

Managing Account Access

To file local returns for state or non-state administered localities, you must first add access to your **ADOR local account**. Quickly add access to *all* of your ADOR accounts after Signing Up the first account by doing the following:

1) Once logged in to MAT, click View/Edit MAT Profile link in the box on the left:

The screenshot shows the MAT interface with a left-hand navigation menu and a main content area. The navigation menu includes: Log Off, Home, Back, Help, View/Edit MAT Profile, Add Access to Another Account, and Obtain a New Tax Account #. The main content area is titled 'Names and Addresses' and shows fields for Federal Employer ID #, Balance (\$0.00), Legal Name, Location Address, and Mailing Address. Below this are tabs for ACCOUNTS⁴, REQUESTS⁰, MESSAGES⁰, and LETTERS. A 'MY ACCOUNTS⁴' section is visible, containing a table of accounts.

| Id | Account Type | Name | Frequency | Address | Balance |
|--------------|--------------|------------------|-----------|------------------|---------|
| SLS-████████ | Sales Tax | ████████████████ | Monthly | ████████████████ | 0.00 |

The balances shown reflect only the accounts and filing periods shown in MAT and may not reflect your overall balance with the Alabama Department of Revenue.

2) Click on the MANAGE LOGONS tab:

The screenshot shows the 'ALABAMA DEPARTMENT OF REVENUE My Alabama Taxes' header. Below the header is a navigation menu with Menu, Log Off, Home, Back, and Help. The main content area is divided into 'PROFILE' and 'I WANT TO' sections. The 'PROFILE' section includes fields for Web Name, Phone 1, Phone 2, Email, and a security question. The 'I WANT TO' section includes links for Update Profile, Cancel My Online Access, and Change Password. Below these sections are tabs for MY ACCOUNTS, MANAGE LOGONS, ACCOUNT PAYMENT SOURCES, and ADVANCED PAYMENT OPTIONS. The 'MANAGE LOGONS' tab is active, showing a table of payment sources.

| Name | Account Type | Id | Payment Source |
|------------------|-----------------|------------------|-----------------------|
| ████████████████ | Sales Tax | SLS-R00-████████ | Setup |
| ████████████████ | Withholding Tax | WTH-R00-████████ | Setup |

3) Click ACCESS TO MY ACCOUNTS subtab:

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Menu Log Off
 Home
 Back
 Help

PROFILE

Web Name: [Redacted]
 Phone 1: (334) [Redacted]
 Phone 2: (334) [Redacted]
 Email: [Redacted]@yahoo.com
 Question: What was the name of the last school you attended?

I WANT TO

Update Profile
 Cancel My Online Access
 Change Password

MY ACCOUNTS **MANAGE LOGONS**

SETTINGS LOGONS ACCESS TO MY ACCOUNTS

Settings Filter

| | |
|--|------------|
| New Logons Allowed | Yes |
| Third-Party Logons Allowed/Change Third-Party Password | No |
| Default Access Level for New Logons | File & Pay |
| Default Access Level for Third-Party Logons | File & Pay |

4) Make changes to Access Level:

Only ADOR accounts are shown. You do not “add access” to a self-administered local account. Instead, you add the locality to the local tax return on the Return Table, just as you do a state-administered locality.

Click on the link in the Access Level to add or change access.

To add access, click the “None” link beside the ID.

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Menu Log Off
 Home
 Back
 Help

PROFILE

Web Name: [Redacted]
 Phone 1: (334) [Redacted]
 Phone 2: (334) [Redacted]
 Email: [Redacted]@yahoo.com
 Question: What was the name of the last school you attended?

I WANT TO

Update Profile
 Cancel My Online Access
 Change Password

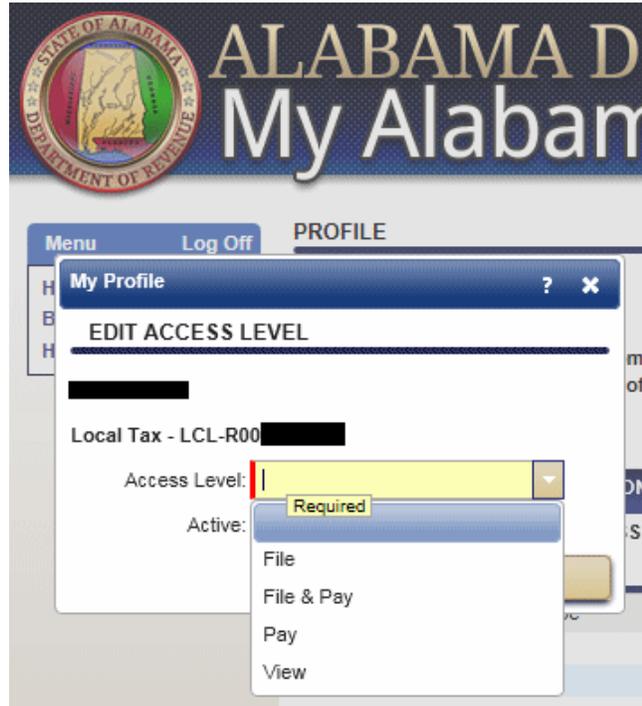
MY ACCOUNTS **MANAGE LOGONS**

SETTINGS LOGONS **ACCESS TO MY ACCOUNTS**

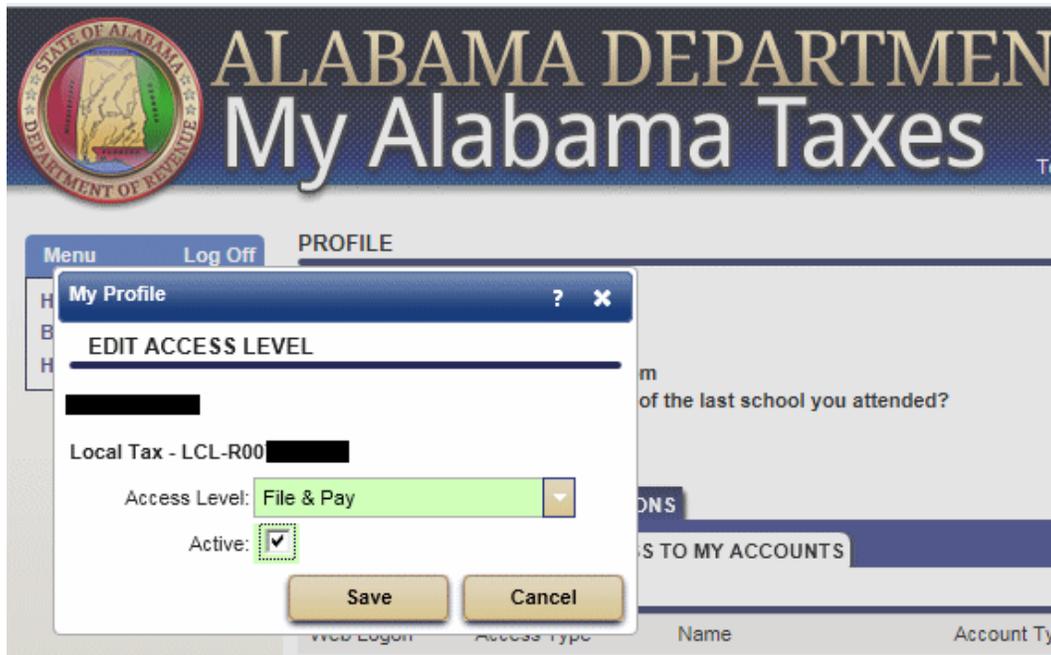
Access to My Accounts Filter

| Web Logon | Access Type | Name | Account Type | Id | Access Level | Active |
|------------|-------------|------------|------------------------|--------------------|--------------|-------------------------------------|
| [Redacted] | Master | [Redacted] | Business Income Tax | BIT-R00 [Redacted] | None | <input type="checkbox"/> |
| | | | Business Privilege Tax | BPT-R00 [Redacted] | None | <input type="checkbox"/> |
| | | | Local Tax | LCL-R00 [Redacted] | None | <input type="checkbox"/> |
| | | | Sales Tax | SLS-R00 [Redacted] | File & Pay | <input checked="" type="checkbox"/> |
| | | | Withholding Tax | WTH-R00 [Redacted] | File & Pay | <input checked="" type="checkbox"/> |

5) Select from the Access Level drop down the type of access needed.



6) Check the Active box and click Save.



7) When finished, click the Home link in the Menu box



8) All of the accounts you added access to will be viewable in the My Accounts list. Click on the Account Id for the LCL account to select a filing period and file the local tax return.

The screenshot shows the 'LOCAL TAX UNIT ADOR' page. On the left is a navigation menu with 'Home', 'Back', and 'Help' options, and a section for account management: 'View/Edit MAT Profile', 'Add Access to Another Account', and 'Obtain a New Tax Account #'. The main content area shows 'LOCAL TAX UNIT ADOR' with a 'Pseudo Employer ID #' field and a 'Balance' of '\$0.00'. Below this are tabs for 'ACCOUNTS²', 'REQUESTS⁰', 'MESSAGES⁰', and 'LETTERS'. A 'MY ACCOUNTS²' section contains a table of accounts.

| Id | Account Type | Name | F |
|-----------------|--------------|---------------------|---|
| LCL- [redacted] | Local Tax | LOCAL TAX UNIT ADOR | M |
| SLS- [redacted] | Sales Tax | LOCAL TAX UNIT ADOR | M |

The balances shown reflect only the accounts and filing periods shown in M Department of Revenue.