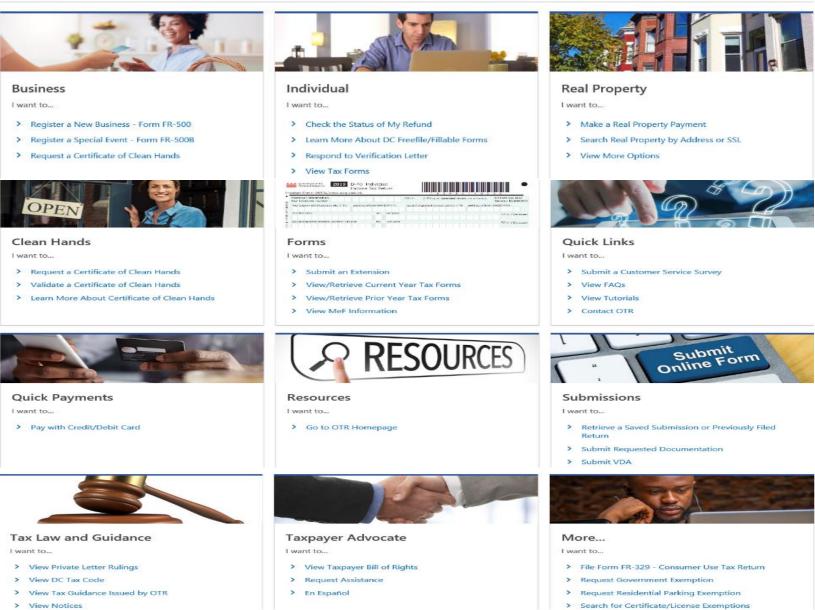


## MyTax.DC.gov User Guide: How to Setup Electronic Mail Correspondence - Business

Follow this step-by-step guide to learn how to setup electronic mail correspondence via MyTax.DC.gov and stop receiving paper correspondence through U.S. postal mail.



Q Can't find what you're looking for? Enter keywords here to filter.



## MyTax.DC.gov User Guide: How to Setup Electronic Mail Correspondence -Business

BUSINESS TEST		Welcome, John Doe
00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517	2	You last logged in on Friday, Nov 20, 2020 2:22:16 PM Manage My Profile
Favorites Summary Action Center	Settings More	
Filter		×
Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517 Action Center Items	Account 430-000120328 Balance (\$340.13)	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>
Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 280-000080546 Balance \$0.00	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>

- 1. From the <u>MyTax.DC.gov</u> homepage, log in using your **Username** and **Password**.
- 2. In the user profile, click the **Settings** tab.



3

	BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517				Welcome, John Doe You last logged in an Friday, Nov 20, 2020 2:22:16 PM Manage My Profile <b>0</b>
]	Favorites Summary Action Center	Settings	More Security Mail Delivery Mail Notification	: Administrator : Paper : Notify me of new mail	Cancel Access
	Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517		Account Security Mail Delivery Mail Notification Default Payment Channel	: File Returns and Make Payments : Default (Paper) : Default (Notify me of new mail) : None	

- 3. The **Settings** page highlights the **Mail Delivery** setting for your tax accounts. The first account listed, will be your logged in account. You can update your mail delivery preference for all accounts in this section.
  - a. Under the "Mail Delivery" section, click the Paper hyperlink next to your logged in account.



4	Mail Delivery Preference BUSINESS TEST 00000-91110		
	Preference		
4a	Options Paper Email		_
			<b>4</b> c
		Cancel	Save

- The Mail Delivery Preference page displays. From this page you will be able to set your mail delivery preference. Selecting Paper will enable your selected account to receive notices by U.S. postal mail. Selecting Email will allow notices to be sent to you electronically.
  - a. In this example, we have selected Email.
  - b. Click Save.



5

BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517		Welcome, John Dod You last logged in on Monday, Nov 23, 2020 10:10:30 AV Manage My Profile
Favorites Summary Action Center 49 Settin	gs More	
BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517	Mail Delivery :	Cancel Access Administrator Email Notify me of new mail
Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Mail Delivery :	File Returns and Make Payments Default (Email) Default (Notify me of new mail) None
Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Mail Delivery :	File Returns and Make Payments Default (Email) Default (Notify me of new mail) None

5. You will be redirected to your **Settings** page where the tax accounts that are subscribed to receive electronic mail correspondence will show an **Email** hyperlink. In this example, our Alcoholic Beverage and Ballpark Fee accounts have their **Mail Delivery** set to **Email**.



6

BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517		Welcome, John Doe You last logged in on Monday, Nov 23, 2020 10:10:30 AM Manage My Profile <b>O</b>
Favorites Summary Action Center Settings	More	
BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517	Security Mail Delivery Mail Notification	Cancel Access : Administrator : Email : Notify me of new mail
Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account Security Mail Delivery Mail Notification Default Payment Channel	: File Returns and Make Payments : Default (Email) : Default (Notify me of new mail) : None
Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account Security Mail Delivery Mail Notification Default Payment Channel	: File Returns and Make Payments : Default (Email) : Default (Notify me of new mail) : None

6. If you would like to set the mail delivery preferences by individual account, locate the account you want to change. Under the "Mail Delivery" section, click the Default (Email) hyperlink. For this example, we have chosen Ballpark Fee.



Save

7	Mail Delivery Preference Ballpark Fee 280-000080546 BUSINESS TEST	
	Options	
<b>7</b> a	<ul> <li>Default (Email)</li> <li>Paper</li> <li>Email</li> </ul>	7b
		Gancel Save

- 7. The Mail Delivery Preference page displays. From this page you will be able to set your mail delivery preference. Selecting Paper will enable your selected account to receive notices by U.S. postal mail. Selecting Email will allow notices to be sent to you electronically.
  - a. In this example, we have selected **Paper**.
  - b. Click Save.



BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517		Welcome, John Doe You last logged in an Monday, Nov 23, 2020 10:10:30 AM Manage My Profile <b>O</b>
Favorites Summary Action Center <sup>49</sup> Settings	More	
BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517	Security : Administra Mail Delivery : Email Mail Notification : Notify me	
Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Mail Delivery : Default (Er	and Make Payments ail) http://weiofinew.mail)
Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Mail Delivery : Paper	and Make Payments tify me of new mail)

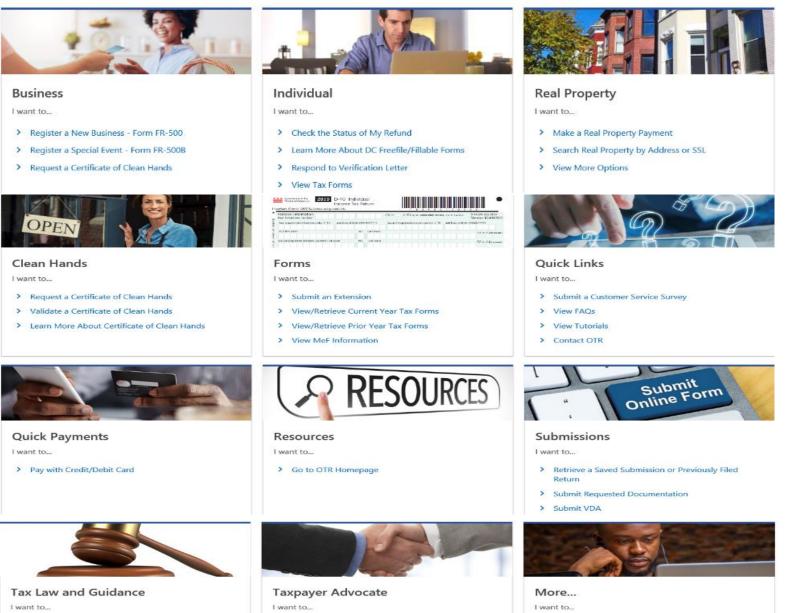
You will be redirected to your Settings page where the tax accounts that are subscribed to receive electronic mail correspondence will show an Email hyperlink. In this example, our Alcoholic Beverage has its Mail Delivery set to Email. The mail delivery for our Ballpark Fee account is set to Paper and will continue to receive correspondence by US Postal Mail.



## How to Opt-Out of Electronic Mail Correspondence Settings in Your Web Profile



Q Can't find what you're looking for? Enter keywords here to filter.



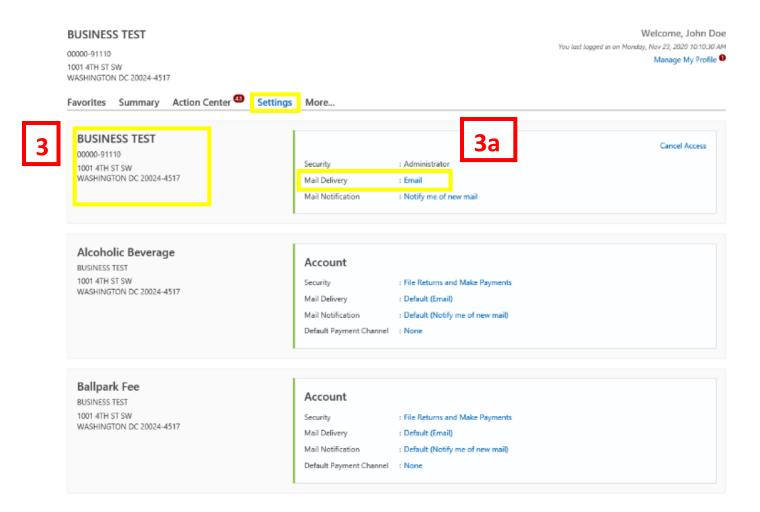
N Minus Delugate Lantas D. Human



BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517	2	Welcome, John Doe You last lagged in on Friday, Sep 25, 2020 2:21:58 PM Manage My Profile
Favorites Summary Action Center	Settings More	
Filter		×
Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517 Action Center Items	Account 430-000120328 Balance <b>\$0.00</b>	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>
Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517	Account 280-000080546 Balance \$0.00	<ul> <li>Make a Payment</li> <li>Returns</li> <li>View Other Options</li> </ul>

- 1. From the <u>MyTax.DC.gov</u> homepage, log in using your **Username** and **Password**.
- 2. In the user profile, click the **Settings** tab.





- 3. In your **Settings** screen, locate the **Mail Delivery** section for your logged in account. This will be the first account listed. The **Mail Delivery** section allows you to manage your paperless subscription for all tax accounts.
  - a. You can **unsubscribe** from receiving paperless correspondence at any time. To disable the electronic mail correspondence feature for all tax accounts, click the **Email** hyperlink next to the logged in account. **Note:** By disabling the **Email** feature you will begin receiving paper correspondence through U.S. postal mail.



	Mail Delivery Preference BUSINESS TEST 00000-91110			
	Preference			
4	Options Paper			
	O Email	 		<b>4</b> a
			Cancel	Save

4. The **Mail Delivery Preference** page displays. From this page you will be able to set your mail delivery preference. Selecting **Paper** will enable your accounts to receive notices by **U.S. postal mail**. Selecting **Email** will allow notices to be sent to you **electronically**.

a. In this example, we have changed our preference from Email to Paper.

b. Click Save.



	BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517				Welcome, John Doe You last logged in on Monday, Nov 23, 2020 10:10:30 AM Manage My Profile <b>0</b>
	Favorites Summary Action Center	Settings	More		
5	BUSINESS TEST 00000-91110 1001 4TH ST SW WASHINGTON DC 20024-4517		Security Mail Delivery Mail Notification	: Administrator : Paper : Notify me of new mail	Cancel Access
	Alcoholic Beverage BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517		Account Security Mail Delivery Mail Notification Default Payment Channel	: File Returns and Make Payments : Default (Paper) : Default (Notify me of new mail) : None	
	Ballpark Fee BUSINESS TEST 1001 4TH ST SW WASHINGTON DC 20024-4517		Account Security Mail Delivery Mail Notification Default Payment Channel	: File Returns and Make Payments : Default (Paper) : Default (Notify me of new mail) : None	

5. You will be redirected to your **Settings** page where the mail delivery preference for each tax account is listed. In this example, all tax accounts have their **Mail Delivery** set to **Paper** and will receive notices by **U.S. postal mail.**