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## Tax Center Registration and Access to Dealer Portal

### Step 1: Register with Tax Center

1. Click this link: [Kansas Department of Revenue - WebTax](#)

2.

Thank you for using KCS Webtax to manage your Kansas business tax accounts. If you are accessing our site for the first time, please select the Register Now button below. Otherwise, please enter your user ID and password.

**User ID**   
The User ID you registered on this site with  
[Forgot your user ID](#)

**Password**   
Between 6 and 12 characters  
Passwords are case sensitive  
[Forgot your password](#)

[Sign In](#) [Register Now](#)

[Need Help? Contact Us](#)

Search Website

**FILE YOUR TAXES ONLINE**

Related items...

- ★ Check on your refund
- ★ Personal tax forms
- ★ Resolve tax issues
- ★ Frequently asked questions
- ★ Business topics
- ★ Policy library

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Server: R V I N T R A N E T 2

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Click “**Register Now.**”



## Tax Center Registration and Access to Dealer Portal

### Step 1: Register with Tax Center

3.

On-Line Business Center Registration	
<b>Your Information:</b>	
	Please enter the name of the business you work for.
Business Name:	<input type="text"/>
Contact Title:	<input type="text"/>
Contact Name:	<input type="text"/>
	Example: 716-666-1234
Telephone Number:	<input type="text"/>
Telephone Extension:	<input type="text"/>
Fax:	<input type="text"/>
Email Address:	<input type="text"/>
Re-Enter Email Address:	<input type="text"/>
<b>User ID:</b>	
	Must be at least 6 and no more than 12 characters in length.
User ID:	<input type="text"/>
<b>Password:</b>	
	Do not use something that is easily guessed.
	The more complex your password is, the more secure it is.
	Passwords must contain both numbers and letters.
	Passwords must be at least 6 and no more than 12 characters in length.
	Passwords may contain any of these symbols: _ ! , @ # \$ % & * ( ) = + - ;
Password:	<input type="text"/>
Re-enter Password:	<input type="text"/>
<b>Security Question:</b>	
	If you forget or need to reset your Password, we will ask you to answer the question that you select below.
Select a Security Question:	What is your mother's maiden name? <input type="button" value="v"/>
	If you choose Other for your security question, please make your own security question below.
Other Question:	<input type="text"/>
	Your answer can be a word or a phrase from 3 to 32 alphanumeric characters in length.
Answer:	<input type="text"/>
Re-Enter Answer:	<input type="text"/>

On the **On-Line Business Center Registration** page, complete all information under these headings:

- Your Information
- User ID
- Password
- Security Question

**Step 1:  
Register with Tax  
Center**

4.

Settings:

Your primary use of this site:

Tax: File and Pay

Exemption Certificates: Apply, Modify, Print, and View

Tax Credit: Apply, Manage, Report

Send me an E-mail when:

Password Change

Billing Additions

New Messages

Certificate Status Changes

News Updates

Under the Settings heading, make sure only the **“Tax: File and Pay”** radio button is selected.

Click **“Continue.”**

5.

Please check your information and click Register when you are finished

<b>Your Information:</b>	
Business Name:	Automania
Contact Title:	salesperson
Contact Name:	George Jetson
Telephone Number:	7852332323
Telephone Extension:	
Fax:	
Email Address:	george@email.com
<b>User ID</b>	
User ID:	Jetson
<b>Security Question</b>	
If you forget or need to reset your User ID or Password, we will ask you to answer this security question.	
Security Question:	What is the name of your first pet?
Answer:	Astro
<b>Settings</b>	
Primary System Use:	Tax: File and Pay
Mail Options:	
<input type="button" value="Cancel"/> <input type="button" value="Edit"/> <input type="button" value="Register"/> <input type="button" value="Print"/>	

Review your information to make sure it is accurate.

If the information is correct, click **“Register.”**

If you find an error in your information, click **“Edit”** and repeat steps 3 through 5.

6.

Your registration has been completed, please click Continue to be automatically logged in.

<b>Your Information:</b>	
Business Name:	Vultan Auto
Contact Title:	owner
Contact Name:	Flash Gordon
Telephone Number:	7852332323
Telephone Extension:	
Fax:	
Email Address:	flash@email.com
<b>User ID:</b>	
User ID:	gordon
<b>Security Question:</b>	
If you forget or need to reset your User ID or Password, we will ask you to answer this security question.	
Security Question:	What is the name of the street you grew up on?
Answer:	vultan
<b>Settings:</b>	
Primary System Use:	Tax File and Pay
Mail Options:	
<input type="button" value="Print"/> <input type="button" value="Continue"/>	

Once you complete registering,  
click **“Continue.”**



## Tax Center Registration and Access to Dealer Portal

### Step 1: Register with Tax Center

7.

[Home](#) > Taxes

You have [No Messages](#) in your message inbox.

When adding a tax account, you will be prompted to enter your business Employer Identification Number (EIN) or license number and a Personal Identification Number (PIN). PIN numbers are unique to each tax account and only need to be entered once. Your PIN can be obtained by calling the KDOR Electronic Services unit at 1-800-525-3901 or by e-mail, [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov)

[Add an account to this login.](#)

[Help](#)

Once this message appears, you have successfully registered with in the Tax Center.

1. Click this link: [Kansas Department of Revenue - Dealer Web Portal Tutorials](#)

2.

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**Dealer Web Portal Information and Tutorials**

**News!** Creating a Kansas E-lien Favorites List

We changed the Kansas E-lien system to allow dealers and dealer lenders to create lists of favorite lenders they use most often. To learn how to create and save your own favorites list, see the webinar and computer based training below.

- Computer-Based Training: Managing Favorites in E-lien
- Webinar: Creating a Favorites List in E-lien
- Memo to Vehicle Dealers (September 12, 2012)

**Print-on-Demand 60-Day Permits**

Kansas is replacing its aging mainframe systems used for driver licensing, motor vehicle titling and registration, and inventory management with a single, modern system that is easier to use, maintain and enhance. As a result, we also changed the process for temporary registration permits (90-day tags). We no longer use cardboard permits. Instead, we use print-on-demand permits you can create through our new DMV System. Following are a memo and notice that describe this change, frequently asked questions about the print-on-demand 30-day permits and a video tutorial that shows how to create a permit.

- Latest Communication to Dealers About the New DMV System
- Memo to Vehicle Dealers (March 30, 2012)
- Memo and Notice to Vehicle Dealers (March 29, 2012)
- Memo and Notice to Vehicle Dealers (Nov. 1, 2011)
- Frequently Asked Questions
- How to Print a Permit (video tutorial)

**Dealer Web Portal Tutorials**

If you have not signed up to use the Dealer Web Portal, you will want to watch those tutorials first. After you watch them and take a short survey, you will be issued a personal identification number you will use to access the Dealer Web Portal to create and print a print-on-demand 60-day permit.

- Introduction and Privacy Controls
- 50-day Permits
- 50-day Print on Demand
- Ordering Reassignment Addendums
- Change of Record
- Insurance
- Updating Bond Information
- Ordering Plates
- Salesperson License and Updating Salespersons
- Monthly Sales Reports
- Ordering Sales Tax Books
- Resubmitting Denied Transactions
- Miscellaneous Items

Once you have viewed all the tutorials, you must take the Dealer Web Questionnaire to get your Personal Identification Number (PIN). [Click here to take the survey now.](#)

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On the **Dealer Web Portal Information and Tutorials** page watch all tutorials under the heading:

- Dealer Web Portal Tutorials

Survey questions are based on information obtained from the tutorials. A score of 80% or higher is required.



## Tax Center Registration and Access to Dealer Portal

### Step 2: Access to the Dealer Portal

3.

#### Dealer Web Portal Tutorials

If you have not signed up to use the Dealer Web Portal, you will want to watch those tutorials first. After you watch them and take a short survey, you will be issued a personal identification number you will use to access the portal. The tutorial above will show you how to use the Dealer Web Portal to create and print a print-on-demand 60-day permit.

- Introduction and Privacy Controls
- 60-day Permits
- 60-day Print on Demand
- Ordering Reassignment Addendums
- Change of Record
- Insurance
- Updating Bond Information
- Ordering Plates
- Salesperson License and Updating Salespersons
- Monthly Sales Reports
- Ordering Sales Tax Books
- Resubmitting Denied Transactions
- Ordering Bag Tags
- Miscellaneous Items

Once you have viewed all the tutorials, you must take the Dealer Web Questionnaire to get your Personal Identification Number (PIN). [Click here to take the questionnaire now.](#)

Once you have completed watching the portal tutorials

Click **“Click here to take the survey”**

4.

#### Dealer Web Survey

Your Name:

Name of Dealership:

Your Dealer Number:

Your Email Address:

Your Phone Number:

1. In most cases, transactions processed through the Dealer Web portal will be worked by the Dealer Licensing staff within an hour of the transaction. (Answer: Salesperson demo clip)

Choose one

2. Dealers must first log in to the Kansas Department of Revenue, KS Webtax portal before logging in to the Dealer Web portal? (Answer: Intro. demo clip)

Choose one

3. The identification number for the login to the Dealer Web portal is the dealership folder number. Where can you find your dealership folder number on documents we already send you? (Answer: Intro. demo clip)

Choose one

4. Which link do you access to update an email address through the Dealer Web portal? (Answer: Change of Record demo clip)

Choose one

5. If your dealership folder begins with leading zeros (i.e. 000123) you must use the leading zeros in entering your ID Number for the login to the Dealer Web portal. (Answer: Intro. demo clip)

Choose one

On the **Dealer Web Survey** page, complete all information and answer all 5 questions then click **“SEND”**



## Tax Center Registration and Access to Dealer Portal

### Step 2: Access to the Dealer Portal

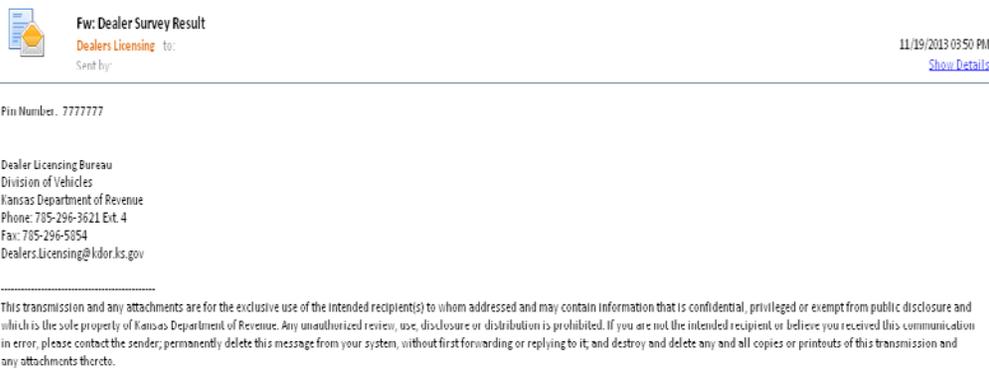
5.



Once this message appears, you have completed the Dealer Survey.

You will receive an email response from Dealer Licensing within approximately 24 hours.

6.



A message similar to this one will come from Dealers Licensing providing you with your 7-digit PIN number or advising you to submit a new survey if you did not get a score of 80% or higher.



## Tax Center Registration and Access to Dealer Portal

### Step 3: Accessing the Dealer Portal

1. Click this link: [Kansas Department of Revenue - WebTax](#)

2.

Thank you for using KS Webtax to manage your Kansas business tax accounts. If you are accessing our site for the first time, please select the Register Now button below. Otherwise, please enter your user ID and password.

**User ID**   
The User ID you registered on this site with  
[Forgot your user ID](#)

**Password**   
Between 6 and 12 characters  
Passwords are case sensitive  
[Forgot your password](#)

[Sign In](#) [Register Now](#)  
[Need Help? Contact Us](#)

Search Website

[FILE YOUR TAXES ONLINE](#)

Related items...

- ★ Check on your refund
- ★ Personal tax forms
- ★ Resolve tax issues
- ★ Frequently asked questions
- ★ Business topics
- ★ Policy library

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Server: RVINTRANET2

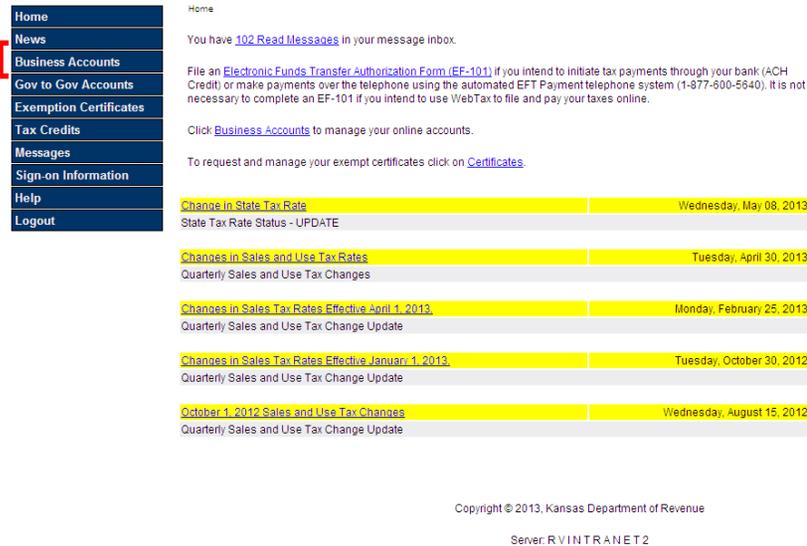
Find Us On facebook

Enter your User ID and Password

Click **“Sign In”**

### Step 3: Accessing the Dealer Portal

3.



Home

You have [102 Read Messages](#) in your message inbox.

File an [Electronic Funds Transfer Authorization Form \(EF-101\)](#) if you intend to initiate tax payments through your bank (ACH Credit) or make payments over the telephone using the automated EFT Payment telephone system (1-877-600-5640). It is not necessary to complete an EF-101 if you intend to use WebTax to file and pay your taxes online.

Click [Business Accounts](#) to manage your online accounts.

To request and manage your exempt certificates click on [Certificates](#).

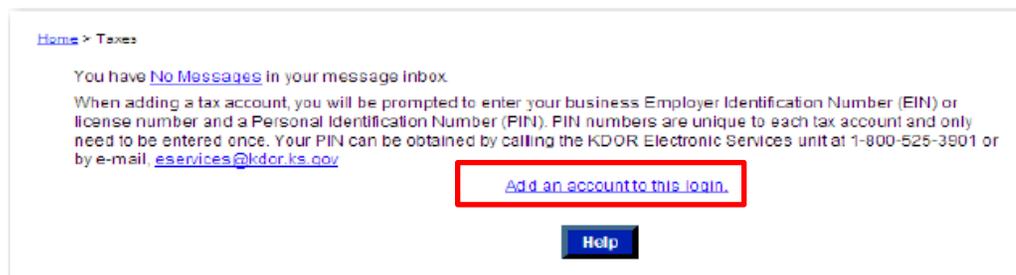
<a href="#">Change in State Tax Rate</a>	Wednesday, May 08, 2013
State Tax Rate Status - UPDATE	
<a href="#">Changes in Sales and Use Tax Rates</a>	Tuesday, April 30, 2013
Quarterly Sales and Use Tax Changes	
<a href="#">Changes in Sales Tax Rates Effective April 1, 2013</a>	Monday, February 25, 2013
Quarterly Sales and Use Tax Change Update	
<a href="#">Changes in Sales Tax Rates Effective January 1, 2013</a>	Tuesday, October 30, 2012
Quarterly Sales and Use Tax Change Update	
<a href="#">October 1, 2012 Sales and Use Tax Changes</a>	Wednesday, August 15, 2012
Quarterly Sales and Use Tax Change Update	

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Server: RVINTRANET2

On the **Home** page,  
Click on “**Business Accounts**”

- Note there are 2 places you can select “**Business Accounts**”

4.



[Home](#) > Taxes

You have [No Messages](#) in your message inbox.

When adding a tax account, you will be prompted to enter your business Employer Identification Number (EIN) or license number and a Personal Identification Number (PIN). PIN numbers are unique to each tax account and only need to be entered once. Your PIN can be obtained by calling the KDOR Electronic Services unit at 1-800-525-3901 or by e-mail, [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov)

[Add an account to this login.](#)

[Help](#)

On the **Home > Taxes** page,  
Click on “**Add an account to  
this login**”



## Tax Center Registration and Access to Dealer Portal

### Step 3: Accessing the Dealer Portal

5.

[Home](#) > [Taxes](#) > Add Account

#### Add Account Information:

Enter your identification (ID) number and PIN, also known as an Access Code, below to set up your tax account.

Your Identification Number will either be your:

- 9 digit business Employer Identification Number (EIN)
- 5 digit license number for Motor Fuel or Mineral Tax
- 7 digit Department of Revenue DOR number, including dashes, for Motor Carrier Property Tax
- 11 digit liquor license number issued by Alcohol Beverage Control, without the dashes.
- 6 digit folder number for Dealers Accounts, left fill with zeros if less than 6 numbers
- 9 digit EIN or SSN for Cigarette and Tobacco. If you just completed registration and do not yet have an account in the system, [click here for Cigarette & Tobacco](#).
- 9 digit EIN for IFTA. If you want to register a new IFTA Account [click here for more information](#).
- 4 to 6 digit bingo account without the slash. If you want to register a new Bingo Account [click here for more information](#).

PINs/Access Codes are Kansas Department of Revenue (KDOR) assigned 6 or 7 digit numbers specific to each tax account, except Motor Carrier Property Tax\*. If you do not know your PIN/Access Code you may call the KDOR Electronic Services unit at 1-800-525-3901 or by e-mail, [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov). You should receive a response within 2 business days to any emails to this address.

Identification Number:   
PIN/Access Code:

\* For Motor Carrier Property Tax PIN/Access Code information, contact the KDOR Motor Carrier Section at 785-296-4510.

Cancel

Continue

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SERVER: R V I N T R A N E T 2

6.

[Home](#) > [Taxes](#) > Add Account

#### Account Information:

Add	Business Name	Account Number	Filing Frequency	Tax Type
<input checked="" type="checkbox"/>	JOPPY TEST NEW/USED	009054	Annual	Dealers Licensing

Check the accounts you want to add to this login and click the "Save" button below. If these are not the accounts you wanted to add, click the "Edit" button to modify the information you entered to lookup these accounts. Accounts that are already added to your login will not display on this list and can be found under your [business accounts list](#).

Cancel

Edit

Save

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Server: R V I N T R A N E T 2

On the **Add Account** page, enter your:

- 6 digit Folder Number
- Pin Number

Confirm that you are adding your  
dealer account,

Click on **“Save”**

**Step 3:  
Accessing the  
Dealer Portal**

7.

[Home](#) > [Taxes](#) > Add Account

You have [102 Read Messages](#) in your message inbox.

Search for Account(s):

Enter the tax account number or business name that is currently attached to your login to locate it easier

Click "Manage Account" to file and pay your taxes, or manage your business account.

Tax Account Number	Business Name	Filing Frequency	Tax Account Type	
009054	JOPPY TEST NEW/USED	Annual	Dealers Licensing	Manage Account
004-1234567	JOPPY TEST NEW/USED	Monthly	Quarterly	
004-1234567	JOPPY TEST NEW/USED	Quarterly	Withholding	

When adding a tax account, you will be prompted to enter your business Employer Identification Number (EIN) or license number and a Personal Identification Number (PIN). PIN numbers are unique to each tax account and only need to be entered once. Your PIN can be obtained by calling the KDOR Electronic Services unit at 1-800-525-3901 or by e-mail, [eservices@kdor.ks.gov](mailto:eservices@kdor.ks.gov)

[Add an account to this login.](#)

Help

On the “**Business Accounts**” page  
Click on “**Manage Account**” or “**Folder Number**” under Tax Account Number  
to go to the Dealer Portal

8.

[Home](#) > [Taxes](#) > View Account

**Tax Account Information**

Contact our Electronic Services support staff at 1-800-525-3901 if you have questions regarding the information shown for this account. Click "Manage Access to This Account" at the bottom of the screen to remove this account from your profile.

**Account**

Account Number 009054  
Business Name JOPPY TEST NEW/USED  
Account Type Dealers Licensing  
Filing Frequency Annual

**Bank Account Information**

This bank information is saved for use by this account. You may add additional bank accounts to choose between when you are making payments. Removing a bank account will not remove it from payments that have already been made.

You have no banking information on record for this account with the Kansas Department of Revenue

[Add Additional Bank Account Information](#)

**Account Management**

<a href="#">Manage My Dealership</a>	Access Dealer Portal - Online Dealer Account Management
<a href="#">View/Pay Debts</a>	View Your Current Debts
<a href="#">Manage Access to This Account</a>	View/Remove who has Access to this Account

Help

Account List

On the “**View Account**” page

You will want to enter your Bank Account Information to process inventory or licensing transactions. All money transactions are completed by an Electronic ACH debit from your designated Checking, Savings or Ledger Account.

Click on “**Manage My Dealership**” to continue to the Dealer Portal.



## Tax Center Registration and Access to Dealer Portal

### Step 3: Accessing the Dealer Portal

9.

The screenshot shows the Dealer Portal Main Menu. At the top left is the Kansas Department of Revenue logo. At the top right, there are links for 'Larger Text' and 'Regular Text', and a timestamp: 'Thursday Nov 21, 2013 11:01 AM CST'. On the left side, there is a vertical navigation menu with the following items: Home, News, Business Accounts, Gov to Gov Accounts, Exemption Certificates, Tax Credits, Messages, Sign-on Information, Help, and Logout. The main content area displays a message: 'You have 102 Read Messages in your message inbox.' Below this is the heading 'Dealers Licensing and Registration - Main Menu'. The menu is organized into sections: 'Salespersons/Representatives' with links for 'Apply for a Salesperson License' and 'View/Update/Renew Current Salespersons'; 'Maintain Current Dealer Account' with links for 'Change of Record Form', 'Dealer Renewal Application - Available November 1 through February 15', 'Display Show Permit Application/Application for Extension', 'Surety Bond Application', 'Add/Update Insurance', and 'Correspondence from KDOR Dealer Licensing'; and 'Inventory/Permits' with links for 'Order/Replace/Expire Tags', 'Order Replacement Tag Decals', 'Temporary Permit Print On-Demand', 'Order Bags for Temporary Permits', 'Reassignment Addendum Order Form', 'STB Sales Tax Booklet Order Form', and 'STBB Sales Tax Booklet Order Form'.

This is the **Dealer Portal Main Menu** screen.

Options will vary based upon dealer's license type and availability during license year (ie. salesperson renewal and dealer renewal).

If you have questions or need help, call the Dealer Licensing Bureau at 785-296-3621, option 6 or email [Dealers.licensing@kdor.ks.gov](mailto:Dealers.licensing@kdor.ks.gov).