

OKTAP UPDATES: NOVEMBER, 2016

This document outlines the upcoming changes to the Oklahoma Taxpayer Access Point (OkTAP) that will be available November 14th, 2016. These changes reflect our ongoing efforts to make the site more efficient and intuitive for our taxpayers.

Your Accounts Home Page

- A) **Activity Center:** In the *Activity Center* separate tabs have been set up to see Requests, Notices and Letters. Any notifications that require attention are displayed here.
- B) **New Icon:** When you see the orange triangle with an exclamation point that signifies something needs your immediate attention to complete.
- C) **Administrator Logon:** a new account access level has been added. The master of a TAP account can now create an administrator access level, which can edit/add a dba name or mailing address, close or add access to an account, file and view returns, and view letters/correspondence. OkTAP accounts may have multiple administrator level logons.
- D) **Names & Addresses:** under this tab, names and addresses to the specific account will be displayed, along with the ability to add an address or dba name.
- E) **Send Us a Message:** select *Send us a Message* to interact with an agency representative about your accounts in a secure manner.