



## Business Representative: MyFTB Account - Register

MyFTB provides you with 24/7 online access to your business entity's (corporation, limited liability company, or partnership) income tax information and services. Some of the available features on MyFTB:

- You can view your:
  - Payment history.
  - Account details.
  - Images of notices and correspondence.
- File a Power of Attorney (POA) declaration.
- Authorize **Full Online Account Access** for your tax professional representative(s).
- Update contact information.

### To register for or activate your MyFTB Business Representative account:

- Go to [www.ftb.ca.gov](http://www.ftb.ca.gov).
- Select **Account** in the **Global Navigation Menu** (blue ribbon that runs across the top of the **MyFTB Account** page).
- Follow the steps below.

### Steps

#### Step 1: Register or Activate MyFTB Business Representative Account

- I want to register for a MyFTB Business Representative account.
  - [Continue to Step 2.](#)

**Note:** To create your MyFTB Individual account, you will need:

- A valid email address.
- The account number for the business entity.
- Your mailing address.

**Note:** If you moved since you filed your last tax return, call us to update your mailing address before you register for a MyFTB account, 800.852.5711.

- Information from a filed California tax return for one of the last five tax years.

- I received my Personal Identification Number (PIN) in the mail and want to activate my MyFTB Business Representative account.
  - [Skip to Step 8.](#)

## Step 2: Access Create a MyFTB Account Page

- From the **MyFTB account** page, select the:
  - **Create an account** button on the **left navigation menu**, or
  - **Create an account** link located in the **MyFTB login** section.

## Step 3: Enter Account Registration Information

**Note:** Fields with a red asterisk (\*) next to them are required fields and must be filled in to continue.

- On the **Account Registration** page, enter:
  - Your **first name, middle Initial and last name.**
  - A **User Name.**

**Note:** User names can only contain letters and numbers and no spaces or special characters. It must be between 4 and 17 characters.

Make note of your user name because you will need it to activate your MyFTB account. If you forget your user name before you activate your MyFTB account, you will have to [re-register beginning with Step 1.](#)

- Your **Email Address** (75 character maximum).

**Note:** The only special characters allowed are a period “.”, underscore “\_”, dash “-”, and at “@”. Any special characters on either side of the “@” symbol will not be accepted.

We will use the email address you enter below to send a confirmation email. You must follow the instructions in the email to complete the registration process.

- Type the characters from the picture for security purposes.
- Select the **Continue** button.

## Step 4: Create Your Profile

**Note:** Fields with a red asterisk (\*) next to them are required fields and must be filled in to continue

- Select your three **Security Questions** and enter an answer for each question on the **Create Profile** page.

- Create and enter your **Password**.

**Note:** For tips on creating a password, select the **Password Tips** link.

- **Re-enter your Password**.

**Note:** Make note of your password because you will need it to activate your MyFTB account. If you forget your user name or password before you activate your account, you will have [re-register beginning with Step 1](#).

- Select the **Continue** button.

## Step 5: Choose Your Role

- Select the **Business Representative** radio button on the **Choose Your Role** page.
- Select the **Continue** button.

## Step 6: Enter Your Business Representative Registration Information

The **Business Representative Registration** page requires you to verify the business address on file with us and enter the company type, business account number, and information from a previously filed tax return.

**Note:** Fields with a red asterisk (\*) next to them are required fields and must be filled in to continue.

- On the **Business Representative Registration** page, enter:
  - The **numbers in your mailing address** or check the box to indicate your mailing address does not contain numbers.
  - Your **US ZIP Code** or check the box to indicate your address does not contain a US ZIP Code.
  - The **Type of company** from the dropdown menu.
  - The business's **Account number**.
  - Information from one of your filed **California business entity tax returns** for one of the last 5 tax years. Enter from the tax return:
    - **Year of the tax return**.
    - **Tax form type** filed for the year you chose.
    - **Net Income (Loss)** shown on form.
- Read the penalty of perjury and check the box to acknowledge.
- Select the **Submit** button.

## Step 7: Registration Confirmation

- The **Registration Confirmation** page displays to confirm you successfully created your MyFTB account and provides the email address that we sent your confirmation to.
- Franchise Tax Board will mail you a **Personal Identification Number (PIN)** to activate your account. The PIN will be mailed via the United States Postal Service within 3 to 5 business days. **Please allow 10 business days to receive the PIN.**
- For your protection, we will not provide your PIN by phone, FAX, or email.
- You have **21 days from the date** you register to enter the PIN to activate your account. **If you do not**, you will need to [re-register beginning with Step 1](#).

### After you receive your PIN:

## Step 8: Activate Your Account

- Select the **Log in to my account** button in the **MyFTB login** section on the **MyFTB account** page.

## Step 9: Continue to Access Your Account

- Select the **Continue to Login** button on the **MyFTB account** page.

## Step 10: Access Your Account

- On the **Access Your Account** page, enter:
  - Your user name that you created when you registered for your MyFTB Tax Professional account in the **User Name** field.
  - Your password that you created when you registered for your MyFTB Tax Professional account in the **Password** field.
  - The characters from the picture for security purposes.
- Select the Login button.

## Step 11: Enter PIN

Your **one-time** use **PIN** is used to activate your **MyFTB** account. You **will not need it** to login.

- On the **Enter PIN** page, enter your one-time use **PIN** from the letter you received in the mail, in the **Personal Identification Number (PIN)** field.
- Select the **Continue** button.

## Step 12: Account Activated Confirmation

The **Account Activated** page displays a message to confirm your MyFTB account has been activated.

- Select the **Continue** button to navigate to your **MyFTB** Business Representative account.

**Note:** The **Business Entities List** page is the homepage that displays every time you log in.

To add additional businesses you are a business representative for, select the **Add New Business** button.