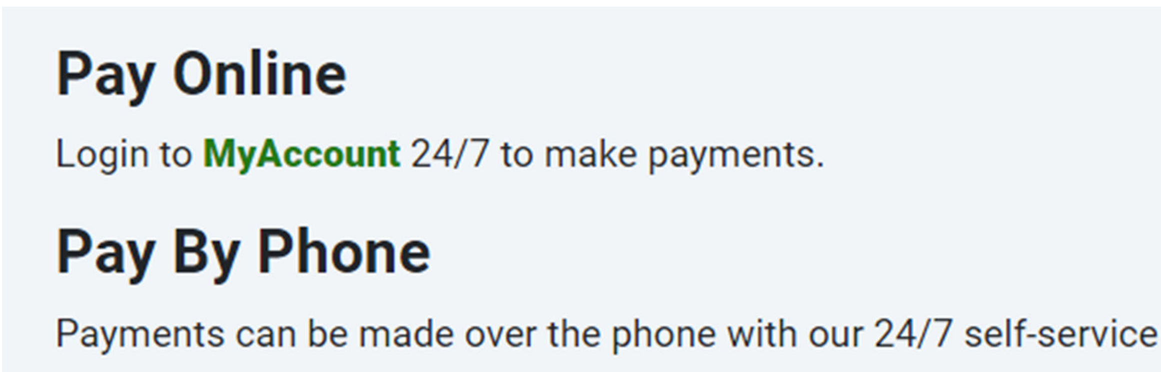
You will need to create an online RITA account before you make a payment for the first time. If you have already registered for an online RITA account, please skip to page 3.

RITA Online Registration Instructions

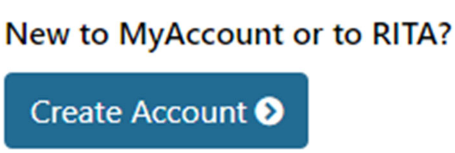
Please follow these instructions after clicking the “Pay Online” option within the Safesend platform.

You will have to register for an account before you can make online payments. Once you register the first time, going forward you will be able to make online payments by just logging in.

1. Click on “MyAccount” under the Pay Online section while at RITA’s website



2. Click “Create Account”



3. Fill out the required information, click next and continue through the dialogues

RITA MyAccount

Create UserID

Account Information

What type of account are you creating a UserID for? ?

( ) Individual ( ) Net Profit ( ) Withholder

[ ] Show Social Security Number

Social Security Number:

REQUIRED

Confirm Social Security Number:

REQUIRED

UserID

UserID:

REQUIRED

UserID Requirements:

- Must be at least 8 characters.
- Must not exceed 256 characters.
- Must include at least one alphabetical character and cannot include the SSN/EIN.
- Only allows the -._@+! special characters.

Password

Password:

REQUIRED

Confirm Password:

REQUIRED

Password must include at least three of the four listed requirements:

- Uppercase letter (ABC...)
- Lowercase letter (abc...)
- Special character (#,!,@...)
- Number (123...)

Contact Information

Email:

REQUIRED

Confirm Email:

REQUIRED

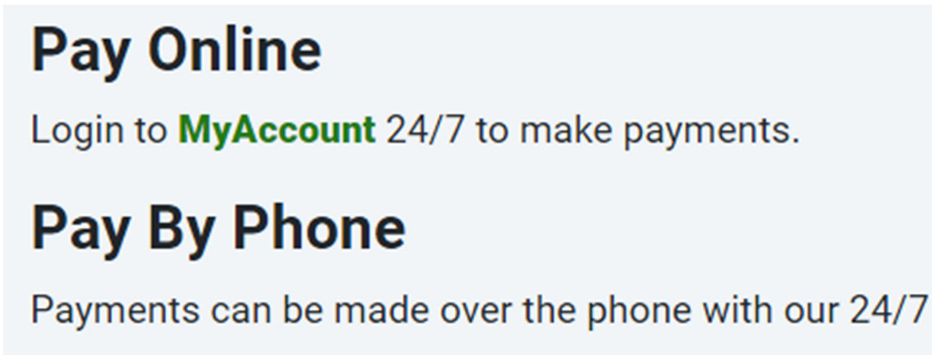
Back to Login

Next

RITA Online Tax Payment Instructions

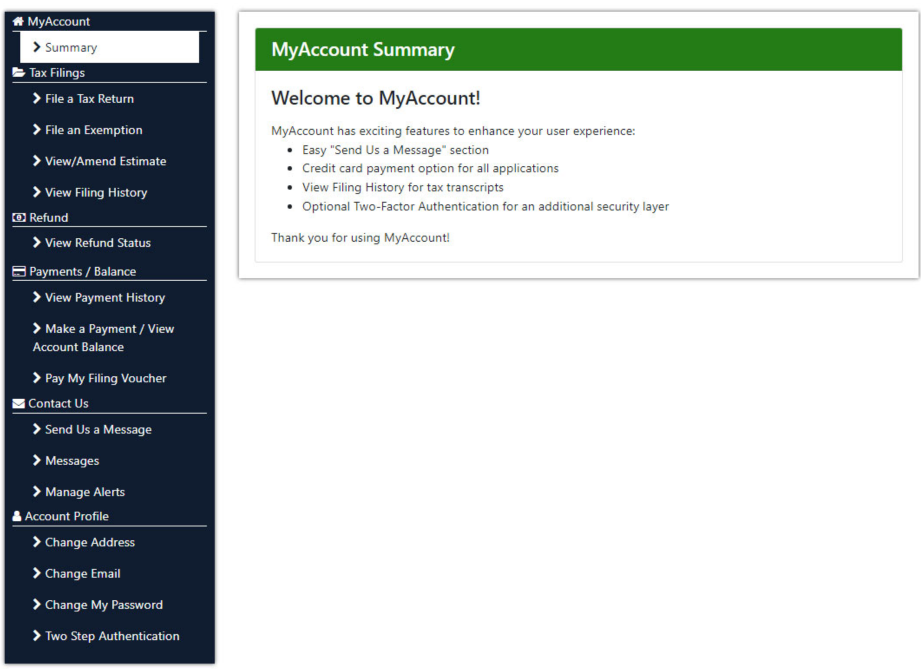
Please follow these instructions after clicking the “Pay Online” option within the Safesend platform.

1. Click on “MyAccount” under the Pay Online section while at RITA’s website

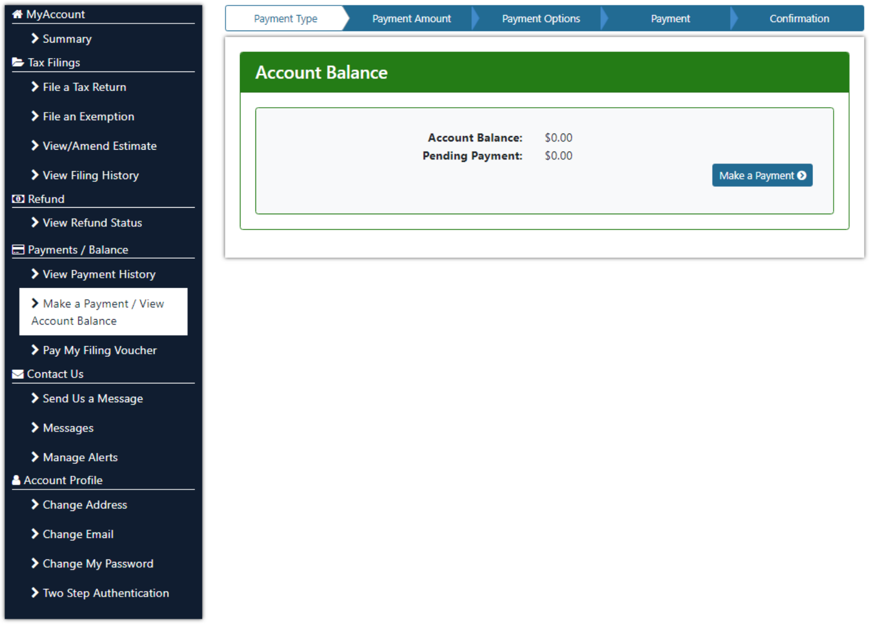


2. Log in by entering your credentials

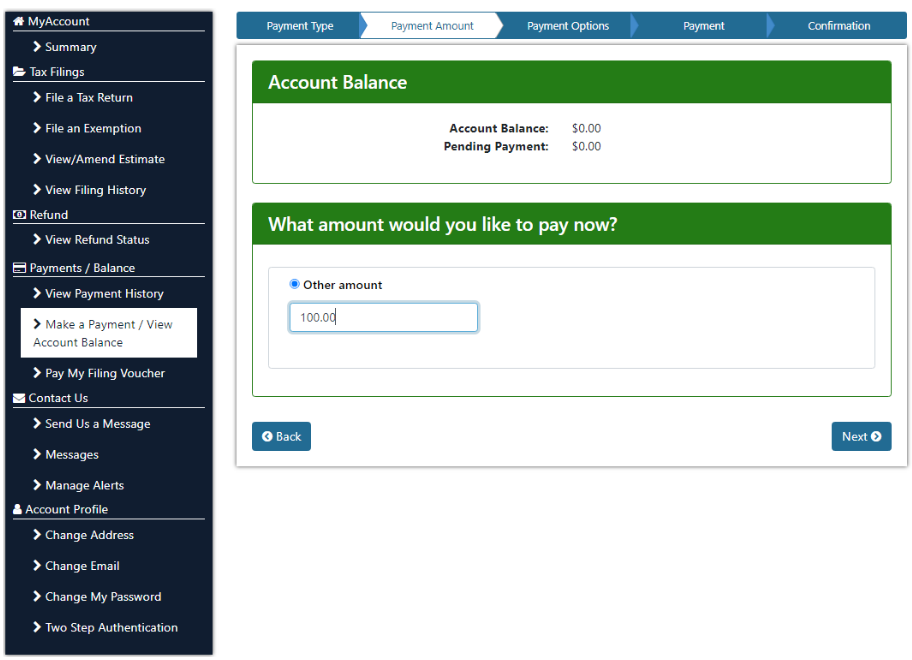
3. To make a payment, click “Make a Payment/View Account Balance” on the left side of the screen.



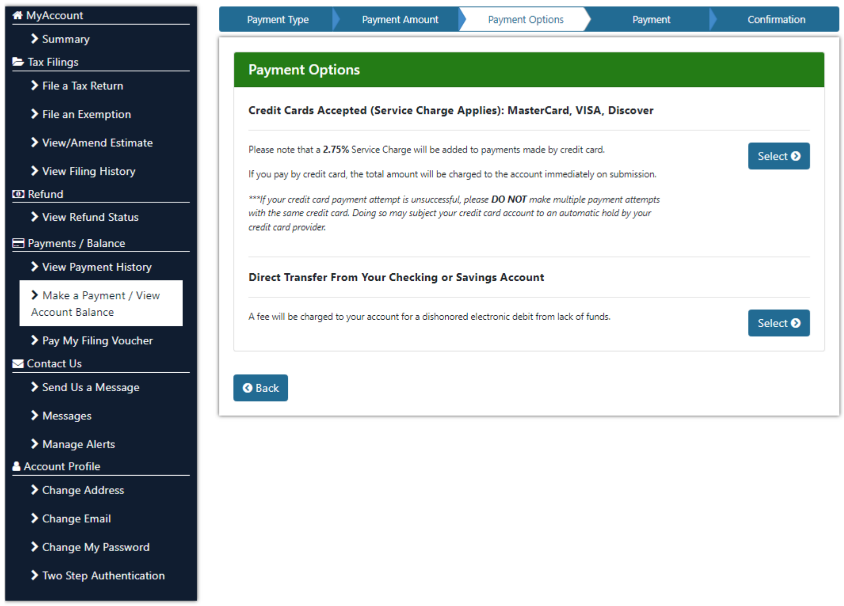
4. You should then be taken to the screen below. Click "Make a Payment."



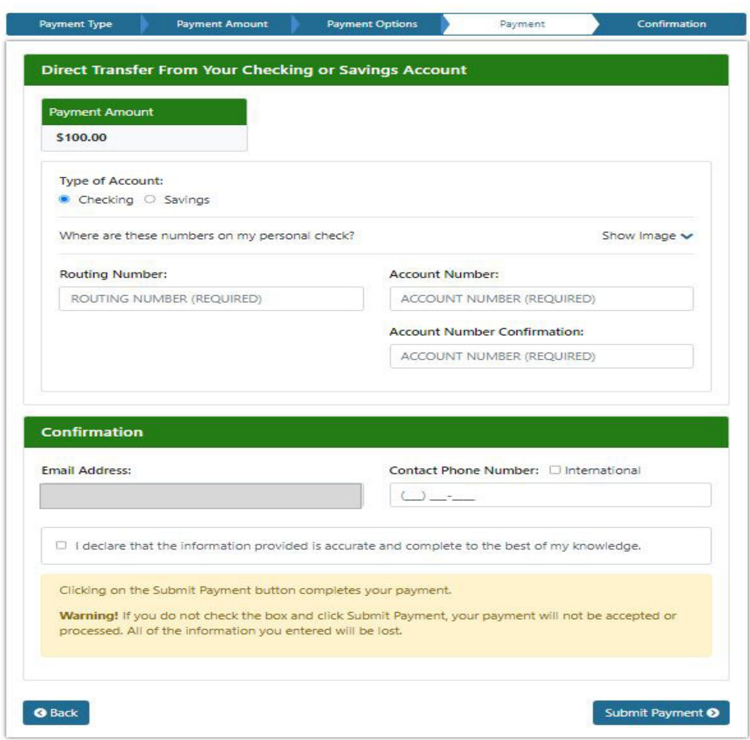
5. You will then see the payment screen. If you have an account balance currently with RITA (this could include estimated taxes or balances due), you will have the option of paying that balance. If you need to make a payment on the account but have no account balance shown, enter an amount in the "Other amount" box. Then, click "Next."



6. You will then be prompted to choose a payment type. Click “Select” next to your preferred method.



7. Enter the payment information as requested, then hit “Submit Payment.”



8. You will then be taken to a payment confirmation page. Be sure to save or print this page for your records.