

## Accessing Business Tax Portal Videos

This document 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:

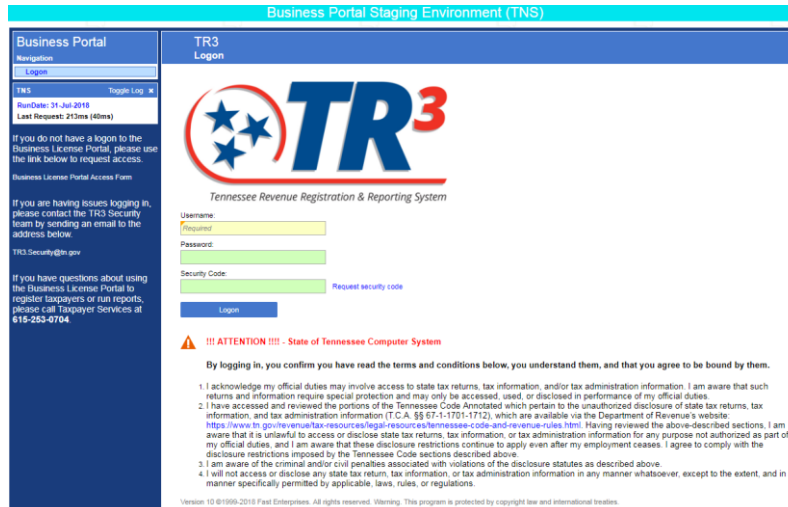
- **Basics in the Business Tax Portal**
  - This video describes logging in and navigating.
- **Register a New Taxpayer**
  - This video describes adding a brand new taxpayer that does not exist in the system.
- **Add a Location to an Existing Taxpayer**
  - This video describes adding a new business 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:

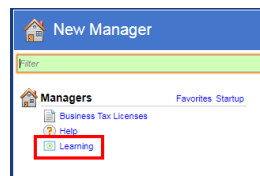
- Go to <https://efiletest.tntax.tn.gov/BTP/>
  - *This link will only be valid until May 25<sup>th</sup>.*
- *The production link is <https://efile.tn.gov/BTP> . It is not available until May 29<sup>th</sup>.*

## Accessing Business Tax Portal Videos

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](mailto: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 29<sup>th</sup>, you will use the original password that was sent by [TR3.Security@tn.gov](mailto:TR3.Security@tn.gov).
- You must request another security code to login.
- Once successfully logged in, select the Learning manager.



## Accessing Business Tax Portal Videos

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 navigation tabs: 'Assigned', 'Completed Modules', 'Completed Classes', 'Progress', and 'Manage'. Below these are statistics: 'Learning for dg60127', '6 Required Self-Learn', '0 Past Due Self-Learn', '0 Classes', and '6 Assigned'. The main content area is divided into 'Classes' and 'Self-Learning' sections. The 'Self-Learning' section contains a table with columns: Area, Title, Description, Minutes, Start, Due, and Status. The first row in this table, 'Registering a New Taxpayer', is highlighted with a red box. Below the 'Self-Learning' section is an 'Optional' section, which is currently empty.

Area	Title	Description	Minutes	Start	Due	Status
Overview	<b>Registering a New Taxpayer</b>	This video shows the process of registering a brand new	12	13-May-2018	29-Oct-2018	Not Started
Overview	Basics in the business tax Portal	This video covers the basics of logging in and navigating	3	13-May-2018	29-Oct-2018	Not Started
Overview	Add a Location to an Existing Taxpayer	Use this video to learn how to add a new business tax loc	10	13-May-2018	29-Oct-2018	Not Started
Overview	Renew Multiple Licenses	This video describes how to process multiple licenses wit	6	13-May-2018	29-Oct-2018	Not Started
Overview	Updating a Business's Information	This video covers the process of updating a business's in	10	13-May-2018	29-Oct-2018	Not Started
Overview	Generating Reports	This video includes detail about reports and how to work	5	13-May-2018	29-Oct-2018	Not Started

- 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 video details page for 'Registering a New Taxpayer'. The page includes a 'Session' section with fields for 'Module' (Registering a New Taxpayer), 'Estimated Minutes' (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.' At the bottom of the page, there are two buttons: 'View' and 'Complete', both of which are highlighted with red boxes.

## Accessing Business Tax Portal Videos

- 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.

