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1. Click this link: **Kansas Department of Revenue - WebTax**

2. **Click “Register Now.”**
**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

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

Click “Continue.”
5.

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.
### Tax Center Registration and Access to Dealer Portal

#### Step 1: Register with Tax Center

Once you complete registering, click "Continue."

<table>
<thead>
<tr>
<th>Your Information:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name:</td>
<td>Yugoslav Auto</td>
</tr>
<tr>
<td>Contact Title:</td>
<td>Owner</td>
</tr>
<tr>
<td>Contact Name:</td>
<td>Rashad Gordon</td>
</tr>
<tr>
<td>Telephone Number:</td>
<td>785-332-3223</td>
</tr>
<tr>
<td>Telephone Extension:</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:rashad@email.com">rashad@email.com</a></td>
</tr>
<tr>
<td>Username:</td>
<td>gordon</td>
</tr>
<tr>
<td>Security Question:</td>
<td>If you forget or need to reset your User ID or Password, we will ask you to answer this security question.</td>
</tr>
<tr>
<td>Answer:</td>
<td>Wilson</td>
</tr>
<tr>
<td>Settings:</td>
<td></td>
</tr>
<tr>
<td>Primary System Use:</td>
<td>Tax File and Pay</td>
</tr>
<tr>
<td>Mail Options:</td>
<td></td>
</tr>
</tbody>
</table>

**Print**  **Continue**
Step 1: Register with Tax Center

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. 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.
Step 2:
Access to the Dealer Portal

3. Once you have completed watching the portal tutorials
   Click “Click here to take the survey”

4. On the Dealer Web Survey page, complete all information and answer all 5 questions then click “SEND”
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.
1. Click this link: Kansas Department of Revenue - WebTax

2. Enter your User ID and Password
   Click “Sign In”
Tax Center Registration and Access to Dealer Portal

Step 3:
Accessing the Dealer Portal

3. On the Home page, Click on “Business Accounts”
   - Note there are 2 places you can select “Business Accounts”

4. On the Home >Taxes page, Click on “Add an account to this login”
5. On the Add Account page, enter your:
- 6 digit Folder Number
- Pin Number

6. Confirm that you are adding your dealer account,
Click on “Save”
Tax Center Registration and Access to Dealer Portal

Step 3: Accessing the Dealer Portal

7. On the "Business Accounts" page

Click on “Manage Account” or “Folder Number” under Tax Account Number to go to the Dealer Portal.

8. 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.
Step 3: Accessing the Dealer Portal

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).