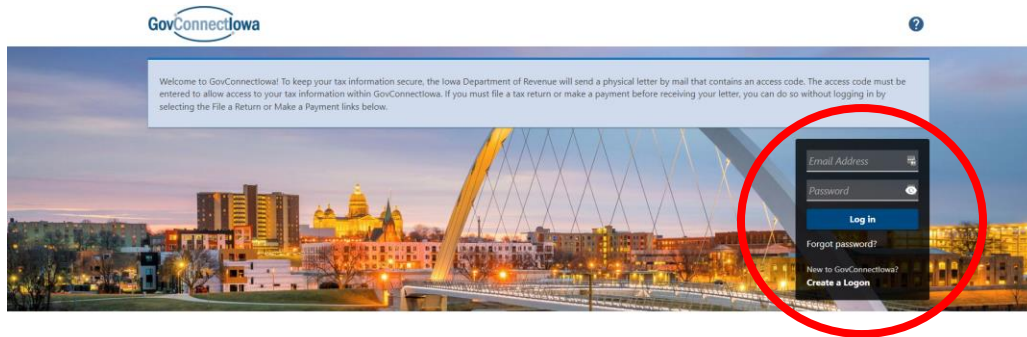


## Granting MLB Tax & Accounting access for Withholding and/or Sales Tax Payments


Login to your GovConnect account at <https://govconnect.iowa.gov>



Enter security code received in email

Select the More... tab across the top










Summary Action Center Settings **More...**

 Type in a keyword you are searching for

Scroll down to the 3<sup>rd</sup> row of options

Under the Other GovConnectIowa Access block, select Add and Employee or Other Party Logons

Select the 3<sup>rd</sup> Option – A third party representative or tax professional

<p> <b>Submissions</b></p> <p>Search for previous submissions.</p> <p>&gt; Search Submissions</p>	<p> <b>Messages</b></p> <p>View and respond to messages received from the Iowa Department of Revenue.</p> <p>&gt; View or Respond to Messages</p> <p>&gt; Send a Message</p>	<p> <b>Letters</b></p> <p>View letters received from the Iowa Department of Revenue.</p> <p>&gt; View Letters</p>
<p> <b>Returns &amp; Payments</b></p> <p>Manage returns and payments for this account.</p> <p>&gt; Returns &amp; Payments</p> <p>&gt; File a Voluntary Consumer Use Tax Return</p> <p>&gt; Submit W-2s and 1099s</p> <p>&gt; Request a Payment Agreement</p>	<p> <b>Names &amp; Addresses</b></p> <p>View and update your account information.</p> <p>&gt; Manage Names &amp; Addresses</p> <p>&gt; Request Legal Name Change</p> <p>&gt; Manage Officials</p>	<p> <b>My GovConnectIowa Access</b></p> <p>View and manage my access to GovConnectIowa accounts and information.</p> <p>&gt; Request Access to an Account</p> <p>&gt; Enter Access Code to Connect to an Account</p> <p>&gt; View and Manage My Access</p>
<p> <b>Other GovConnectIowa Access</b></p> <p>Add, update, or cancel access to GovConnectIowa accounts and information for employees or other parties such as tax professionals, preparers, or accountants.</p> <p>&gt; Update or Cancel Employee Logons</p> <p>&gt; Update or Cancel Other Party Logons</p> <p>&gt; <b>Add an Employee or Other Party Logons</b></p>	<p> <b>Third Party Authorization</b></p> <p>Grant and revoke a third party's authority to act on your behalf or designate yourself as a taxpayer's representative. Third party authorization does not also grant access in GovConnectIowa.</p> <p>&gt; Add Third Party Authorization</p> <p>&gt; Revoke Third Party Authorization</p>	<p> <b>Manage Other Licenses</b></p> <p>Manage your licenses with State of Iowa agencies.</p> <p>&gt; Iowa Alcoholic Beverages Division Licenses</p> <p>&gt; Iowa Department of Inspections and Appeals Licenses</p> <p>&gt; Iowa Lottery Authority Licenses</p> <p>&gt; Household Hazardous Materials Permit</p>

Click Next

Fill in information for MLB Tax

Name: MLB Tax & Accounting

Email: [info@mlbtax.net](mailto:info@mlbtax.net)

Confirm Email: [info@mlbtax.net](mailto:info@mlbtax.net)

Type of Access: Other Party Account Manager

Click Next

Select Yes

Click Next

Click Submit