Create Sub-Users

The TSC Administrator can create sub-user accounts

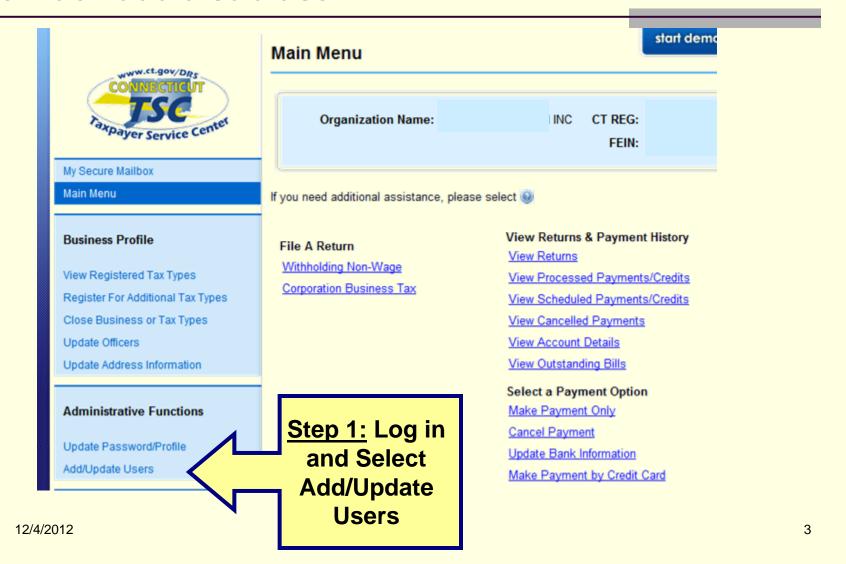


What is a sub-user?

If there will be more than one person in your company using the TSC, only **one** person can be designated as the TSC Administrator. The TSC Administrator will have the ability to create other users and provide them with the proper access and capabilities in the system. The TSC Administrator for the business will have the ability to create other "users" within the business and provide these users with different access rights in the **TSC**. For example, the TSC Administrator could designate one user in the business to file returns and another user to make payments.



How do I add a sub-user?



Add a sub-user cont.

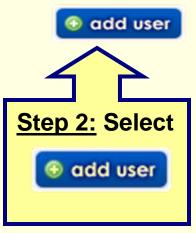
Add/Update Users

Organization Name: CT REG: FEIN:

If you need additional assistance, please select @ .

<u>User Name</u> <u>User ID</u> <u>Status</u> <u>Date Account Accessed</u> <u>Invalid Login Attempts</u>



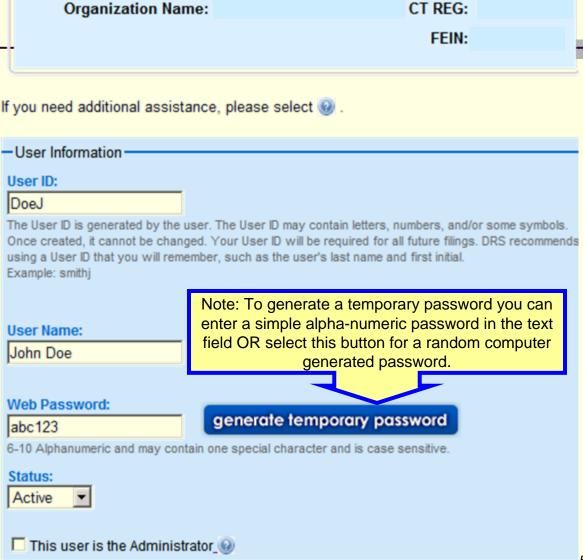


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Create a sub-user account

Taxpayer Service Center - Add User

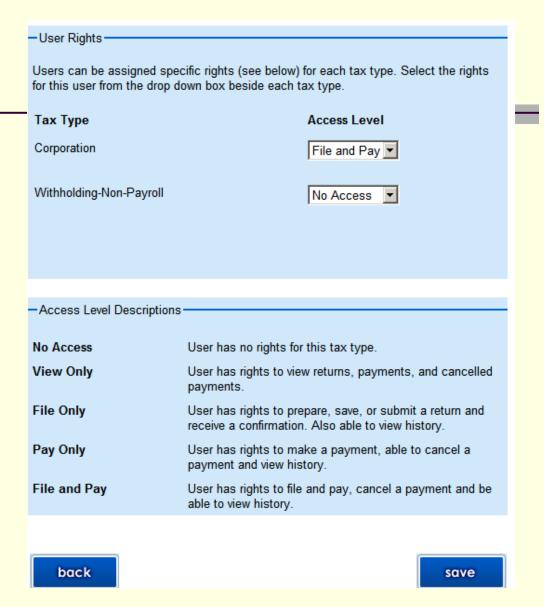
Step 3: Enter the new user ID, the sub users name and create a temporary password. You will need to provide your sub-user with this User ID and temporary password which they will use to set up their own TSC profile. Note: if the sub-ser gets locked out of the TSC they can only be unlocked by the administrator.



Create a sub-user account cont.

Step 3 continued: Set the access rights for the sub-user. Each tax type listed under your CT registration number will need to be set to one of the five listed Access Levels. The definitions are provided.

In this example the subuser will have full rights to the Corporation tax on the TSC but will have any rightss for the Withholding Non-Payroll tax type.



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Mission Accomplished!

Once you select you will need to provide your sub user with their User ID and temporary password. When they log into the TSC using this information they will then be prompted to provide their contact information, create a new password and two password hints.



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