

# **Gambling Control TAP 3<sup>rd</sup> Party Account Access Guide**



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## **FREQUENTLY ASKED QUESTIONS**

### **What is 3<sup>rd</sup> Party Access?**

3<sup>rd</sup> Party Access allows license owners to grant others (e.g. attorneys, accountants, business managers, etc.) permissions to accounts for filing returns (such as applications) and/or making payments.

### **Why might this be useful?**

TAP customers and accounts are based off unique tax identification numbers (TINs) and only the designated login will have primary access to the accounts under that TIN. Setting up 3<sup>rd</sup> party access would allow a single TAP login to manage multiple TINs/business/individual customers on TAP.

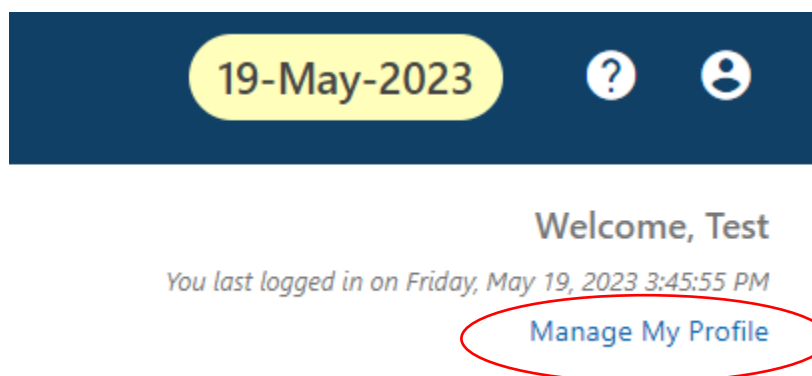
### **Who do I contact for help?**

You may contact Gambling Control Division at (406) 896-4300 or email [gcd@mt.gov](mailto:gcd@mt.gov) to request assistance.

## **Screenshot Guide:**

### **Administrator Level Logon – Granting and Managing Permissions**

1. Once logged into the business you wish to manage permissions under, go to Manage My Profile





2. Choose More... then Manage Third Party Access.


## Manage My Profile

Test  
t@t.t

Profile Action Center **More...**

 What are you looking for?

 **Access Management**  
Manage access of accounts I have access to.  
  
[Add Third Party Account Access](#)  
[Manage My Access](#)  
[Manage Third Party Access](#)  
[Delete My Profile](#)

 **Other Users**  
Manage users who are associated to me.  
  
[Manage Additional Logons](#)

3. You should now see any logons that have requested access to your accounts along with the base line options granted when someone requests 3<sup>rd</sup> Party access. Default is Pay Only. You may change these by clicking on the blue wording. To check permissions specific logons have, click on the username.

< Manage My Profile

### Third Party Access

These settings determine if accountants or third parties can request access to your accounts and what level of access they are initially given. If not allowed, they will be prevented from requesting access to your accounts.

Allowed : Yes

Default Access : Third Party Access Pay Only

Default Account Access : Make Payments

#### Logons

Filter

Username	Name	Email
Active		
TestAttorney	Testing	t@t.t

4. From here, you can click on the blue texts to change permissions. If you'd like this user to have maximum access change them to Account Manager and File Returns and Make Payments.

### Third Party Logon

> [Manage Account Access](#)

#### Administrator

TestAttorney

Testing

t@t.t

[Access](#) [Activity](#)

#### Access Settings for TestAttorney

[Manage](#)

SAMPLE CASINO LLC - 7131342

General Access

[Third Party Access Pay Only](#)

Gambling Operator

7131342-003-GOA

[Make Payments](#)

All Periods

To change access type and see specific account click on the blue text by Access Type.

< [TestAttorney](#)

#### Access

SAMPLE CASINO LLC

7131342

> [Cancel Access](#)

#### Settings

##### Security

Logon : TestAttorney

Access Type : [Third Party Access Pay Only](#)

Your online session will timeout after 45 minutes of inactivity. Save your work if you will be away from your computer.

Choose the type of Access via the dropdown menu, and grant, cancel, and change permissions on each account by clicking on the blue text. Once permissions are set, hit save. (If the 3<sup>rd</sup> Party will be submitting applications and making payments you will want to change this to “file returns and pay.”)

< TestAttorney

## Access

SAMPLE CASINO LLC  
7131342

### Settings

#### Security

Type of Access

Account Manager

Account managers can view, file, and pay or a combination of those based on the permission granted by the Administrator

#### Accounts

Gambling Operator	7131342-003-GOA	SAMPLE CASINO	<a href="#">File Returns and Make Payme</a> <a href="#">Cancel Access</a>
On-Premises License	7131342-004-ONP	SAMPLE CASINO	<a href="#">Grant Access</a>

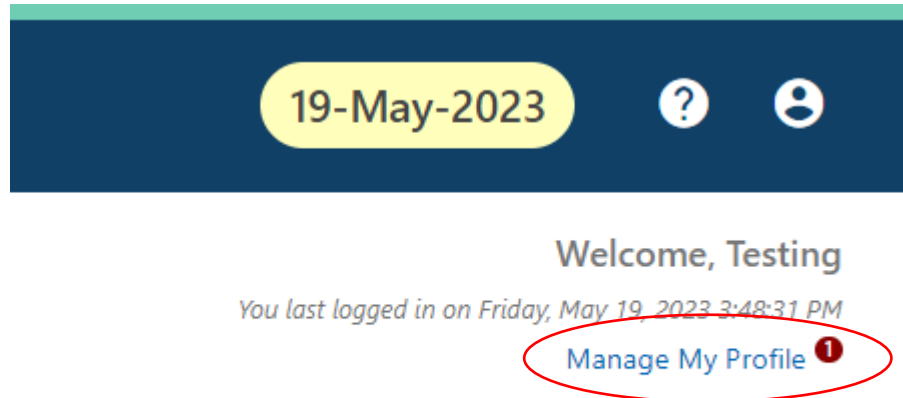
Cancel

Save

You may always change these permissions at any time including cancelling access. In this example the TestAttorney logon now has filing and payment permissions on Sample Casino’s GOA account.

## Requesting 3<sup>rd</sup> Party Access

1. Log into the account you want to request access under. Select Manage My Profile in the top right.






2. Select More... then Add Third Party Account Access.

### Manage My Profile

Testing  
t@t.t

Profile   Action Center <sup>1</sup> More...

 What are you looking for?

<div> <b>Access Management</b></div> <div>Manage access of accounts I have access to.</div> <div><ul style="list-style-type: none"><li>&gt; Add Third Party Account Access</li><li>&gt; Manage My Access</li><li>&gt; Manage Third Party Access</li><li>&gt; Delete My Profile</li></ul></div>	<div> <b>Other Users</b></div> <div>Manage users who are associated to me.</div> <div><ul style="list-style-type: none"><li>&gt; Manage Additional Logons</li></ul></div>
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3. Select the account type you'd like to request access to and click Next.

**Account**

Choose Account Type

Select the account type you would like to gain access to

Gambling Operator

Cancel Previous Next

4. Enter the Account ID and location Zip Code for the account you wish to access.

Choose Account Type Gambling Operator Account Authentication

**Client Account Information**

Enter the following information of the account you would like to gain access to.

Account ID

Country USA

Zip Code 59602

Check to continue receiving paper returns and vouchers

Cancel Previous Next

5. Enter the client's/business owner's email (optional), click the check box, and click Submit.

You are requesting third party access to the account listed above and will automatically be granted **Pay Only** access to this Gambling Operator account when you submit this request.

**Important:** To upgrade your access for this Gambling Operator account to **File and Pay** complete the steps below:

1. Enter your client's email address to notify them that you have been granted **Pay Only** access to this Gambling Operator account and to provide them with instructions on how to increase your access to **File and Pay** access to for this account.
2. Save the **confirmation number** you receive when you submit this request. You **MUST** contact your client directly to provide them this confirmation number. Note: The confirmation number will NOT be provided in the email sent to the client for security purposes.
3. Your client will need to go to the TAP home page <https://tap.dor.mt.gov> and select the **Grant Third Party Account Access** link and follow the instructions within that link to complete your file and pay access request.

**Optional:** Enter your client's email \_\_\_\_\_



By submitting this request I declare under penalty of false swearing that the information being submitted in this form is true, correct, and I am authorized on behalf of the individual or business above to access this account.

Cancel

< Previous

Submit

6. Now the administrator TAP login for the business can log in and manage permissions.