



Tax Professional: Power of Attorney (POA) Declaration – Add or Edit an Email Address

MyFTB allows you to add or edit the email address for **all active representatives listed** on an active POA declaration.

FTB no longer mails copies of notices to representatives. **It is important to keep the email addresses current.** We notify representatives by email when there are documents available to view online for your POA clients.

Email address information added or updated will **only update** this POA declaration. It **does not update** a representative's contact information on their profile.

For information about other actions related to POA declarations, refer to:

- [Power of Attorney \(POA\) Declaration – Add Representative](#)
- [Power of Attorney \(POA\) Declaration – Remove Representative](#)
- [Power of Attorney \(POA\) Declaration – Revoke POA Declaration](#)
- [Power of Attorney \(POA\) Declaration – Maintain Associates List](#)

To add or edit a representative's email address on an active POA declaration:

- [Log in to your MyFTB Tax Professional account.](#)
 - Once you're logged into MyFTB, if you need help with the page you're on, select the question mark icon "?" in the upper right corner of that page.
- View your **Client List**.
 - From your **Tax Professional Overview** page, select:
 - **Client List** from your **Main Navigation Menu**, or
 - The **View Client List** link in your **Quick Links** section.
- Search for your client whose POA declaration you want to update, [refer to Client List – Search for Client](#).
- Follow the steps below.

Steps

Step 1: View POA Declaration(s)

- Select the **View Details** link in the **Actions** column of your **Client List** for the POA client whose POA declaration you want to edit.

Last Name ^	First Name ^	SSN/TIN	Relationship Type ^	Online Access ^	Expiration Date ^	Actions ^
Wood	Holly	XXX-XX-2222	POA	Limited	04/11/2025	View Details

Step 2: Select POA Declaration to Edit or Add Email

The **Taxpayer Relationship Detail** page displays **all POA and TIA relationships** you have with this client.

- To update a representative's email address on a POA declaration, select the **View POA Detail** link, in the **Actions** column, in the **Power of Attorney (POA) Relationships with** section, for the active POA declaration you want to update.

Status Date ^	Status ^	Declaration # ^	Tax Year ^	Expiration Date ^	Actions
12/20/2017	Active	0000000	All	12/20/2023	View POA Detail

Step 3: View List of Active Representatives Listed on POA Declaration

The **Power of Attorney Detail** page allows you to review and edit POA declaration information. Actions available depend on the status of the POA declaration. To view a list of statuses and actions available, select the question mark icon "?" in the upper right corner of this page.

- Select the **Manage Representatives** link, in the **Representative Information** section, to display the list of **all active representatives** on the POA declaration.

[Manage Representatives](#)

Step 4: Select Representative to Update Contact Information

The **POA Representative List** page includes all “active” and “pending” representatives listed on this POA declaration. You can select to update the contact information for an active representative listed.

- Select the **Edit** link in the **Action** column for the active representative whose email address information you want to update.

Note: The **Edit** link will not display for representative(s) with the status of “Pending FTB Approval”.

- To add your new email address, [continue to Step 5](#).
- To edit your email address, [skip to Step 6](#).
- To add or edit the email address for another representative, [skip to Step 7](#).

Primary ▾	Last Name ◊	First Name ◊	ID Number ◊	Action
<input checked="" type="checkbox"/>	Case	Justin	State Bar: 123456	Edit

Step 5: Add Your New Email Address

Step 5a:

- Select the **Add New Email Address** link in the **Representative Email Address** section of the **Enter Representative Information** window to add your new email address to this POA declaration.

[Add New Email Address](#)

Step 5b:

- Enter your new email address in the **Email** field.

Email:

Step 5c:

- Select the **Update** button.
 - [Skip to Step 8](#) to save the email address to this POA declaration.

Note: The new email address you entered will automatically be selected to receive notifications about this client. If you want to use a different email address to receive notifications, select the **Edit** link, [continue to Step 6](#).



Step 6: Edit Your Email Address

- In the **Representative Email Address** section of the **Enter Representative Information** window, when:
 - One email address displays, edit the email address in the **Email** field for this POA declaration.

A screenshot of a form field. On the left is the label "Email:". To its right is a text input box containing the email address "Jcdeductions@morecredits.com".

- Multiple email addresses display, check the box in the **Select** column next to the email address you want to use on this POA declaration.

Select	Email Address
<input checked="" type="checkbox"/>	jc_deductions@moretaxcredits.com
<input type="checkbox"/>	Jcdeductions@morecredits.net

- Select the **Update** button.
 - [Skip to Step 8](#) to save the email address to this POA declaration.



Step 7: Add or Edit Email Address for Another Listed Representative

You can edit the current email address or add a new email address for another active representative listed on this POA declaration.

Step 7a:

- In the **Email** field, in the **Representative Email Address** section, of the **Enter Representative Information** window, if:

- The email address is displayed, edit the email address displayed for this POA declaration by typing over the email address displayed.

Email:

- **No email address** is displayed in the **Email** field, enter the representative's new email address for this POA declaration.

Email:

Step 7b:

- Select **Update** button.
 - [Continue to Step 8](#) to save the email address to this POA declaration.

Update **Cancel**

Step 8: Save Email Address Information

Important! Updates you made to the email address information **do not display in the table** on this page. You **must save your updates** before you can view them.

- Select **Save** button on the **POA Representative List** page to update this POA declaration with the new email address.

Save **Cancel**

Step 9: View New Email Address and Exit Page

- View the new email address in the **Email Address** column, in the **Representative Information** section, on the **Power of Attorney Detail** page.

Primary	Last Name ▾	First Name ⚡	Email Address ⚡
<input checked="" type="checkbox"/>	CASE	JUSTIN	jc_deductions@moretaxcredits.com

- To return to your **Client List** page, select **Client List** from the **Main Navigation Menu**.

- To navigate to your **Tax Professional Overview** page, select **Home** from the **Main Navigation Menu**.