

STORTZ

AND ASSOCIATES

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To register to file Pennsylvania tax returns online thru Etides

1. Go to www.etides.state.pa.us
2. Click on ENTER ETIDES
3. Scroll down to the bottom of the page and click on REGISTER, under the New Users
4. Read the disclosure and click on "I AGREE"
5. Enter the word that you see in the picture in the box below the picture
6. Scroll down and enter your USER ID and PASSWORD – the password must be entered twice to confirm. **Note: passwords must contain 5 characters and is case sensitive.**
7. Click SUBMIT
8. Enter the information requested and click SUBMIT. **Note: Mother's maiden name and your city of birth are required as password hint information should your user ID or password need to be reset.**
9. The screen will display "your Account has been created successfully" – Print this page which states your User ID for future reference – Then click LOGIN
10. Once you have logged in, Click on REGISTER ENTERPRISE on the left hand side of the screen
11. Select SALES AND USE or EMPLOYER WITHHOLDING or UNEMPLOYMENT COMPENSATION for the type of tax from the drop down list and click NEXT
12. Read the disclosure and click on "I AGREE"
13. Enter your tax account number and your Entity ID. This will be either your EIN or SSN, then select what type of number you have entered from the drop down list, click NEXT
14. The screen will display that your registration is successful

**** Please Note: You will enter your bank account information when you file your returns for the first time.**

Follow the links below for eTIDES demonstrations to see step by step how to register.

Creating User ID & Password

http://www.doreservices.state.pa.us/etides_demo/demo_frmset.htm

Registering an enterprise for Sales and Use Tax & Employer Withholding Tax

http://www.doreservices.state.pa.us/etides_demo/reg_frameset.htm