

Accessing Business Tax Portal Videos

This document is provides instructions to assist in accessing training videos for the Business Tax Portal (BTP). A total of six videos were developed to demonstrate the functionality. Below are the titles of each:

- **Basics in the Business Tax Portal**
 - This video describes logging in and navigating.
- **Register a New Taxpayer**
 - This video describes adding a brand new taxpayer that does not exist in the system.
- **Add a Location to an Existing Taxpayer**
 - This video describes adding a new business location to an existing taxpayer.
- **Updating a Business' Information**
 - This video discusses changing information such as a mailing address or contact to an existing taxpayer.
- **Generate Reports**
 - This video shows reports available to show various information related to your jurisdiction, as well as transactions performed in the Business Tax Portal.

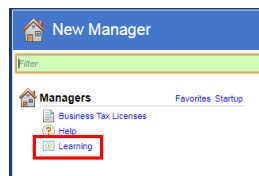
Follow the steps below to access the videos:

- Go to <https://efiletest.tntax.tn.gov/BTP/>
 - *This link will only be valid until May 25th.*
- The production link is <https://efile.tn.gov/BTP> . *It is not available until May 29th.*

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Enter your username and password then select the *Request security code* hyperlink in blue.

- A security code will be emailed or texted based on your security preferences.
- Be sure to check spam and junk folders if you did not receive the security code email. Contact TR3.Security@tn.gov as a last resort if you encounter issues.
- You will then be prompted to change your password. This will change your password **only** for the testing website.
 - For the live website on or after May 29th, you will use the original password that was sent by TR3.Security@tn.gov.
- You must request another security code to login.
- Once successfully logged in, select the Learning manager.



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The videos are arranged in a specific order to be viewed. Select the blue title hyperlink to start viewing videos.

The screenshot shows the 'Learning My Learning' interface. At the top, there are tabs for 'Assigned', 'Completed Modules', 'Completed Classes', 'Progress', and 'Manage'. Below these, there are statistics: 'Learning for dg60127', '6 Required Self-Learn', '0 Past Due Self-Learn', '0 Classes', and '6 Assigned'. The main section is titled 'Classes' and contains a table with columns: Name, Location, Date, Start, and End. Below this is a section for 'Self-Learning' with a table containing columns: Area, Title, Description, Minutes, Start, Due, and Status. The first row in the 'Self-Learning' table has the title 'Registering a New Taxpayer' highlighted with a red box. Other rows include 'Basics in the business tax Portal', 'Add a Location to an Existing Taxpayer', 'Renew Multiple Licenses', 'Updating a Business's Information', and 'Generating Reports'. At the bottom, there is an 'Optional' section with a table containing columns: Area, Title, Description, Minutes, Start, Due, and Status.

- You are then taken to the video details. This screen will provide additional directions if applicable. You will begin video playback by selecting the View button. Additionally, once the video is complete you will return to this screen and select complete.

The screenshot shows the 'Learning Registering a New Taxpayer' video details page. At the top, there is a 'Session' section with a 'Module' dropdown set to 'Registering a New Taxpayer', an 'Estimated Minutes' field set to '12', and an 'Optional' checkbox. Below this is a 'Description' field containing the text: 'This video shows the process of registering a brand new taxpayer who does not have a tax account.' Underneath the description is a 'Module' section with a 'View' button highlighted by a red box. Below the 'View' button is a 'Complete' button, also highlighted by a red box. The text 'Click the View button to view the module' is above the 'View' button, and 'Click the Complete button to complete the module' is above the 'Complete' button.

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- Once you select View, a new browser window will open and begin playing the video. If your internet browser has a pop up blocker enabled the video may not show up. Disable the pop up blocker and select View again.



- If you are using Google Chrome, the audio will not begin automatically. You must interact with the video for audio playback to begin. Select pause, then play to start audio. Once the video is complete, close the browser tab and return to the Business Tax Portal. Select the Complete button. Follow this same process to watch all videos.

