



State of Rhode Island
DIVISION OF TAXATION
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PIN NOTICE

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Notice ID: 10008483209

Dear Taxpayer:

Welcome to the Rhode Island Division of Taxation's Self-Service Taxpayer Portal!

The Taxpayer Portal allows users to file certain tax returns, make payments, and interact with Taxation in two easy steps.

Step 1: Register for the Portal

- A. Register for the Portal by visiting <https://taxportal.ri.gov>
- B. Click the [Create New User](#) hyperlink on the left-hand side to set up your user name and password.
 - a. Security for this Portal is different from any existing portal accounts (RI.gov) and will require a new user name and password to log in.

Step 2: Link your tax entity to a Portal profile

To protect your data, you will need a Personal Identification Number (PIN) obtained from the Division of Taxation to link your account, even if it is your own taxpayer entity.

Here is your confidential assigned PIN: 716303*

To use your PIN,

- A. Log in to the portal and under "Complete your Registration" click the [here](#) hyperlink.
 - a. You will need your FEIN/SSN to proceed.
- B. Please see the [FAQ](#) hyperlink, on the home page, for instructions on how to link your account.

***Who will have access to my taxpayer information**

The PIN links the username you created to your taxpayer entity, with an "Administrator User" role. This role allows you to log in and see all tax information (filings, payments, balances, etc.) for all tax types that you file. This role also allows you to give others (CPA, bookkeeper etc), of your choosing, access to your taxpayer entity.

IF YOU DO NOT WANT SOMEONE TO HAVE ACCESS TO ALL OF YOUR TAXPAYER INFORMATION THAT IS AVAILABLE ON THE PORTAL, DO NOT GIVE THEM THIS PIN LETTER. Instead, determine what information you want them to have access to, and add them as an "Authorized User". Please click the FAQ link for instructions on how to assign an authorized user, and all the permissions you can grant them.

TAXATION WILL HAVE DIRECT COMMUNICATION WITH A USER BASED ON THEIR USER ROLE. WHATEVER THE USER HAS ACCESS TO SEE IN THE PORTAL, THEY WILL BE ABLE TO DISCUSS WITH TAXATION.

If you require further information, please contact our office at (401) 574-8484 or email TaxPortal@tax.ri.gov.

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