

Signing Up to use MAT

- 1) From the home page of MAT, click on the Sign Up button. The Help link on the left provides detail information about many of the processes in MAT.



ALABAMA DEPARTMENT OF REVENUE

My Alabama Taxes

Home
Back
Help

We will be performing website maintenance on **Saturday, August 24, 2013**. As a result of this maintenance, you may experience issues using the site between the hours of **6:00 AM** and **2:00 PM** Central Standard Time.

My Alabama Taxes (MAT) is the convenient and secure way to interact with the Alabama Department of Revenue to access a variety of online services. In MAT you can quickly and easily file tax returns, make payments, view letters, manage your accounts, and conduct other common transactions with the Department.

I want to...

- Check on My Refund Status
- Obtain a New Tax Account #
- Pay a Bill I've Received
- Verify Exemption Certificate
- View/Upload a Report

Welcome Back!

Username

Password

[Forgot Password/Locked Out?](#)

First Time MAT Users - Sign Up Here!

Need a MAT username and password?

Click the Sign Up button if you already have one or more tax accounts with the Alabama Department of Revenue, and want to log into My Alabama Taxes to access them.

ALABAMA ACCOUNTABILITY ACT

If you have questions about the new Scholarship Granting Organization (SGO) donation process, [click here for information](#).

2) Select the account type from the dropdown menu:



Sign Up for My Alabama Taxes...

1. VALIDATE ACCOUNT

In order to verify your identity you will need to provide information about one of your accounts. Select an account type from the drop-down menu below and provide the required information. When you are finished click the 'Validate' button to validate your account information.

Select Account Type

Account Type



- 3) Enter the ADOR account number for the Account Type selected. Use the Sign On ID and Access Code that was used to log into the Paperless Filing & Payment System to file that tax type previously. And then click the Validate button.

My Alabama Taxes

Sign Up for My Alabama Taxes...

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Select Account Type

Account Type

Provide Account Information

Account Number

E-file Sign On ID [? What's this?](#)

E-file Access Code

- 4) When it shows Account Validated! Click the Next Step button:

 Account Validated!

- 5) Complete the required information on the SELECT USERNAME tab and click the Next Step button:

The screenshot shows the 'Sign Up for My Alabama Taxes...' page. The header includes the Alabama Department of Revenue logo and the title 'My Alabama Taxes'. A navigation menu on the left contains 'Home', 'Back', and 'Help'. The main content area has a progress bar with four steps: 1. VALIDATE ACCOUNT, 2. SELECT USERNAME (active), 3. CONTACT INFORMATION, and 4. SET THIRD-PARTY ACCESS. The 'Choose a Username for My Alabama Taxes:' section has a 'Username' input field. The 'Create a Password:' section includes a note 'Password must be 8 - 16 characters, and contain at least 1 number and 1 letter.' and two input fields for 'Password' and 'Confirm Password'. The 'Answer a Secret Question:' section has a note 'If you forget your password, we will ask this question and send you an e-mail to reset it.' and two input fields for 'Secret Question' (a dropdown menu) and 'Secret Answer'. At the bottom are '< Previous Step' and 'Next Step >' buttons.

- 6) Complete the required information on the CONTACT INFORMATION tab and click the Next Step button:

The screenshot shows the 'Sign Up for My Alabama Taxes...' page. The header includes the Alabama Department of Revenue logo and the title 'My Alabama Taxes'. A navigation menu on the left contains 'Home', 'Back', and 'Help'. The main content area has a progress bar with four steps: 1. VALIDATE ACCOUNT, 2. SELECT USERNAME, 3. CONTACT INFORMATION (active), and 4. SET THIRD-PARTY ACCESS. The 'CONTACT INFORMATION' section has five input fields: 'Your Full Name', 'E-mail (Used to Send Confirmation E-mails)', 'Confirm Email', 'Contact Phone Number', and 'Alternate Phone Number'. At the bottom are '< Previous Step' and 'Next Step >' buttons.

- 7) Use the dropdown menu to answer the required question. If the taxpayer wants to allow their accountant to file returns on their behalf, they would select Yes. This option is editable in the profile, so if their mind changes at a later date, they are able to make the necessary change.

Sign Up for My Alabama Taxes...

1. VALIDATE ACCOUNT 2. SELECT USERNAME 3. CONTACT INFORMATION 4. SET THIRD-PARTY ACCESS

Third-Party Access can allow tax preparers and accountants to administer your taxes. If you would like to allow access to your accounts by a third party select 'Yes' from the dropdown menu below. If you will be the only person that will access your accounts select 'No'.

Note: Third-party access is not allowed for Individual Income Tax accounts associated with an existing logon.

Would you like to enable others to access your accounts?

[Click here for more information on managing logons.](#)

< Previous Step

Submit Registration Cancel

- 8) Clicking Submit Registration will provide them with a Confirmation page that includes most of the information they setup during the Sign Up process – they should print this Confirmation. There will be a message on the Confirmation that tells them ‘**You have been sent an e-mail message with your Authorization Code that is required for your initial logon.**’ If they do not find the email message in their Inbox, they should check their junk/spam folder. If they incorrectly entered (twice) their email address, and no email is ever received, they will need to contact the ADOR to obtain their Authorization Code. (334-242-1490)

After they receive their Authorization Code, they should click on the Home link, enter their User Name, Password and Authorization Code.