TAP Logon Registration Options for Oil and Gas Customers

This document is specifically provided to assist Oil and Gas taxpayers with logging in to the TAP environment on or after March 19, 2018. The TAP URL is

https://tap.state.nm.us/TAP/

A detailed video describing the process of logging in is being hosted at the following address until March 19, 2018. http://www.tax.newmexico.gov/severance-tax-project.aspx.

From March 19 forward, the same video can be found here
http://www.tax.newmexico.gov/Businesses/oil-natural-gas-and-mineral-extraction-taxes.aspx

If you took part in the NMTRD OGST Production Registration Survey before February 23, you should receive one or more PDF Account Registration letters via email on the morning of March 19, 2018. Otherwise, these letters will be issued to you via US Postal Service sometime after March 19.

Ensure that your OGRID and accounts have been assigned an FEIN in TAP.

Check the Account Registration PDF file(s) you received from TRD. If this PDF shows a PEIN or PSSN, your accounts have been assigned a Pseudo ID rather than being associated to a true FEIN or SSN. You will have to contact TRD to correct this before you can get into TAP.

TAXATION & REVENUE
N E W   M E X I C O

Governor

SANDERSON ARVINSON INDUSTRIAL
5512 MOUNTAIN RD NE
ALBUQUERQUE, NM 87110-6531

August 14, 2017
PEIN: **-***0295
Letter ID: L1602879488

Ad Valorem Equipment Tax Registration Notice

Dear Taxpayer:

Options for how you can log in to TAP are on the following pages.

Please review them and determine the appropriate login method for you.

OPTION 1: If you have already used a TAP Administrator Logon that you have used to pay other taxes in NM TAP, use that logon.

If you are not sure if your Logon is an Administrator Logon, try logging in with it now and then go to the Settings page. If you are not an Administrator, you will not have access to the new Oil and Gas accounts on March 19th and will need to proceed to a different option. In the example below, this Logon has "Profile Manager" access and will not have access to Oil and Gas accounts.

OPTION 2: Create a New TAP Logon using your FEIN/SSN and your Letter ID

This is the most common scenario. If you know your FEIN and you have a Letter ID less than 90 days old, you can create a TAP Logon that will have access to your Oil and Gas tax accounts.

From the TAP Logon page, choose Sign Up Now under CREATE A LOGON. Then select Business or Individual depending on if you use an FEIN or SSN.

Fill out the TAP Logon Registration information. If you are told that "A login already exists for this email address", you will not be able to use this email address for your login. You will need a new email address, or to utilize a different option for getting your existing logon set up with Oil and Gas access.

You will now be prompted to enter your FEIN/SSN and a valid letter ID. This is the letter ID you received as an electronic PDF, mentioned on page 1.

You should see an indication that your letter ID is verified for this FEIN/SSN. If not, please double check these numbers. If they are correct, contact OilGas.Outreach@state.nm.us.

Account Validation

NEW TAP REGISTRATION - BUSINESS

Please enter the following information to complete your registration:

I will be filing on behalf of: Myself ⦿   Someone Else ◯   Both ◯

ID Type	Federal Employer ID # ▾
FEIN	12-1234567

ONLINE ACCESS

To verify your identity, please provide ONE (1) of the following:

Select the account type for which you are registered and answer the security questions that appear, or provide a Letter ID (located in top right hand corner) from any piece of correspondence you received from New Mexico since 12/20/2017.

Account Type	
OR	
Letter ID	L0409789232 ✔ Letter ID has been verified

[Cancel]   [< Previous] [Next >]

Now go to the next page, where you can submit this Logon. Immediately afterwards, you will receive an email indicating that your logon is active, and you will then be able to sign in to TAP with it and see your Oil and Gas Tax Accounts.

If you get the message immediately below, it indicates that the administrator logon for this customer has chosen to disallow new logons to be created. The Administrator of your Oil and Gas account will have to toggle this setting before your logon can be created.

TAP Logon Review

NEW TAP REGISTRATION - BUSINESS

OOPS!

The owner of this account has already registered for TAP and has chosen not to allow additional logins. Please contact the original owner to gain access.

[Cancel]   [< Previous] [Submit]

OPTION 3: Have the Administrator Login grant access to your TAP Login

This option may not be feasible if you are not the Administrator for your FEIN and do not know who they are. If so, please familiarize yourself with Option 2: Create a New TAP Logon using your FEIN/SSN and your Letter ID.
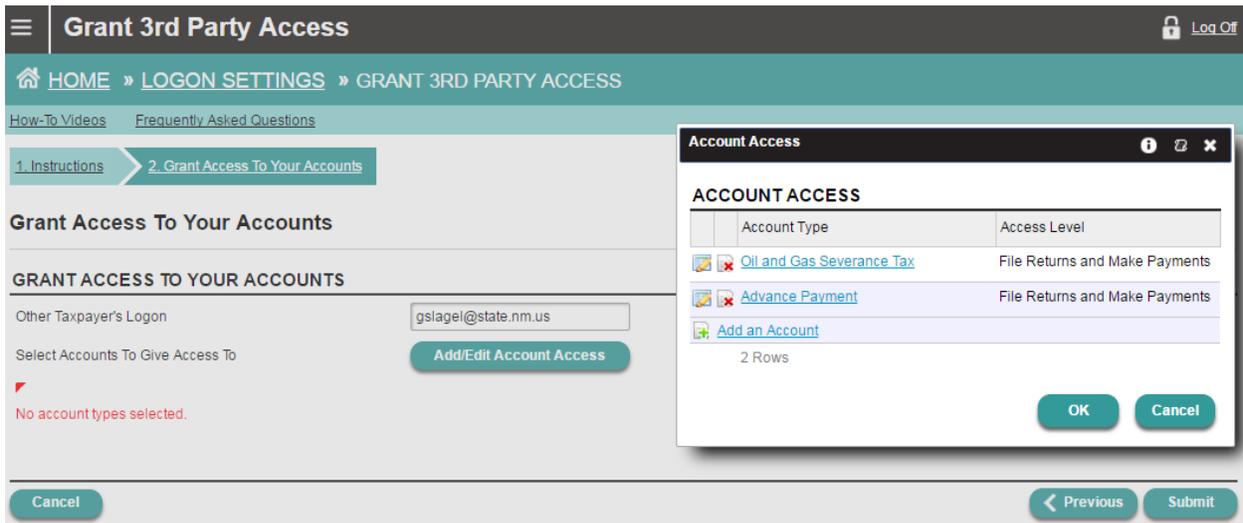
Otherwise, the Administrator Logon can grant access to your logon. This must be an existing logon that you have already created. The administrator logon should sign in and go to the Settings page.

From here, they can choose to grant access to other existing Logons.
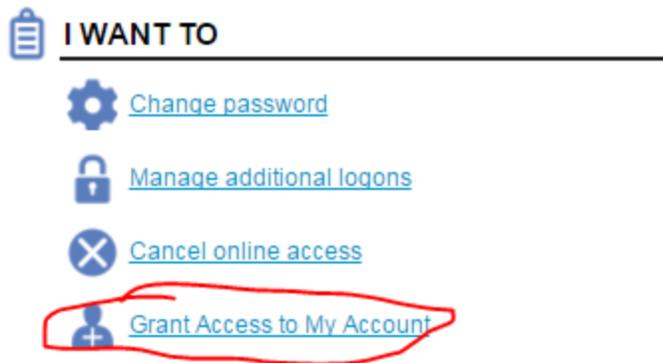
From here, they can give any existing logon access to any account types they choose.

Once this is done, logon as normal and you will have access to these account types.

Again, if this option is difficult or cannot be accomplished quickly, please see Option 2 which is the most commonplace scenario.