



## HOW TO REGISTER IN REVENUE ONLINE

Revenue Online is a website for online taxpayer services including filing tax returns and making payments. To register using Revenue Online, follow the steps below.

- Step 1: Go to <https://online-tax.alaska.gov>
- Step 2: Select the “Enroll Now” button located at the bottom of the right side of the web page.
- Step 3: Select the phrase: “I am a new taxpayer who has never filed a return with the Department of Revenue.”
- Step 4: To proceed with the registration process, you need to have the following information available:
  - Taxpayer name
  - SSN or FEIN
  - Mailing address
  - Phone number
  - Type of business
  - Account type
  - Business start date
  - Marijuana Control Board license type
  - Marijuana Control Board license number
  - Email address
- Step 5: Continue to fill in the information requested and submit your registration request. You will receive a Confirmation Page with your confirmation number for this enrollment. Please either print a copy of this page or write the number down and refer to this number when contacting the Tax Division with any questions regarding your logon. It will take up to two business days to review your registration request.

After your registration request is approved, you will receive a confirmation email with an authorization code from the Alaska Department of Revenue, Tax Division. You will only use this authorization code the first time you log in. If you do not receive the email, please make sure it did not go to your junk email folder.

If you have any further questions or concerns, please contact the Department of Revenue, Tax Division at 907.269.0041 or 907.269.6627.