e-Pay method, and then click **Select**.

## 2.9 Filing/Payment 2

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

Account Details for Sales and Use Tax  
Entity Name

**Filing Selection**  
Step 1: Select the e-File and/or e-Pay method.  
e-File and e-Pay v

**Payment Selection**  
Step 2: Select the payment option  
 ACH Debit (e-Check)  ACH Credit

ACH-Debit (e-Check): The Department's bank withdraws payment from your bank account. Your bank account is debited.  
ACH-Credit: The bank transfers payment to the Department's bank. The Department's bank account is credited. This is not a credit card payment.

Filing/Payment Method  
Step 2  
Select the Payment Method  
Click  
Select

### Notes:

For Step 2 in the Payment Selection, choose between the ACH Debit (e-Check) or the ACH Credit.

Let's compare the two ACH terms mentioned.

An ACH Debit (e-Check) is when the Department's bank withdraws payment from your bank account. Your bank account is debited.

An ACH Credit is when the bank transfers payment to the Department's bank. The Department's account is credited.

This is not a credit card payment.

Now, click **Select**.

## 2.10 Filing/Payment 3

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

Account Details for Sales and Use Tax  
Entity Name

**Filing Selection**  
Step 1: Select the e-File and/or e-Pay method.  
e-File and e-Pay v

**Payment Selection**  
Step 2: Select the payment option  
 ACH Debit (e-Check)  ACH Credit

**Bank Details**  
Step 3: Enter bank details  
Account Type  W  
Account Owner Type  B  
Personal Account  
Account Number   
Confirm Account Number   
Routing Number   
Verify Next

For more Bank Detail Information  
**Click Here**

**Filing/Payment Method**

**Step 3**  
Enter bank details  
• Account Type  
• Account Owner Type  
• Account Number  
• Routing Number

**Click**  
Verify  
Bank displays if correct

**Click**  
Next

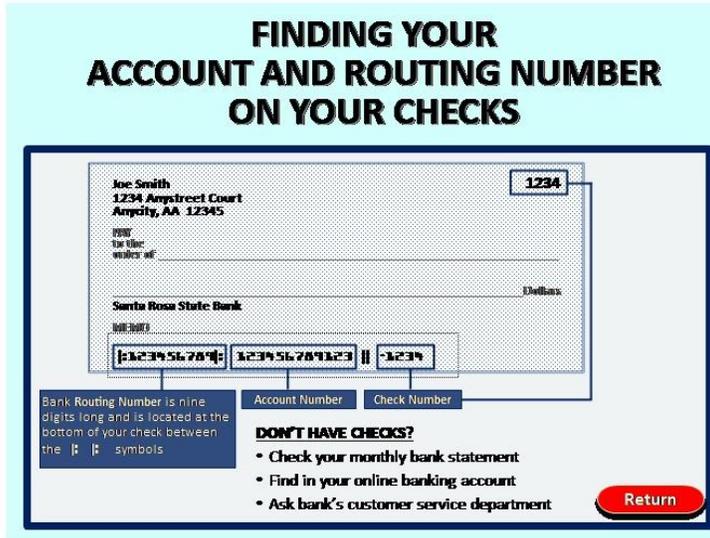
### Notes:

Step 3 is where you enter the bank details information. Enter the Account Type, Account Owner Type, Account Number, and Routing Number. Select **Verify**, and the bank will display if correct. For more bank details information, click the red button on the bottom of the screen. Then, click **Next**.

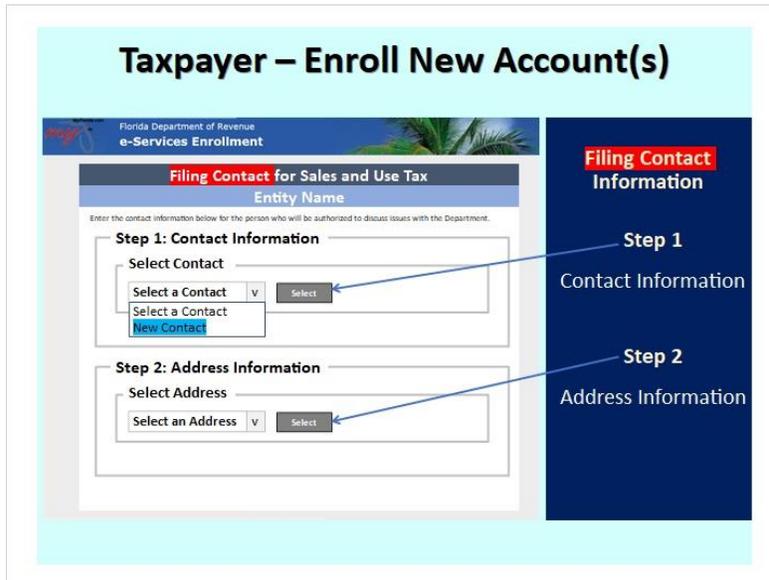
-----  
Finding your Routing and Account numbers

Your routing number consists of the first nine digits of the MICR line. Your account number is the next set of numbers, followed by your check number.

## Sample Check (Slide Layer)



## 2.11 Filing Contact



### Notes:

Enter the contact information and select an address for the person who will be authorized to discuss issues with the Department of Revenue.

## 2.12 Filing Contact

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

**Filing Contact for Sales and Use Tax**

Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

Confirm Email:  e.g. ABC@email.com

**Step 2: Address Information**

Select Address

Select an Address

Select a Contact

New Domestic Address

New Foreign Address

**1234 Main St, Tallahassee, FL, 32399-6586, US**

**Address Information**

Address:  e.g. 1234 Abcd Street

City:  e.g. Tallahassee

State:

Zip:  e.g. 12345 or 12345-6789

**Filing Contact Information**

**Step 1**  
Contact Information  
Type the contact name, phone number and email address

**Step 2**  
Address Information  
If you select New Address, type the address for filing information

**Click Next**

**SCROLL**

### Notes:

Choose between selecting a contact or creating a new contact in Step 1 by clicking the dropdown menu in Step 1. Since this is a new enrollment for e-File/e-Pay, choose New Contact. Type the contact's name, phone number, and email address.

In Step 2, if you select New Address, then type the address for filing information. Now click **Next**.

## 2.13 Payment Contact

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

**Payment Contact for Sales and Use Tax**

Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact v Select

Select a Contact  
New Contact  
Joe Doe

**Step 2: Address Information**

Select Address

Select an Address v Select

**Payment Contact Information**

**Step 1**  
Contact Information

**Step 2**  
Address Information

### Notes:

For the payment, repeat the same process as you did for the filing contact.

## 2.14 Payment Contact

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-Services Enrollment

**Payment Contact for Sales**

Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact v Select

Select a Contact  
New Contact  
Joe Doe

**Step 2: Address Information**

First Name Joe e.g. James  
Middle Initial e.g. T  
Last Name Doe e.g. Smith  
Phone Number 8501112222 e.g. 1234567890  
Fax Number 8501114444 e.g. 1234567890  
Email jd@aol.com e.g. ABC@email.com  
Confirm Email jd@aol.com e.g. ABC@email.com

Note: When you provide different Filing and Payment contacts, the Department of Revenue can share account information with both contacts.

**Payment Contact Information**

**Step 1**  
Contact Information

Type the contact name, phone number and email address

**Step 2**  
Address Information

If you select New Address, type the address for filing information

**Click Next**

SCROLL

### Notes:

When you provide different filing and payment contacts, the Department of Revenue can share account information with both contacts.

## 2.15 Add Next(2)

**Taxpayer – Enroll New Account(s)**

Florida Department of Revenue  
e-File/e-Pay Enrollment

**Tax Selection**  
Entity Name

**Tax Selection**  
Step 1: Select an available tax type  
Select a Tax Type [v] [Select]

Note: The number to each tax type indicates the amount of available accounts that can be enrolled

**Enrollment(s) in Process**  
For each tax listed below, select the button in the "e-File/e-Pay" column to continue your enrollment

Identifier	Tax Type	Description	Address	e-File/e-Pay	Filing Contact	Payment Contact	Remove
4780**0	Sales and Use Tax		5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	Add	Edit	e-File	Remove
4780**B	Sales and Use Tax		1234 MAIN ST, Tallahassee, FL 32399-4641, US	Add			Remove
31***	Reemployment Tax		5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	Add			Remove

Note: If you have additional taxes to enroll, return to step 1 [Next]

To enroll additional taxes, return to Step 1

To continue Enrollment Process Click the Add button under e-File/e-Pay for each account listed

### Notes:

To enroll additional taxes, return to Step 1.

To continue the enrollment process, click the **Add** button under e-File/e-Pay for each account listed.

## 2.16 Error - not complete

### Taxpayer – Enroll New Account(s)

**Tax Selection**  
Entity Name

**Tax Selection**  
Step 1: Select an available tax type

Select a Tax Type

Note: The number to each tax types indicates the amount of available accounts that can be enrolled

**Enrollment(s) in Process**  
For each tax listed below, select the buttons in the "e-File/e-Pay" column to continue your enrollment

Identifier	Tax Type Description	Address	e-File/e-Pay	Filing Contact	Payment Contact	Remove
4780**0	Sales and Use Tax	5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
4780**8	Sales and Use Tax	1234 MAIN ST, Tallahassee, FL 32399-4641, US	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>
31 ***	Unemployment Tax	5050 W TENNESSEE ST, Tallahassee, FL 32399-6586, US	<input type="button" value="Add"/>	<input type="button" value="Edit"/>	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Note: If you have additional taxes to enroll, return to step 1

If you click **Next** before entering the required information, an error message displays on top.

**Click**

**Add** to complete the enrollment, or

**Remove** to delete the enrollment from the list

### Notes:

If you click **Next** before entering the required information, an error message displays at the top of the screen.

Select **Add** to complete enrollment or **Remove** to delete the enrollment from the list.

## 2.17 Final Review

### Taxpayer – Enroll New Account(s)

**Final Review**  
Entity Name

Review the information on this page carefully. Click on the "Edit" links to make necessary corrections. If the information is correct, read and accept the "Enrollee Authorization and Agreement" statement, sign and click "Submit"

**Sales and Use Tax for Certificate Number: 4780\*\*0**

**Tax Information**

Tax Type: Sales and Use Tax  
Tax Identifier: 4780\*\*0  
Business Name: EXAMPLE ONE  
File/Pay Method: e-File and/or e-Pay (Credit)  
SSN:  
FEIN: 15\*\*\*\*\*

**Filing Contact**

Name: JOE DOE  
Address: 5678 MAIN ST, Tallahassee, FL, 32399-0001, US  
Phone: 8501231234

**Final Review**

**Click**  
Edit to make updates

**Read**  
Authorization and Agreement

**Click**  
I Agree to the Enrollee Authorization and Agreement

Type signature(s) and title(s) for person(s) authorizing enrollment

**Click**  
Submit

## Notes:

After you have entered and submitted your information, you will be taken to a Final Review screen. Here, you can click **Edit** to make any necessary corrections.

Next, read the Enrollee Authorization and Agreement section.

Once you have done so, click the **I agree to the Enrollee Authorization and Agreement** checkbox.

Type the signature(s) and title(s) for person(s) authorizing enrollment. Then, click **Submit**.

## 2.18 Confirmation

The screenshot shows a web page titled "Taxpayer – Enroll New Account(s)" from the Florida Department of Revenue e-Services Enrollment system. The page is divided into several sections:

- Confirmation Entity Name:** A section with a blue header and a white background. It contains the text: "Thank you for using the e-Enrollment online system. The FEIN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the 'ACH Credit Information' link below for information about submitting your payments. [Print this page for your records.](#)"
- Confirmation:** A section with a white background. It displays: "FEIN/SSN: 123456789" and "Confirmation ID: 10182644641".
- Sales and Use Tax for Certificate Number: 4780\*\*0:** A section with a white background. It contains: "Important Information" and "User ID(s) and Password(s) displayed below will allow access to the online tax application. The enrolled account will be available for e-File and/or e-Pay after two business days." Below this, it shows "User ID: 0000031\*\*\*\*\*" and "Password: 987654321". A link reads: "[Click here to view/print your User Information Notice for e-File and/or e-Pay Methods.](#)"
- Tax Information:** A section with a white background, currently empty.

On the right side of the page, there is a dark blue sidebar with white text that reads: "Confirmation Use the 'Click here' to view/print your User Information Notice, which includes the User ID and Password for this enrollment. Each enrollment generates a new and unique Confirmation ID." At the bottom of the sidebar is a red "SCROLL" button with a downward arrow.

At the bottom of the main content area, there is a note in a dark blue box: "Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten." A red "SCROLL" button with an upward arrow is also present at the bottom right of the main content area.

## Notes:

You will be taken to the Confirmation page.

Use the **Click here** link to view and/or print your User Information Notice, which includes the User ID and Password for this enrollment.

Each enrollment generates a new and unique Confirmation ID.

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if lost or forgotten.

## 3. Update e-Enrollment

### 3.1 Taxpayer – Update e-Enrollment

**Taxpayer – Update e-Enrollment**

Florida Department of Revenue  
e-Services Enrollment

Welcome to e-File and e-Pay Enrollment System

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete Client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

Next

Welcome Page

Select Update e-Enrollment

Click Next

#### Notes:

Now, we'll return to the Welcome screen to demonstrate the steps to update e-Enrollment.

Select **Update e-Enrollment** and then click **Next**.

### 3.2 Log On Verification

The screenshot shows a web page titled "Taxpayer - Update e-Enrollment" from the Florida Department of Revenue e-Services Enrollment. The main content area is titled "Update e-Enrollment" and contains the following text: "Enter your User ID and Password to make changes to your enrollment, change your contact or bank information, or change your filing/payment method." Below this text are two input fields: "User ID" with the value "A0001234" and "Password" with the value "\*\*\*\*\*". At the bottom of the form are "Back" and "Next" buttons. To the right of the form is a dark blue sidebar with the text "Update e-Enrollment" at the top, followed by "Enter" and a bulleted list containing "User ID" and "Password". Below the list are the words "Click" and "Next".

#### Notes:

On the Update e-Enrollment page, enter your **User ID** and **Password**. Then, click **Next**.

### 3.3 Update e-Enrollment

The screenshot shows a web page titled "Taxpayer - Update e-Enrollment" from the Florida Department of Revenue e-Services Enrollment. The main content area is titled "Update e-Enrollment" and contains the following text: "Review the information on this page carefully. Click on the 'Edit' links to make necessary corrections. If the information is correct, read and accept the 'Enrollment Authorization and Agreement' statement, sign and click 'Submit'". Below this text is a section titled "Entity Name" with a text input field. A "Submit" button is located at the bottom right of this section. Below the "Entity Name" section is a "Signature(s)" section with a checkbox labeled "I agree to the Enrollee Authorization and Agreement" which is checked. Below the checkbox are two rows of input fields: "Signature" and "Title". The first row has "Joe Doe" in the Signature field and "Owner" in the Title field. The second row has empty fields. A "Submit" button is located at the bottom right of the signature section. At the bottom of the page is a note: "Note: If more than one account displays, select the account you wish to update. Then, re-type the password. Click Next." and a "SCROLL" button with an upward arrow icon. To the right of the form is a dark blue sidebar with the text "Update e-Enrollment" at the top, followed by "Click", "Edit to make updates", "Scroll down to see more information", "Click", "I Agree to the Enrollee Authorization and Agreement. Type signature(s) and title(s) for authorizing enrollment", and "Click Submit".

#### Notes:

To update the e-Enrollment, click **Edit** in the Tax Information box. Then, scroll down for more information. Once you have updated all required information, read the Enrollee Authorization and Agreement section. Next, click the **I agree to the Enrollee Authorization and Agreement** checkbox. Type the signature(s) and title(s) for person(s) authorizing enrollment. Then, click **Submit**.

Note: If more than one account displays, select the account you wish to update. Then, retype the password and click **Next**.

### 3.4 Confirmation

**Taxpayer – Update e-Enrollment**

Florida Department of Revenue  
e-Services Enrollment

**Confirmation**  
Entity Name

Thank you for using the e-Enrollment online system. The FEIN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the "ACH Credit Information" link below for information about submitting your payments. **Print this page for your records.**

**Confirmation**  
FEIN/SSN: 123456789  
Confirmation ID: 10182644641

**Sales and Use Tax for Certificate Number: 4780\*\*0**  
**Important Information**  
User ID(s) and Password(s) displayed below will allow access to the online tax application. The enrolled account will be available for e-File and/or e-Pay after two business days.  
User ID: 0000031\*\*\*\*  
Password: 987654321  
[click here](#) to view/print your User Information Notice for e-File and/or e-Pay Methods.

**Tax Information**

**Confirmation**  
Each update generates a new Confirmation ID  
Use the "Click here" to view/print the User Information Notice, which includes User ID and Password for this enrollment.  
Scroll down to see more information  
**Click**  
**Exit**

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten.

SCROLL

#### Notes:

A Confirmation page displays. Print this page for your records.

Use the **Click here** link to view and/or print your User Information Notice, which includes the User ID and Password for this enrollment.

Each enrollment generates a new and unique Confirmation ID.

## 4. Retrieve User ID and Password

### 4.1 Taxpayer – Retrieve User ID and Password

**Taxpayer – Retrieve User ID and Password**

Florida Department of Revenue  
e-Services Enrollment

**Welcome Page**

**Select**  
Retrieve User ID and Password

**Click**  
Next

**Welcome to e-File and e-Pay Enrollment System**

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete Client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

Next

#### Notes:

Let's return to the Welcome screen and select **Retrieve User ID and Password** in the Taxpayer box. Click the **Next** button.

## 4.2 Login Verification

**Taxpayer – Retrieve User ID and Password**

Florida Department of Revenue  
e-Services Enrollment

**Retrieve User ID and Password**

Enter your User ID and Password to make changes to your enrollment, change your contact or bank information, or change your filing/payment method.

**Confirmation ID Log On**

FEIN/SSN: 123456789  
Confirmation ID: \*\*\*\*\*

Back Next

**Retrieve User ID and Password**

Enter

- FEIN/SSN
- Confirmation ID

Click Next

### Notes:

This page allows you to retrieve the User ID and Password by entering the FEIN or SSN, and the Confirmation ID. Once they have been entered, click **Next**.

## 4.3 Confirmation

**Taxpayer – Retrieve User ID and Password**

Florida Department of Revenue  
e-Services Enrollment

**Confirmation**

Entity Name

Thank you for using the e-Enrollment online system. The FEIN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the "ACH Credit Information" link below for information about submitting your payments. Print this page for your records.

User ID: 0000031\*\*\*\*\*  
Password: 987654321  
[click here to view/print your User Information Notice for e-File and/or e-Pay Methods.](#)

**Tax Information**

Tax Type: Sales and Use Tax  
Tax Identifier: 4780\*\*O  
Business Name: EXAMPLE ONE  
File/Pay Method: e-File and/or e-Pay (Credit)  
SSN: \*\*\*\*\*  
FEIN: 15\*\*\*\*\*

**Filing Contact**

Name: JOE DOE  
Address: 5678 MAIN ST, Tallahassee, FL, 32399-0001, US

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten.

**Confirmation**

Scroll to User ID and Password

Click Exit

SCROLL

## Notes:

A confirmation page displays. Print this page for your records.

Use the **Click here** link to view and/or print your User Information Notice, which includes the Sales and Use Tax Certificate Number, User ID, and Password.

## 5. Enroll as an Agent

### 5.1 Reemployment Agent – Enroll as an Agent

The screenshot shows the 'Welcome Page' of the Florida Department of Revenue's e-File and e-Pay Enrollment System. The page title is 'Reemployment Agent – Enroll as an Agent'. The main content area is titled 'Welcome to e-File and e-Pay Enrollment System' and contains a paragraph of text: 'The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.' Below this text is a 'Select a Task:' section with two categories: 'Taxpayer' and 'Reemployment Agent'. Under 'Taxpayer', there are three radio button options: 'Enroll new account(s)', 'Update e-Enrollment', and 'Retrieve User ID and Password'. Under 'Reemployment Agent', there are four radio button options: 'Enroll as an Agent' (which is selected), 'Add/Delete Client(s)', 'Update Agent e-Enrollment', and 'Retrieve prior Agent submission'. A 'Next' button is located at the bottom right of the form. To the right of the form is a dark blue sidebar with the text 'Welcome Page', 'Select Enroll as an Agent', and 'Click Next'. A blue arrow points from the 'Enroll as an Agent' option in the sidebar to the 'Enroll as an Agent' radio button in the form.

## Notes:

Next, we'll go over the different options available for Reemployment Agents. From the Welcome screen, select the first option, **Enroll as an Agent**, in the Reemployment Agent box. Then, click **Next**.

## 5.2 Log On Verification

**Reemployment Agent – Enroll as an Agent**

Florida Department of Revenue  
e-Services Enrollment

**Log On Verification**

Enter the requested information below. The FEIN/SSN was submitted on your Florida Business Tax Application (DR-1), and the Agent Number was issued by the Department upon completion of your Florida Department of Revenue Reemployment Tax Application for Agent Registration (RTS-9). The information below will be validated to ensure your account is properly registered. In the event you do not have this information, contact the Florida Department of Revenue at 850-488-6800.

**Step 1. Enter FEIN or SSN**

FEIN  e.g. 12-23456789 or 123456789  
OR  
SSN  e.g. 123-45-6789 or 123456789

\* Social Security numbers (SSNs) are used by the Florida Department of Revenue as unique identifiers for the administration of Florida's taxes. SSNs obtained for tax administration purposes are confidential under sections 213.063 and 119.071, Florida Statutes, and not subject to disclosure as public records. Collection of your SSN is authorized under state and federal law. Click on "Privacy Notice" link located at the bottom of this web page for more information regarding the state and federal law governing the collection, use, or release of SSNs, including authorized exceptions.

**Step 2. Enter Agent Number**

Agent Number  e.g. 1234567890

**Step 3. Enter PTIN (optional)**

PTIN  e.g. 123456789

**Log On Verification**

- FEIN or SSN
- Agent Number
- PTIN (optional)

**Click Next**

Preparer Tax Identification Number (PTIN) is a number issued by the Internal Revenue Service (IRS) to a professional tax preparer, such as Certified Public Accountants (CPAs) and Enrolled Agents (EAs). A PTIN is only required for professional tax preparers that accept payment to prepare tax returns.

### Notes:

Step 1 requires you to enter the FEIN or SSN.

Step 2 asks for the Agent Number.

In Step 3, it is optional to enter the PTIN. The PTIN is the Preparer Tax Identification Number, which is issued by the Internal Revenue Service (IRS) to a professional tax preparer, such as a Certified Public Accountant (CPA) or Enrolled Agent (EA). A PTIN is only required for professional tax preparers who accept payment to prepare tax returns.

Once the information has been entered, click **Next**.

## 5.3 Agent Screen

**Reemployment Agent – Enroll as an Agent**

Florida Department of Revenue  
e-Services Enrollment

**Tax Selection**  
Example Two

**Enrollment(s) In Process**  
For each tax listed below, select the button in the "e-File/e-Pay" column to continue your enrollment.

Identifier	Tax Type Description	Address	e-File/ e-Pay	Filing Contact	Payment Contact	Remove
0123	Reemployment Tax	5678 Main St, Tallahassee, FL 32399-0001, US	<input type="button" value="Add"/>			<input type="button" value="Remove"/>

**Tax Selection**  
The account displays

**Click**  
**Add**

### Notes:

The screen will display that you are in the process of enrollment(s). Check the account displayed.

Under the e-File/e-Pay column, click **Add**.

## 5.4 Filing/Payment 1

**Reemployment Agent – Enroll as an Agent**

Florida Department of Revenue  
e-Services Enrollment

**Account Details for Reemployment Tax**  
Example Two

**Filing Selection**  
Step 1: Select the e-File and/or e-Pay method.

Select one v

- e-File
- e-Pay
- e-File and e-Pay**

**Filing/Payment Method**

**Step 1**  
Click the dropdown arrow and select the e-File and/or e-Pay method

**Click**  
**Select**

**Notes:**

For Step 1, you will need to select the e-File and/or e-Pay method. Click the **dropdown** arrow and choose e-File and/or e-Pay. Then, click **Select**.

## 5.5 Filing/Payment 2

**Reemployment Agent – Enroll as an Agent**

Florida Department of Revenue  
e-Services Enrollment

Account Details for Reemployment Tax  
Example Two

**Filing Selection**  
Step 1: Select the e-File and/or e-Pay method  
e-File and e-Pay v

**Payment Selection**  
Step 2: Select the payment option  
 ACH Debit (e-Check)  ACH Credit **Select**

ACH-Debit (e-Check): The Department's bank withdraws payment from your bank account. Your bank is debited.  
ACH-Credit: The bank transfers payment to the Department's bank. The Department's account is credited. This is not a credit card payment.

**Filing/Payment Method**  
Step 2  
Select the Payment Method  
Click  
Select

**Notes:**

For Step 2, choose between the ACH Debit (e-Check) or ACH Credit.

Click **Select**.

## 5.6 Filing/Payment 2

The screenshot shows the 'Reemployment Agent – Enroll as an Agent' page. The header includes the Florida Department of Revenue logo and 'e-Services Enrollment'. The main title is 'Account Details for Reemployment Tax Example Two'. The page is divided into two sections: 'Filing Selection' and 'Payment Selection'. The 'Filing Selection' section has a dropdown menu set to 'e-File and e-Pay'. The 'Payment Selection' section has two radio buttons: 'ACH Debit (e-Check)' and 'ACH Credit', with 'ACH Credit' selected. A 'Next' button is at the bottom right. A dark blue sidebar on the right contains the text 'Filing/Payment Method' and 'Click Next'.

### Notes:

Then, click **Next**.

## 5.7 Filing Contact

The screenshot shows the 'Reemployment Agent – Enroll as an Agent' page. The header includes the Florida Department of Revenue logo and 'e-Services Enrollment'. The main title is 'Filing Contact for Reemployment Tax Example Two'. Below the title is a sub-header 'Filing Contact Information' and a note: 'Enter the contact information below for the person who will be authorized to discuss issues with the Department.' The page is divided into two sections: 'Step 1: Contact Information' and 'Step 2: Address Information'. 'Step 1' has a dropdown menu set to 'Select a Contact' and a 'Select' button. 'Step 2' has a dropdown menu set to 'Select an Address' and a 'Select' button. A dark blue sidebar on the right contains the text 'Filing Contact Information', 'Step 1 Contact Information', and 'Step 2 Address Information'.

### Notes:

This is the Filing Contact information page.

For Step 1, use the **dropdown** arrow to select a contact from existing entries in the system, or input a new contact.

Step 2 is for entering address information.

## 5.8 Filing Contact

**Reemployment Agent – Enroll as an Agent**

Florida Department of Revenue  
e-Services Enrollment

**Filing Contact for Reemployment Tax**  
Example Two

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact [v] Select

Select a Contact

New Contact

**Contact Details**

First Name: Joe [e.g. James]

Middle Initial: [e.g. T]

Last Name: Doe [e.g. Smith]

Phone Number: 8501112222 [e.g. 1234567890]

Fax Number: 8501114444 [e.g. 1234567890]

Email: jd@aol.com [e.g. ABC@email.com]

Confirm Email: jd@aol.com [e.g. ABC@email.com]

**SCROLL**

**Filing Contact Information**

**Step 1**  
Contact Information  
Type the contact name, phone number, and email address

**Step 2**  
Address Information  
If you select New Address, type the address for filing information

**Click Next**

### Notes:

To create a new contact, enter the contact name, phone number, and email address in the Contact Details box for the person who will be authorized to discuss issues with the Department.

In Step 2, select an existing address or create a new one.

There is a scroll bar to the right side of the contact details box for help in accessing all of the information.

Click **Next**.

## 5.9 Payment Contact

### Reemployment Agent – Enroll as an Agent

Florida Department of Revenue  
e-Services Enrollment

#### Payment Contact for Reemployment Tax

Example Two

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact

Select a Contact  
New Contact  
Joe Doe

**Step 2: Address Information**

Select Address

Select an Address

#### Payment Contact Information

**Step 1**  
Contact Information

**Step 2**  
Address Information

### Notes:

Some taxpayers have different departments, agents, or personnel who handle filing and payments separately. On the Payment Contact Information page, select a contact and an address.

## 5.10 Payment Contact

### Reemployment Agent – Enroll as an Agent

Florida Department of Revenue  
e-Services Enrollment

#### Payment Contact for Reemployment Tax

Example Two

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact

Select a Contact  
New Contact  
Joe Doe

**Step 2: Address Information**

First Name  e.g. James

Middle Initial  e.g. T

Last Name  e.g. Smith

Phone Number  e.g. 1234567890

Fax Number  e.g. 1234567890

Email  e.g. ABC@email.com

Confirm Email  e.g. ABC@email.com

Note: When you provide different *Filing* and *Payment* contacts, the Department of Revenue can share account information with both contacts.

#### Payment Contact Information

**Step 1**  
Contact Information

Type the contact name, phone number, and email address

**Step 2**  
Address Information

If you select New Address, type the address for filing information

**Click**  
Next

**Notes:**

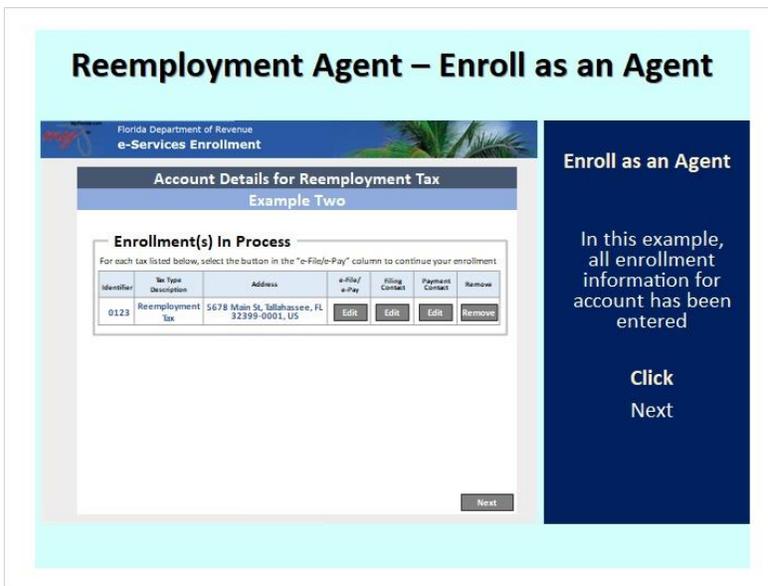
Enter the contact's name, phone number, and email address in the Contact Details box for the person who will be authorized to discuss issues with the Department.

Note that when you provide different Filing and Payment contacts, the Department can share account information with both contacts.

There is a scroll bar to the right side of the Contact Details box for help access all the information.

Once everything is entered, click **Next**.

### 5.11 Agent Screen



**Notes:**

In this example, you can see that all e-Enrollment information for the account has been entered. Click **Next**.

## 5.12 Final Review

### Reemployment Agent – Enroll as an Agent

Florida Department of Revenue  
e-Services Enrollment

**Final Review**  
Example Two

Review the information on this page carefully. Click on the "Edit" links to make necessary corrections. If the information is correct, read and accept the "Enrollee Authorization and Agreement" statement, sign and click "Submit"

I mean, hereinafter "the Enrollee," entered into pursuant to the provisions of the Florida Statutes and the Florida Administrative Code.

By considering this agreement request, the Enrollee applies and is hereby authorized by the Department to file tax returns and reports, make tax and fee payments, and transmit notifications to the Department electronically. This Agreement represents the entire understanding of the parties in relation to the electronic filing of returns, reports, and notifications.

The same statute and rule sections that pertain to all paper documents filed and submitted by the Enrollee also govern an electronic return, report, payment, or notification transmitted electronically pursuant to this enrollment.

By entering my/our name(s) below, I/We certify that I/we am/are authorized to sign on behalf of the business entity identified herein, and that all information provided in this document has been personally reviewed by me/us and the facts stated in it are true. According to the payment method selected above, I/We hereby authorize the Department to present debit orders using the bank account information above at the discretionary computer number (ACH-Debit), or I/We am/are authorized to register for the ACH-Credit payment privilege and accept all responsibility for the filing of payments through the ACH-Credit method.

**Signature(s)**

I agree to the Enrollee Authorization and Agreement

Signature  Title

Signature  Title

Final Review

Click  
[Edit](#) to make updates

Read  
Authorization and  
Agreement

Click  
I Agree to the Enrollee  
Authorization and  
Agreement

Type signature(s) and  
title(s) for person(s)  
authorizing enrollment

Click  
Submit

### Notes:

This is the Final Review screen. Carefully review all information on this page and click the **Edit** link(s) to make any necessary corrections. If the information is correct, read the Enrollee Authorization and Agreement section. Once you have done so, click the **I agree to the Enrollee Authorization and Agreement** checkbox, sign, and then **Submit** the information.

## 5.13 Confirmation

### Reemployment Agent – Enroll as an Agent

Florida Department of Revenue  
e-Services Enrollment

**Confirmation**  
Entity Name

Thank you for using the e-Enrollment online system. The FEIN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the "ACH Credit Information" link below for information about submitting your payments. **Print this page for your records.**

**Confirmation**

FEIN/SSN: 123456789

Confirmation ID: 10182644641

**Reemployment Tax for Reemployment Number: 07290**

**Important Information**

User ID(s) and Password(s) displayed below will allow access to the online tax application. The enrolled account will be available for e-File and/or e-Pay after two business days.

User ID: 0000031\*\*\*\*\*

Password: 987654321

[click here](#) to view/print your User Information Notice for e-File and/or e-Pay Methods.

**Tax Information**

Final Review

Use the "Click here" to  
view/print the User  
Information Notice,  
which includes the  
User ID and Password  
for *this* enrollment.

Scroll down to  
see more  
information

Click  
Exit

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten.

**Notes:**

The Confirmation page displays. Print this page for your records.

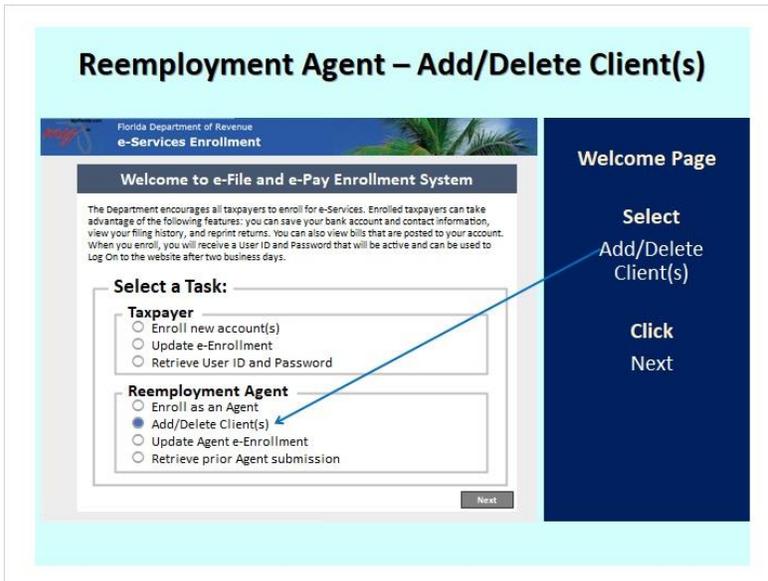
Use the **Click here** link to view/print your User Information Notice for e-File and/or e-Pay methods for this enrollment.

Each enrollment generates a new and unique Confirmation ID.

If you selected ACH Credit as your payment method, click the ACH Credit Information link for submitting your payment(s) information.

## 6. Add/Delete Client(s)

### 6.1 Reemployment Agent – Add/Delete Client(s)



**Notes:**

This section covers how to add and/or delete your clients. From the Welcome screen, Select **Add/Delete Client(s)** in the Reemployment Agent box. Then, click **Next**.

## 6.2 Login Verification

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Add/Delete Clients**

Enter your User ID and Password to enroll and/or delete clients.

**Add/Delete Clients**

User ID:

Password:

**Add/Delete Client(s)**

**Enter**

- User ID
- Password

**Click Next**

### Notes:

You will need to log in using your User ID and Password in order to add and/or delete clients.

## 6.3 Client Details1

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**e-Enrollment Client Add/Delete**

**Example Two**

Enter your client's Reemployment Tax Number and FEIN and click "Verify".

**Step 1: Enter Client Details**

Reemployment Tax Number:  e.g. 1234567

FEIN:  e.g. 12-3456789 or 123456789

**Add/Delete client(s)**

**Enter**

- Reemployment Tax Number
- FEIN

**Click Verify**

### Notes:

Enter your client's Reemployment Tax Number and FEIN. Then, click **Verify**.

## 6.4 Client Details2

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**e-Enrollment Client Add/Delete**  
Example Two

Enter your Client's Reemployment Tax Number and FEIN and click "Verify".

**Step 1: Enter Client Details**

Reemployment Tax Number:  e.g. 3234567

FEIN:  e.g. 12-3456789 or 12-3456789

**FDOR TEST ACCOUNT - REVENUE TESTING ENTERPRISES II**

Our system reflects on active Agents/Client relationship with the client information entered. Select a begin Quarter/Year date to add the Agent/Client relationship.

**Step 2: Select Date**

Date:

Select  
QTR 4/2020  
QTR 3/2020  
**QTR 2/2020**

**Add/Delete client(s)**  
The account name displays  
**Click**  
**Down arrow** under **Select Date**  
**Click**  
**Quarter**  
**Click**  
**Next**

### Notes:

Note that the account name displays next to the Verify button.

The system displays active Agent/Client relationships with the client information entered.

Select a date to add to the Agent/Client relationship. The date will list the Quarter and Year. Once you have selected one, click **Next**.

## 6.5 Client(s) in Process

The screenshot shows the 'e-Enrollment Client Add/Delete' interface. The header includes 'Florida Department of Revenue e-Services Enrollment'. The main content area is titled 'e-Enrollment Client Add/Delete Example Two'. Below this is a section 'Client(s) In Process' containing a table with the following data:

RT Account Number	Action	Effective Date	Quarter	e-File/ e-Pay	Filing	Payment	Remove
1234567	Add	4/1/2020	QTR 2/2020	Add			Remove

Below the table is a note: 'Note: If you have multiple clients to add or delete, select the "Client" button.' At the bottom of the interface are 'Clients' and 'Next' buttons.

**Update e-Enrollment**

Click

- Add to enroll, or
- Remove

### Notes:

The client list displays. Click the **Add** button to enroll or the **Remove** button to delete a client.

## 6.6 Payment Selection

The screenshot shows the 'Account Details for Reemployment Tax' interface. The header includes 'Florida Department of Revenue e-Services Enrollment'. The main content area is titled 'Account Details for Reemployment Tax Example Two'. Below this is a section 'Payment Selection' with the following text:

Step 1: Select the payment option

ACH Debit (e-Check)  ACH Credit

Below this are two informational boxes:

**ACH-Debit (e-Check):** The Department's bank withdraws payment from the taxpayer's bank account upon payers request. The taxpayer's bank is debited.

**ACH-Credit:** The bank transfers payment to the Department's bank. The Department's account is credited. This is not a credit card payment.

At the bottom of the interface is a 'Back' button.

**Payment Method**

Select the Payment Method

Click

Select

### Notes:

On the Account Details for Reemployment Tax screen, Step 1 requires you to choose a payment option between ACH Debit (e-Check) or ACH Credit.

Once you have done so, click **Select**.

## 6.7 Bank Details

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Account Details for Reemployment Tax**  
Example Two

**Payment Selection**

Step 1: Select the payment option  
 ACH Debit (e-Check)  ACH Credit **Select**

**Bank Details**

Step 2: Enter bank details

Account Type:   
Account Owner Type:   
Account Number:   
Confirm Account Number:   
Routing Number:   
**Verify**

**Filing/Payment Method**

**Step 3**

Enter bank details

- Account Type
- Account Owner Type
- Account Number
- Routing Number

**Click**  
Verify  
Bank displays if correct

**Click**  
Next

For more Bank Detail Information  
**Click Here**

### Notes:

Step 2 requires you to enter the bank details information. Enter the Account Type, Account Owner Type, Account Number, and Routing Number. Click **Verify**, and if the information entered is correct, the bank information will display.

For more bank details information, click the red button on the bottom of the screen.

-----  
Finding your Routing and Account numbers

The routing number consists of the first nine digits of the MICR line. The account number is the next set of numbers, followed by the check number.

## Sample Check - Copy (Slide Layer)

### FINDING YOUR ACCOUNT AND ROUTING NUMBER ON YOUR CHECKS

The image shows a sample check with the following details:

- Payee: Joe Smith, 1234 AnyStreet Court, AnyCity, AA 12345
- Bank: Santa Rosa State Bank
- Routing Number: 123456789
- Account Number: 123456789123
- Check Number: 1234

Bank Routing Number is nine digits long and is located at the bottom of your check between the symbols

**DON'T HAVE CHECKS?**

- Check your monthly bank statement
- Find in your online banking account
- Ask bank's customer service department

[Return](#)

## 6.8 Filing Contact

### Reemployment Agent – Add/Delete Client(s)

Florida Department of Revenue  
e-Services Enrollment

#### Filing Contact for Sales and Use Tax

Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact

Select a Contact

[New Contact](#)

**Step 2: Address Information**

Select Address

Select an Address

**Filing Contact Information**

**Step 1**  
Contact Information

**Step 2**  
Address Information

### Notes:

Next, we'll enter the **Filing Contact** information.

In Step 1, use the **dropdown** arrow to select a contact from existing entries in the system or create a new contact.

Step 2 is for the address information.

## 6.9 Filing Contact

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Filing Contact for Sales and Use Tax**  
Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact V Select

Select a Contact

New Contact

**Contact Details**

First Name Joe e.g. John

Middle Initial e.g. J

Last Name Doe e.g. Smith

Phone Number 8501112222 e.g. 1234567890

Fax Number 8501114444 e.g. 1234567890

Email jd@aol.com e.g. ABC@email.com

Confirm Email jd@aol.com e.g. ABC@email.com

**Filing Contact Information**

**Step 1**  
Contact Information  
Type the contact name, phone number, and email address

**Step 2**  
Address Information  
If you select New Address, type the address for filing information

Click Next

SCROLL

### Notes:

Enter the contact's name, phone number, and email address in the Contact Details box for the person who will be authorized to discuss issues with the Florida Department of Revenue.

There is a scroll bar to the right side of the Contact Details box to help access all the information.

Once everything is entered, click **Next**.

## 6.10 Payment Contact

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Payment Contact for Sales and Use Tax**  
Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact [v] [Select]

Select a Contact

New Contact

Joe Doe

**Step 2: Address Information**

Select Address

Select an Address [v] [Select]

**Payment Contact Information**

**Step 1**  
Contact Information

**Step 2**  
Address Information

### Notes:

Some taxpayers have different departments, agents, or personnel that handle filing and payments separately. On the Payment Contact information screen, select a contact and an address.

## 6.11 Payment Contact

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Payment Contact for Sales and Use Tax**  
Entity Name

Enter the contact information below for the person who will be authorized to discuss issues with the Department.

**Step 1: Contact Information**

Select Contact

Select a Contact [v] [Select]

Select a Contact

New Contact

Joe Doe

**Step 2: Address Information**

First Name: Joe [e.g. James]

Middle Initial: [e.g. T]

Last Name: Doe [e.g. Smith]

Phone Number: 8501112222 [e.g. 1234567890]

Fax Number: 8501114444 [e.g. 1234567890]

Email: jd@aol.com [e.g. ABC@email.com]

Confirm Email: jd@aol.com [e.g. ABC@email.com]

Note: When you provide different Filing and Payment contacts, the Department of Revenue can share account information with both contacts.

**Payment Contact Information**

**Step 1**  
Contact Information

Type the contact name, phone number, and email address

**Step 2**  
Address Information

If you select New Address, type the address for filing information

Click  
Next

SCROLL

**Notes:**

Enter the payment contact's name, phone number, and email address in the Contact Details box for the person who will be authorized to discuss issues with the Florida Department of Revenue.

Note that when you provide different Filing and Payment contacts, the Department can share account information with both contacts.

There is a scroll bar to the right side of the Contact Details box to help access all the information.

Once everything is entered, click **Next**.

### 6.12 Client(s) in Process

The screenshot displays the 'e-Enrollment Client Add/Delete' interface. At the top, it says 'Reemployment Agent – Add/Delete Client(s)'. Below that, the Florida Department of Revenue logo and 'e-Services Enrollment' are visible. The main heading is 'e-Enrollment Client Add/Delete Example Two'. Underneath, there is a section titled 'Client(s) In Process' containing a table with the following data:

RT Account Number	Action	Effective Date	Quarter	e-File/ e-Pay	Filing	Payment	Remove
1234567	Add	4/1/2020	QTR 2/2020	Edit	Edit	Edit	Remove

Below the table, a note reads: 'Note: If you have multiple clients to add or delete, select the "Client" button.' At the bottom of the interface, there are 'Clients' and 'Next' buttons. To the right of the interface, a dark blue box contains the text: 'e-Enrollment Client Add/Delete' and 'In this example, all enrollment information for account has been entered'. Below this box, the text 'Click Next' is displayed.

**Notes:**

In this example, we can see that all e-Enrollment information for the account has been entered. Click **Next**.

## 6.13 Final Review

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Final Review**  
Example Two

Review the information on this page carefully. Click on the "Edit" links to make necessary corrections. If the information is correct, read and accept the "Enrollee Authorization and Agreement" statement, sign and click "Submit"

Reemployment Tax for Reemployment Number: 07290

**Tax Information**

[Edit](#)

Tax Type: Reemployment Tax  
Tax Identifier: 1234567  
Business Name: EXAMPLETWO  
File/Pay Method: e-File and/or e-Pay (Credit)

**Client Relationships**

Action: Add  
Effective Date: 4/1/2020  
Effective Quarter: QTR.2/2020  
e-File / e-Pay: e-File and e-Pay  
Agent Number: A0001234

**Final Review**

Click [Edit](#) to make updates

Scroll down to see more information

Click Submit

SCROLL

### Notes:

Carefully review the information on this page and click the **Edit** link to make any necessary corrections. If the information is correct, read the Enrollee Authorization and Agreement section. Once you have done so, click the **I agree to the Enrollee Authorization and Agreement** checkbox, sign, and then **Submit** the information.

## 6.14 Confirmation

**Reemployment Agent – Add/Delete Client(s)**

Florida Department of Revenue  
e-Services Enrollment

**Confirmation**  
Entity Name

Thank you for using the e-Enrollment online system. The FEIN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the "ACH Credit Information" link below for information about submitting your payments. **Print this page for your records.**

**Confirmation**

FEIN/SSN: 123456789  
Confirmation ID: 10182644641

Reemployment Tax for Reemployment Number: 07290

**Important Information**

User ID(s) and Password(s) displayed below will allow access to the online tax application. The enrolled account will be available for e-File and/or e-Pay after two business days.

User ID: 0000031\*\*\*\*  
Password: 987654321

[Click here to view/print your User Information Notice for e-File and/or e-Pay Methods.](#)

**Client Relationship**

**Confirmation**

Each update generates a new Confirmation ID

Use the "Click here" to view/print the User Information Notice, which includes User ID and Password for this enrollment.

Scroll down to see more information

Click Exit

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten.

SCROLL

## Notes:

The Confirmation page displays. Print this page for your records.

Use the **Click here** link to view and/or print your User Information Notice for e-File and/or e-Pay methods for this enrollment.

Each enrollment generates a new and unique Confirmation ID.

## 7. Update Agent e-Enrollment

### 7.1 Update Agent e-Enrollment



## Notes:

The next option on the Welcome screen is **Update Agent e-Enrollment**.

## 7.2 Log On Verification

**Reemployment Agent – Update Agent e-Enrollment**

Florida Department of Revenue  
e-Services Enrollment

**Update e-Enrollment**

Enter your User ID and Password to make changes to your enrollment, change your contact or bank information, or change your filing/payment method.

**Update e-Enrollment**

User ID: A0001234  
Password: \*\*\*\*\*

Back Next

**Update Agent e-Enrollment**

Enter

- User ID
- Password

Click Next

### Notes:

Enter your User ID and Password. Then click **Next**.

## 7.3 Update e-Enrollment

**Reemployment Agent – Update Agent e-Enrollment**

Florida Department of Revenue  
e-Services Enrollment

**Update e-Enrollment**

Example Two

Our system currently reflects the following e-Enrollment information. Click on the "Edit" link to make the necessary updates. If the information is correct, read and accept the "Enrollee Authorization and Agreement" statement, sign and click "Submit".

Email: JD@AOL.COM

**Payment Contact**

[Edit](#)

Name: JOE DOE  
Address: 5678 MAIN ST, Tallahassee, FL, 32399-0001, US  
Phone: 8501231234  
FAX: 8501231234  
Email: JD@AOL.COM

**Enrollee Authorization and Agreement**

This is an Agreement between the Florida Department of Revenue, hereinafter the Department, and the business entity named herein, hereinafter "the Enrollee," entered into pursuant to the provisions of the Florida Statutes and the Florida Administrative Code.

By completing this agreement request, the Enrollee agrees and is hereby authorized by the Department to file tax returns and reports, make tax and fee payments, and perform transactions in the Department electronically. This Agreement represents the entire understanding of the parties in relation to the electronic filing of returns, reports, and transactions.

SCROLL

**Update Agent e-Enrollment**

Click

Edit to make updates

Read the Authorization and Agreement

Type signature(s) and title(s) for person(s) authorizing enrollment

Click Submit

### Notes:

To update Agent e-Enrollment, click the **Edit** link. Scroll down to view more information. Once you have updated all necessary information, read the Enrollee Authorization and Agreement section. Then, click the **I agree to the Enrollee Authorization and Agreement** checkbox, sign, and then **Submit** the information.

## 7.4 Confirmation

**Reemployment Agent – Update Agent e-Enrollment**

Florida Department of Revenue  
e-Services Enrollment

**Confirmation**  
Example Two

Thank you for using the e-Enrollment online system. The FEN/SSN and Confirmation ID listed below should be used to retrieve your previously submitted e-Enrollment information. If you selected ACH Credit as your payment method, click on the "ACH Credit Information" link below for information about submitting your payments. **Print this page for your records.**

**Confirmation**  
Agent Number: A0001234  
Confirmation ID: 10182644641

Reemployment Tax for Reemployment Number: 07290

**Important Information**  
User ID(s) and Password(s) displayed below will allow access to the online tax application. The enrolled account will be available for e-File and/or e-Pay after two business days.  
User ID: A0001234  
Password: 33255497  
[click here](#) to view/print your User Information Notice for e-File and/or e-Pay Methods.

**Tax Information**

Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten.

**Confirmation**  
Each update generates a new Confirmation ID  
Use the "Click here" to view/print the User Information Notice, which includes User ID and Password for this enrollment.  
Scroll down to see more information  
**Click**  
**Exit**

**SCROLL**

### Notes:

The Confirmation page displays.

Print this page for your records.

Each enrollment generates a new and unique Confirmation ID.

## 8. Retrieve prior Agent submission

### 8.1 Reemployment Agent – Retrieve Prior Agent Submission

**REEMPLOYMENT AGENT – Retrieve Prior Agent Submission**

Florida Department of Revenue  
e-Services Enrollment

**Welcome Page**

**Welcome to e-File and e-Pay Enrollment System**

The Department encourages all taxpayers to enroll for e-Services. Enrolled taxpayers can take advantage of the following features: you can save your bank account and contact information, view your filing history, and reprint returns. You can also view bills that are posted to your account. When you enroll, you will receive a User ID and Password that will be active and can be used to Log On to the website after two business days.

**Select a Task:**

**Taxpayer**

- Enroll new account(s)
- Update e-Enrollment
- Retrieve User ID and Password

**Reemployment Agent**

- Enroll as an Agent
- Add/Delete Client(s)
- Update Agent e-Enrollment
- Retrieve prior Agent submission

**Select**

Retrieve prior Agent Submission

**Click**

Next

#### Notes:

The last option on the Welcome screen is **Retrieve prior Agent submission**.

## 8.2 Login Verification

The screenshot shows a web page titled "REEMPLOYMENT AGENT – Retrieve Prior Agent Submission". At the top, it says "Florida Department of Revenue e-Services Enrollment". The main heading is "Retrieve User ID and Password". Below this, there is a "Confirmation ID Log On" section with two input fields: "Agent Number" containing "A0001234" and "Confirmation ID" containing "10184614013". There are "Back" and "Next" buttons at the bottom of the form. To the right of the form, a dark blue sidebar contains the text "To retrieve the specific account User ID and Password", followed by "Enter", a bulleted list with "Agent Number" and "Confirmation ID", and finally "Click Next".

### Notes:

Use your Agent Number and e-Enrollment Confirmation ID to log in.

Click **Next**.

## 8.3 Confirmation

The screenshot shows a web page titled "REEMPLOYMENT AGENT – Retrieve Prior Agent Submission". At the top, it says "Florida Department of Revenue e-Services Enrollment". The main heading is "Confirmation Example Two". Below this, there is a "Confirmation" section with "Agent Number: A0001234" and "Confirmation ID: 10182644641". There is also a "Reemployment Tax for Reemployment Number: 07290" section. Below that, there is an "Important Information" section with "User ID: 0000031\*\*\*\*\*" and "Password: 987654321". There is a link to "Click here to view/print your User Information Notice for e-File and/or e-Pay Methods." and a "Tax Information" section. At the bottom, there is a note: "Note: If you do not have a printer, make note of the User ID, Password, and Confirmation ID. It can be used to retrieve the User ID and Password, if forgotten." To the right of the form, a dark blue sidebar contains the text "Confirmation", followed by "Scroll down to see User ID and Password", and finally "Click Exit". A "SCROLL" button with a red arrow icon is located at the bottom of the sidebar.

**Notes:**

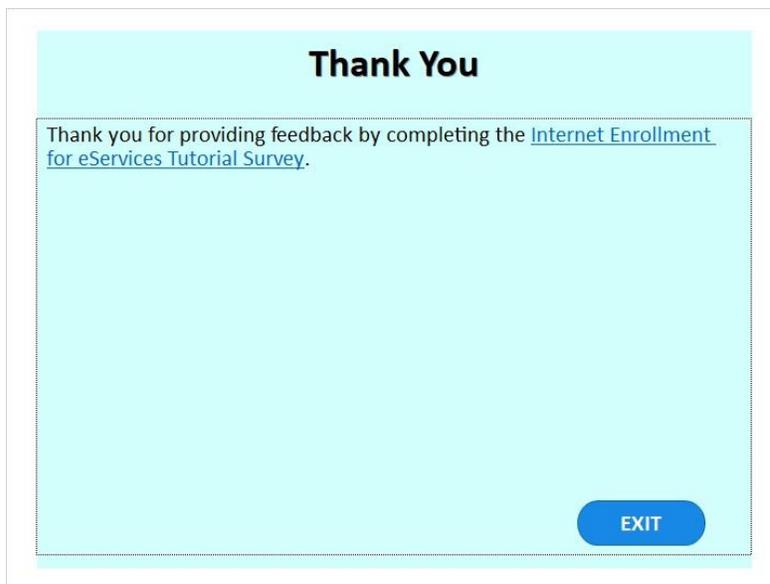
The confirmation page displays.

Print this page for your records.

Scroll down to see your User ID and Password. Then click **Exit**.

## 9. Conclusion

### 9.1 Thank You

**Notes:**

This concludes the Internet Enrollment for eServices tutorial.