

## **TAP Logon Registration Options for Oil and Gas Customers**

This document is specifically provided to assist Oil and Gas taxpayers with logging in to the TAP environment on or after March 19, 2018. The TAP URL is

<https://tap.state.nm.us/TAP/>

A detailed video describing the process of logging in is being hosted at the following address until March 19, 2018. <http://www.tax.newmexico.gov/severance-tax-project.aspx>.

From March 19 forward, the same video can be found here

<http://www.tax.newmexico.gov/Businesses/oil-natural-gas-and-mineral-extraction-taxes.aspx>

If you took part in the NMTRD OGST Production Registration Survey before February 23, you should receive one or more PDF Account Registration letters via email on the morning of March 19, 2018. Otherwise, these letters will be issued to you via US Postal Service sometime after March 19.

### **Ensure that your OGRID and accounts have been assigned an FEIN in TAP.**

Check the Account Registration PDF file(s) you received from TRD. If this PDF shows a PEIN or PSSN, your accounts have been assigned a Pseudo ID rather than being associated to a true FEIN or SSN. You will have to contact TRD to correct this before you can get into TAP.



*Governor*

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August 14, 2017  
PEIN: \*-\*\*\*0295  
Letter ID: L1602879488

### **Ad Valorem Equipment Tax Registration Notice**

Dear Taxpayer:

**Options for how you can log in to TAP are on the following pages.**

Please review them and determine the appropriate login method for you.

**OPTION 1: If you have already used a TAP Administrator Logon that you have used to pay other taxes in NM TAP, use that logon.**

If you are not sure if your Logon is an Administrator Logon, try logging in with it now and then go to the Settings page. If you are not an Administrator, you will not have access to the new Oil and Gas accounts on March 19<sup>th</sup> and will need to proceed to a different option. In the example below, this Logon has “Profile Manager” access and will not have access to Oil and Gas accounts.

The screenshot shows the 'Home' page of the NM Taxation Revenue system. At the top left is the logo 'NM TAXATION REVENUE &'. Navigation links include 'State Website', 'TRD Website', 'Locations', and 'Forms & Publications'. The main header contains a hamburger menu, 'Home', and a 'Log Of' button. Below the header, there are links for 'How-To Videos' and 'Frequently Asked Questions'. The user profile section shows 'LOGON' with a 'Settings' button highlighted in a red box. The profile details include the email 'greg.slagel@state.nm.us', name 'GREG SLAGEL', phone '+1 (098) 435-7340', and 'Last logged on 03/20/2018'. An 'ALERTS' section shows 'You have 1 unread email'. An 'I WANT TO' section contains links for 'Upload Bulk File (XML)', 'Manage payments and returns', and 'Access Another Account'.

The screenshot shows the 'Logon Settings' page. At the top left is the logo 'NM TAXATION REVENUE &'. Navigation links include 'State Website', 'TRD Website', 'Locations', and 'Forms & Publications'. The main header contains a hamburger menu, 'Logon Settings', and a 'Log Of' button. Below the header, there are links for 'How-To Videos' and 'Frequently Asked Questions'. The page has three tabs: 'Logon Settings', 'Account Settings', and 'Payment Channels'. The user profile section shows 'LOGON' with an 'Edit' button. The profile details include the email 'greg.slagel@state.nm.us', name 'GREG SLAGEL', phone '+1 (098) 435-7340', and 'Access: Profile Manager' which is circled in red with a red X over it. An 'ALERTS' section shows 'There are no alerts'. An 'I WANT TO' section contains links for 'Change password' and 'Cancel online access'.

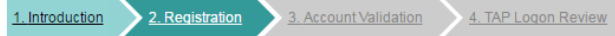
## OPTION 2: Create a New TAP Logon using your FEIN/SSN and your Letter ID

This is the most common scenario. If you know your FEIN and you have a Letter ID less than 90 days old, you can create a TAP Logon that will have access to your Oil and Gas tax accounts.

From the TAP Logon page, choose Sign Up Now under CREATE A LOGON. Then select Business or Individual depending on if you use an FEIN or SSN.

The screenshot shows the TAP Logon page with four main sections: LOG IN, GENERAL TASKS, PERSONAL INCOME, and BUSINESSSES. The LOG IN section has fields for Logon and Password, a Logon button, and links for Forgot Password? and Forgot Logon?. The GENERAL TASKS section has links for Make a Payment, Submit a Document, and Retrieve a Saved Request. The PERSONAL INCOME section has links for Where's My Refund? and View Your 1099-G Statement. The BUSINESSSES section has links for Apply for a CRS ID, Check CRS Status, View CRS Location Rates, Update My Employer ID, and Apply for Oil and Gas Severance Taxes. The CREATE A LOGON section has links for Sign up now (circled in red) and Why sign up?.

Fill out the TAP Logon Registration information. If you are told that “A login already exists for this email address”, you will not be able to use this email address for your login. You will need a new email address, or to utilize a different option for getting your existing logon set up with Oil and Gas access.



### Registration

#### NEW TAP REGISTRATION - BUSINESS

Please provide us with your contact information to get started:

Are you signing up on behalf of someone else?

First Name

Last Name

Email

Confirm Email

Country

A login already exists for this email address

#### AUTHENTICATION CONTACT

Two-part authentication secures your account by requiring a second confirmation, in addition to your password, to access your TAP account. The second step means your TAP account stays secure even if your password is compromised. Select the method by which you would like to receive your authentication code.

Phone/Email  Phone  Email

Email

You will now be prompted to enter your FEIN/SSN and a valid letter ID. This is the letter ID you received as an electronic PDF, mentioned on page 1.

You should see an indication that your letter ID is verified for this FEIN/SSN. If not, please double check these numbers. If they are correct, contact [OilGas.Outreach@state.nm.us](mailto:OilGas.Outreach@state.nm.us).

### Account Validation

#### NEW TAP REGISTRATION - BUSINESS

Please enter the following information to complete your registration:

I will be filing on behalf of:  Myself  Someone Else  Both

ID Type   
FEIN

#### ONLINE ACCESS

To verify your identity, please provide ONE (1) of the following:

Select the account type for which you are registered and answer the security questions that appear, or provide a Letter ID (located in top right hand corner) from any piece of correspondence you received from New Mexico since 12/20/2017.

Account Type

OR

Letter ID  ✔ Letter ID has been verified

Now go to the next page, where you can submit this Logon. Immediately afterwards, you will receive an email indicating that your logon is active, and you will then be able to sign in to TAP with it and see your Oil and Gas Tax Accounts.

If you get the message immediately below, it indicates that the administrator logon for this customer has chosen to disallow new logons to be created. The Administrator of your Oil and Gas account will have to toggle this setting before your logon can be created.

### TAP Logon Review

#### NEW TAP REGISTRATION - BUSINESS

#### OOPS!

The owner of this account has already registered for TAP and has chosen not to allow additional logins. Please contact the original owner to gain access.

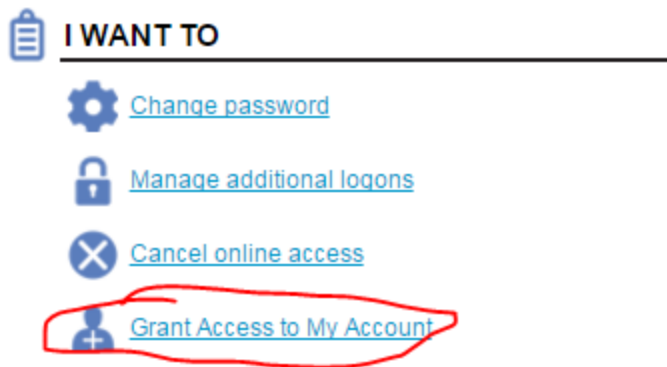
### OPTION 3: Have the Administrator Login grant access to your TAP Login

This option may not be feasible if you are not the Administrator for your FEIN and do not know who they are. If so, please familiarize yourself with Option 2: Create a New TAP Logon using your FEIN/SSN and your Letter ID.

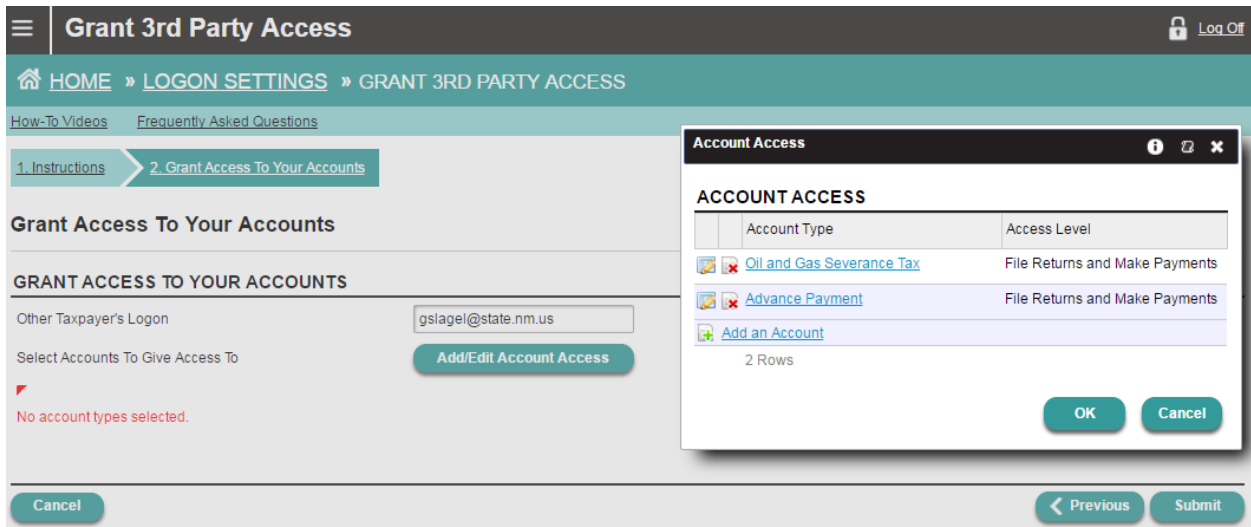
Otherwise, the Administrator Logon can grant access to your logon. This must be an existing logon that you have already created. The administrator logon should sign in and go to the Settings page.



From here, they can choose to grant access to other existing Logons.



From here, they can give any existing logon access to any account types they choose.



Once this is done, logon as normal and you will have access to these account types.

Again, if this option is difficult or cannot be accomplished quickly, please see Option 2 which is the most commonplace scenario.