



## Business Representative: MyFTB Account - Register

MyFTB provides you with 24/7 online access to the income tax information of the business entity (corporation, limited liability company, or partnership) and online services, such as chat with a customer service representative about confidential matters. Some other features available on MyFTB:

- View your business entity's:
  - Payment history.
  - Account period 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.

**Important!** You **must have a recent California business tax return on file** in order to register for a MyFTB Business Representative account.

### 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 page).
- Follow the steps below.

### Steps

#### Step 1: Select Option - Register or Activate MyFTB Business Representative Account

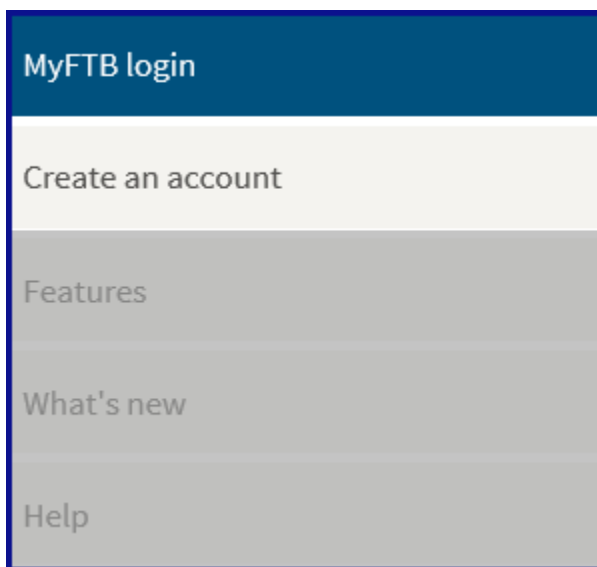
- Register for a MyFTB Business Representative **Account**
- To create your account, you will need:
  - A valid email address.
  - The account number for the business entity.
  - Your mailing address.

**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.

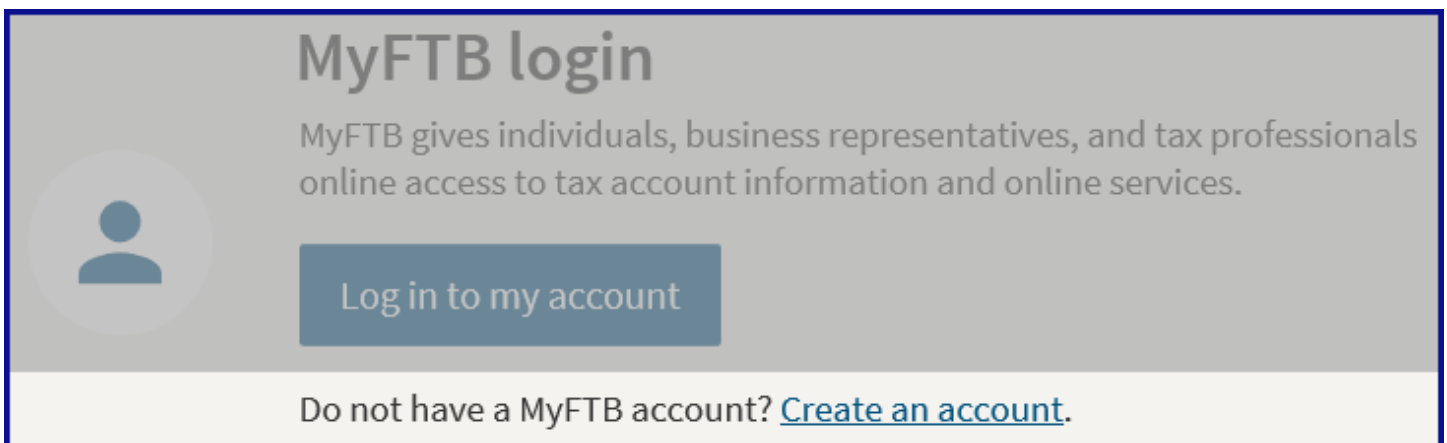
- Information from a filed California tax return for one of the last five tax years.
  - [Continue to Step 2 to create](#) your **MyFTB Business Representative** account.
- Activate MyFTB Business Representative Account - Personal Identification Number (PIN) Received
  - [Skip to Step 9 to activate](#) your **MyFTB Business Representative** account.

## Step 2: Create Your MyFTB Business Representative Account

- 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: MyFTB Account Registration

- Select the **Create MyFTB account** button in the lower section of the **Create a MyFTB account** page.

Create MyFTB account

### Step 4: Enter Account Registration Information

**Important!** If you moved since you filed your last return, call us at 800.852.5700 **before you register**.

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

- On the **Account Registration** page, enter:
  - Your **first name, middle Initial** and **last name** in the applicable fields.
  - The user name you created in the **User Name** field.

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

**Important!** Make note of your user name. 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) in the **Email Address** field.

**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 to send a confirmation email. You **must follow the instructions in the email** to complete the registration process.
  - Your email address again in the **Re-enter Email Address** field.
  - Type the characters from the picture in the field directly below the picture.

**\* First Name**  
  
 11 characters maximum

**Middle Initial**  
  
 1 character

**\* Last Name**  
  
 13 characters maximum


**Suffix (if any)**

Enter your user name. Only letters and numbers are allowed, no spaces or special characters.

**\* User Name**  
  
 Between 4 and 17 characters


**\* Re-enter User Name**

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.

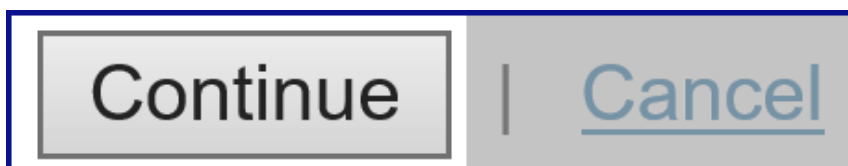
**\* Email Address**   
  
 75 characters maximum

**\* Re-enter Email Address**

**\* Type the characters from the picture**



- Select the **Continue** button.



## Step 5: Create Your Profile

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

- On the **Create Profile** page:
  - In the **Security Questions** section:
    - Note:** You will be able to change your security questions and answers at any time in your user profile.

- Select your three security questions from the three **Question** dropdown menus (**Question 1, Question 2, and Question 3**).
- Enter your answer for each security question in the **Answer** fields (**Answer 1, Answer 2, and Answer 3**).

**Note:** Your answers must be 3 to 17 characters.

➤ In the **Password** section:

**Note:** Password **must** be 8 to 32 characters and include upper and lower case letters, a number, and a special character. For tips on creating a password, select the **Password Tips** link

- Create your password (passwords are case sensitive).

**Note:** You will be able to change your password at any time in your user profile.

- Enter the password in the **Password** field.
- Enter your password again in the **Re-enter Password** field.

**Important!** 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 to [re-register beginning with Step 1](#).

## Security Questions

Select three security questions below and enter an answer for each question. These questions and answers will be used to identify you if you forget your user name or password.

**\* Question 1**

**\* Answer 1**

3 to 17 characters

**\* Question 2**

**\* Answer 2**

3 to 17 characters

**\* Question 3**

**\* Answer 3**

3 to 17 characters

Note: You will be able to change your security questions and answers at any time in your user profile.

## Password

Passwords are case sensitive.

[Password Tips](#)

**\* Password**

8 to 32 characters.

Must include upper and lower case letters, a number, and a special character.

**\* Re-enter Password**

Note: You will be able to change your password at any time in your user profile.


- Select the **Continue** button.

<input type="button" value="Continue"/>		<input type="button" value="Back"/>		<input type="button" value="Cancel"/>
---	--	-------------------------------------	--	---------------------------------------

## Step 6: Choose Your Role

To register additional roles (Individual or Tax Professional), you **must register each role as a separate account** and use a different user name. We only allow one role per account. Business Representatives can add other businesses to their account.

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

 **Choose Your Role**

Select one role below.

To register additional roles, you must register each role as a separate account using a different user name. We only allow one role per account. Business representatives can add other businesses to their account. Tax Professionals can add clients to their account.

**Individual** - Access your personal income tax information.

**Business Representative** - Access income tax information of the business entity (corporation, limited liability company, or partnership).

**Tax Professional** - Access income tax information on behalf of your individual or business entity client.

- Select the **Continue** button.

**Continue** | **Back** | [Cancel](#)

## Step 7: Enter Your Business Representative Registration Information

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

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

- On the **Business Representative Registration** page:
  - In the **Verify Your Business Address on File** section:
    - Enter the numbers in your business mailing address (do not include the street name) in the **Numbers in Mailing Address** field or check the box to indicate **Mailing address does not contain numbers**.
    - Enter your zip code in the **US Zip Code** field or check the box to indicate **Mailing address does not contain a US Zip Code**.
    - Select the **type of company** from the **Type of company** dropdown menu.
    - Enter the business entity's **account number** in the **Account number field**.
  - In the **Shared Secret** section, enter information **from one of your previously filed California** business entity tax returns for one of the **last 5 tax years**. Refer to your CA tax return:

**Note:** You must have a California business entity tax return on file with FTB in order to register to use MyFTB Account online features.

- Select the year on the tax return filed from the **Year of the tax return** dropdown menu.

**Note:** Original returns only, not amended returns.

- Select the tax form type filed for the year that you chose, from the **Tax form type** dropdown menu.
- Enter the net income (loss) shown on that form in the **Net Income (Loss) shown on that form field**.

**Note:** Enter loss with a dash (-). Whole dollars only, 12 maximum.

## Business Representative Registration

\* Required field

Aida Bugg Pest Control, Inc

Verify Your Business Address on File

### Important Information

If you moved since you filed your last return, call us at 800.852.5711 **before registering**.  
Persons with hearing or speech impairments, call TTY/TDD 800.822.6268.

This is a foreign address.

\* Enter the numbers in your mailing address or check the box to indicate your mailing address does not contain numbers.

Numbers in Mailing Address 

(Up to 6 numbers only; if none, leave blank)

Mailing address does not contain numbers.

\* Enter your US ZIP Code or check the box to indicate your address does not contain a US ZIP Code.

US ZIP Code 

(5 numbers only; if none, leave blank)

Mailing address does not contain a US ZIP Code.

\* Type of company

Select from the list

\* Account number

### Shared Secret

From a California tax return you filed with us:

\* Year of the tax return

Original return only, not amended returns

\* Tax form type filed for the year you chose

\* Net Income (Loss) shown on that form

\$ .00

Enter losses with a dash (-). Whole dollars only, 12 maximum



- Read the **penalty of perjury** statement and check the box to acknowledge.

\*Please read and check the box before submitting:


Under penalties of perjury under the laws of the state of California, I declare that I am an employee or authorized representative of the Business Entity listed above and legally have a right to access the company data and transact tax business on behalf of the company.

- Select the **Submit** button.





## Step 8: 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](#).

 **Registration Confirmation**

You've successfully created your MyFTB account. We sent a confirmation to [Polly.Ester@ljustregistered.com](mailto:Polly.Ester@ljustregistered.com)

  
1. Create Your Account




  
2. Wait for Your PIN

You should receive your PIN by **U.S. mail** within 10 business days.

**For your protection, we won't provide your PIN by email, FAX, or phone.**

If you have a visual disability and need an accommodation to receive your PIN, go to [Accessibility](#) for assistance.

Can't wait for your PIN? [File](#) or [Pay](#) now.

  
3. Log In

Log in and enter your PIN within 21 days from the date you registered to **activate your account**.

[FTB Home](#)

## After you receive your PIN:

### Step 9: Activate Your Account

You **must log in and enter your PIN within 21 days from the date you registered** to activate your account. **If you do not**, your PIN will expire and you **must** [re-register beginning with Step 1](#).

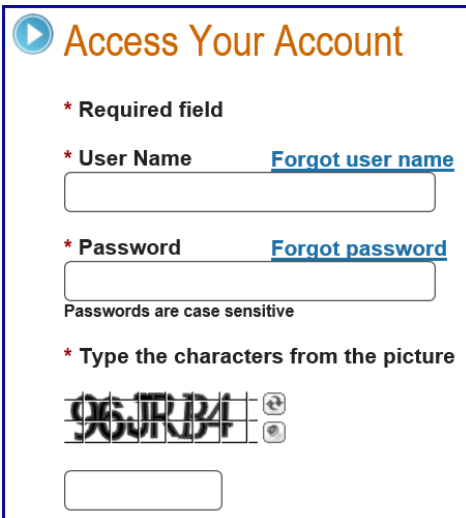
- Select the **Log in to my account** button in the **MyFTB login** section on the **MyFTB account** page.

A blue rectangular button with white text that reads "Log in to my account".

### Step 10: Access Your Account

**Important!** If you **forgot your user name or password** that you created when you registered, you **must** [re-register beginning with Step 1](#).

- 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.

A screenshot of the "Access Your Account" login form. The form has a title "Access Your Account" with a play button icon. Below the title, there are three required fields: "User Name" with a "Forgot user name" link, "Password" with a "Forgot password" link, and a CAPTCHA field with the instruction "Type the characters from the picture". The CAPTCHA image shows the letters "96JRB4" with a refresh icon. Below the CAPTCHA is an empty input box. A note below the password field says "Passwords are case sensitive".

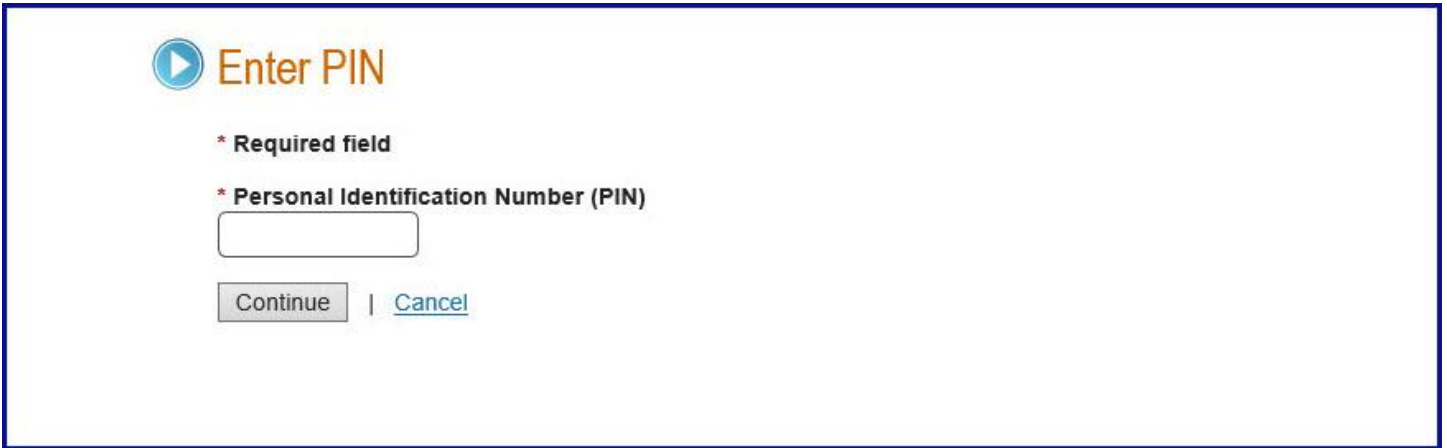
- Select the **Login** button.

A grey rectangular button with a blue border and the word "Login" in black text.

## Step 11: Enter PIN

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



**Enter PIN**

\* Required field

\* Personal Identification Number (PIN)

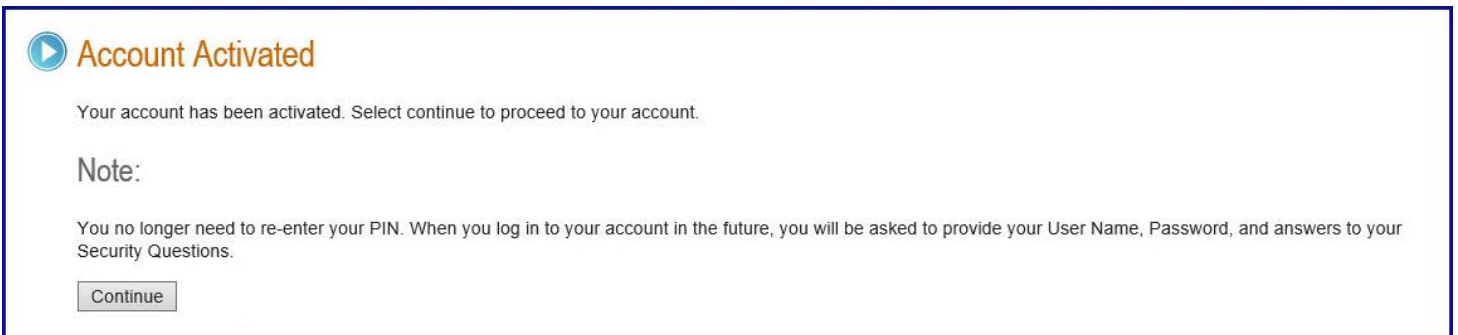
Continue | [Cancel](#)

## Step 12: Account Activated Confirmation

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

**Note:** You no longer need to enter your PIN. When you log in to your MyFTB account in the future, you will only need to enter your **User Name** and **Password**, and provide answers to your **Security Questions**.

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



**Account Activated**

Your account has been activated. Select continue to proceed to your account.

Note:

You no longer need to re-enter your PIN. When you log in to your account in the future, you will be asked to provide your User Name, Password, and answers to your Security Questions.

Continue

## Step 13: View Your MyFTB Business Representative Account

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

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

MyFTB | Contact Us | FTB Home | Log Out

Welcome Polly Ester, Business Representative

### Business Entities

[Add New Business](#)

[Show Filter](#)

Name ^	ID ↕	ID Type ↕	Action
<a href="#">Augusta Wind Sailing Inc.</a>	0000000	CA Corp No.	<a href="#">Remove</a>
<a href="#">Dusty Carr Motors Inc.</a>	0000000	CA Corp No.	<a href="#">Remove</a>
<a href="#">Ray O'Sun Landscape Inc</a>	0000000	CA Corp No.	<a href="#">Remove</a>
<a href="#">Kris P Bacon Catering LLC</a>	000000000000	SOS ID No.	<a href="#">Remove</a>
<a href="#">Rita Book Publishing Inc.</a>	0000000	CA Corp No.	<a href="#">Remove</a>