

*** These instructions are based on requesting a Colorado Account Number for an individual and may vary slightly for business organizations.*

Go to <https://www.colorado.gov/revenueonline>

To begin, click on the **“Request Letter ID”** link

The screenshot shows the Revenue Online website interface. At the top, there is a navigation bar with the Colorado Department of Revenue logo and the 'Revenue ONLINE' logo. Below this, the main content area is divided into several sections:

- Log In:** A section with input fields for 'Login ID' and 'Password', a 'Log In' button, and links for 'Forgot Your Login ID?', 'Forgot Your Password?', and 'Help'. A 'Sign Up' section with 'Create a Login ID' and 'Why Create a Login ID?' links is also present.
- Welcome to Revenue Online:** A central message stating 'Revenue Online is Colorado's free, one-stop site for filing your taxes, managing your account and checking the status of your refund.' Below this, there are 'Revenue Online Redesign Features' listed as bullet points: 'New Login requirements for new and returning users', 'Increased Security and "Remember this device" capability', 'Improved, consolidated navigation', and 'Services remain the same'. A 'Watch the Video...' link is also visible.
- Quick Links:** A section with icons and links for 'File a Return', 'Make a Payment', 'Where's My Refund?', and 'Request an Inquiry Letter'. A yellow arrow points to the 'Request an Inquiry Letter' link.
- Additional Services:** A section with links for 'File a Protest', 'File a PTC Application', 'Request a Letter ID', 'Submit an e-Filed Attachment', 'Submit Year-End Withholding', 'Submit Power of Attorney Documents', 'View Disclosure of Average Taxes Paid', 'View GCE Reports', 'View Sales Rates and Taxes', and 'Verify a Sales Tax License'.
- Returning to Revenue Online?:** A section titled 'Returning Users' with text: 'If you previously saved or filed a return through Revenue Online and received a Filing ID, use the link below to check the status or continue your return.' and a 'Search for a Saved or Filed Return' link.

At the bottom of the page, there is a footer with links for 'State Website', 'Revenue Website', 'Taxation Website', 'Privacy and Security Policy', and 'Contact Us'. Below these links is a 'FORM FIELD COLOR GUIDE' with icons for 'REQUIRED' (yellow), 'OPTIONAL' (green), 'CALCULATED' (blue), and 'NEEDS CORRECTION' (red). The footer also includes the text 'Copyright © 2014 State of Colorado - All rights reserved.'

Review the information on this page and click **“Next”** when you are ready to proceed.

The screenshot shows a web browser window with the URL https://www.colorado.gov/revenueonline/_/#4. The page header includes the Colorado Department of Revenue logo (CDOR) and the 'Revenue ONLINE' logo. A navigation menu on the left contains 'Home', 'Back', and 'Help'. The main content area features three buttons: 'Instructions', 'Next', and 'Cancel'. A yellow arrow points to the 'Next' button. Below the buttons, the page is divided into sections: 'PURPOSE', 'ELIGIBILITY', and 'INFORMATION NEEDED TO CONTINUE'. The 'PURPOSE' section contains one bullet point: 'A letter ID will allow you to sign up for a Revenue Online account. The letter ID will be mailed to the address currently on your account.' The 'ELIGIBILITY' section contains one bullet point: 'You must be registered with the Colorado Department of Revenue (typically by filing a tax return or submitting form CR 0100)'. The 'INFORMATION NEEDED TO CONTINUE' section contains three bullet points: 'Taxpayer name', 'ID number (SSN, ITIN, FEIN, CAN)', and 'Mailing Address'.

Revenue Online – State of ...

https://www.colorado.gov/revenueonline/_/#4

CO CDOR COLORADO Department of Revenue Revenue ONLINE

Menu

- Home
- Back
- Help

Instructions Next Cancel

PURPOSE

- A letter ID will allow you to sign up for a Revenue Online account. The letter ID will be mailed to the address currently on your account.

ELIGIBILITY

- You must be registered with the Colorado Department of Revenue (typically by filing a tax return or submitting form CR 0100).

INFORMATION NEEDED TO CONTINUE

- Taxpayer name
- ID number (SSN, ITIN, FEIN, CAN)
- Mailing Address

Click on the appropriate item from the drop-down menu; typically, for individual donors, this will be the **“Social Security Number”** selection

The screenshot shows a web browser window with the URL https://www.colorado.gov/revenueonline/_/#5. The page header includes the Colorado Department of Revenue logo and the 'Revenue ONLINE' logo. A navigation menu on the left lists 'Home', 'Back', and 'Help'. The main content area features a 'Request a Letter ID' form with buttons for 'Previous', 'Request a Letter ID', 'Submit', and 'Cancel'. Below the buttons is a section titled 'TAXPAYER INFORMATION' containing an 'ID Type' dropdown menu. The dropdown menu is open, showing options: 'Colorado Account Number', 'Federal Employer ID Number', 'ITIN', and 'Social Security Number'. A yellow 'Required' label is positioned next to the dropdown. To the right of the dropdown is a 'HOT TIP!' box titled 'Request a Letter ID' with the text: 'After you request a Letter ID, you will receive a letter in the mail to the current address on your account. The letter will show a Letter ID number. The letter has instructions on how to use the Letter ID number as a way to get login access to your account or to find out "Where's my refund?"'. The footer contains links for 'State Website', 'Revenue Website', 'Taxation Website', 'Privacy and Security Policy', and 'Contact Us', along with a 'FORM FIELD COLOR GUIDE' and a copyright notice: 'Copyright © 2014 State of Colorado - All rights reserved.'

Enter the required information, and then click **“Submit”**

Note: The boxes shown are based on using a SSN; the fields may vary depending on what information you’re providing (again, such as a business Tax ID). I have blacked out my SSN on this screen for security reasons.

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https://www.colorado.gov/revenueonline/_/#5

CDOR
COLORADO
Department of Revenue

Revenue ONLINE

Menu
Home
Back
Help

Previous Request a Letter ID Submit Cancel

TAXPAYER INFORMATION

ID Type Social Security Number
Social Security Number [blacked out]
First Name SARA
Last Name LOBATO

HOT TIP!
Request a Letter ID
After you request a Letter ID, you will receive a letter in the mail to the current address on your account. The letter will show a Letter ID number. The letter has instructions on how to use the Letter ID number as a way to get login access to your account or to find out "Where's my refund?"

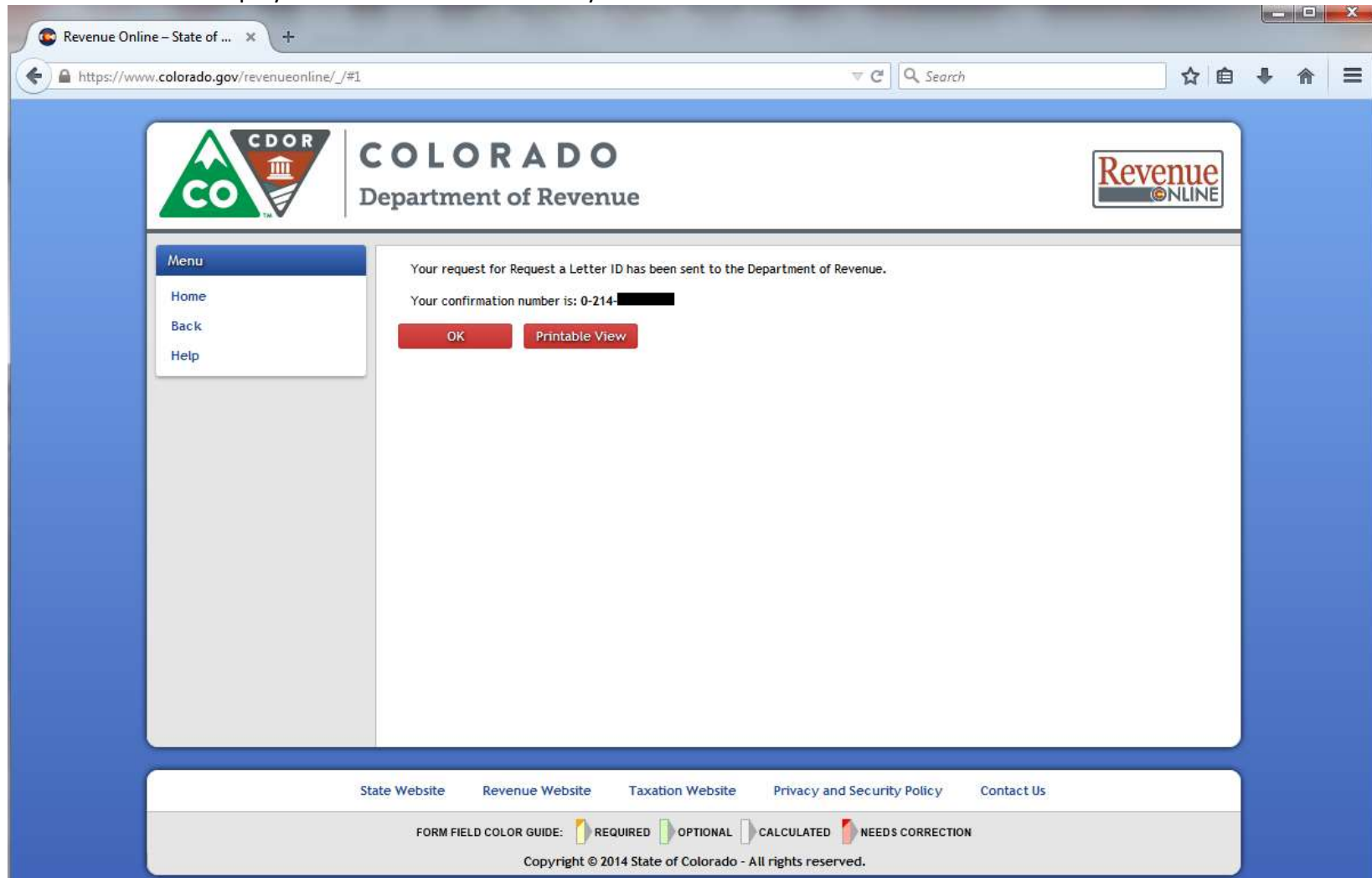
Required

State Website Revenue Website Taxation Website Privacy and Security Policy Contact Us

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

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This is the screen that will appear after clicking "Submit". It states, "Your request for a Letter ID has been sent to the Department of Revenue" and will display a confirmation number for your records.



Your letter will normally be mailed to you within a week. ***Please Note: Your Colorado Account Number is in the upper right hand corner, and does NOT begin with an alpha letter.***