

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

Pay Online

Login to **MyAccount** 24/7 to make payments.

Pay By Phone

Payments can be made over the phone with our 24/7 self-service

2. Click “Create Account”

New to MyAccount or to RITA?

Create Account ➔

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

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

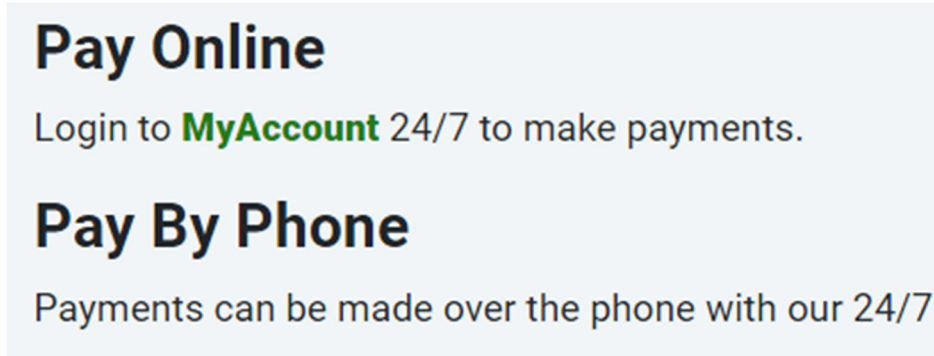
[Back to Login](#)

[Next](#)

RITA Online Tax Payment Instructions

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

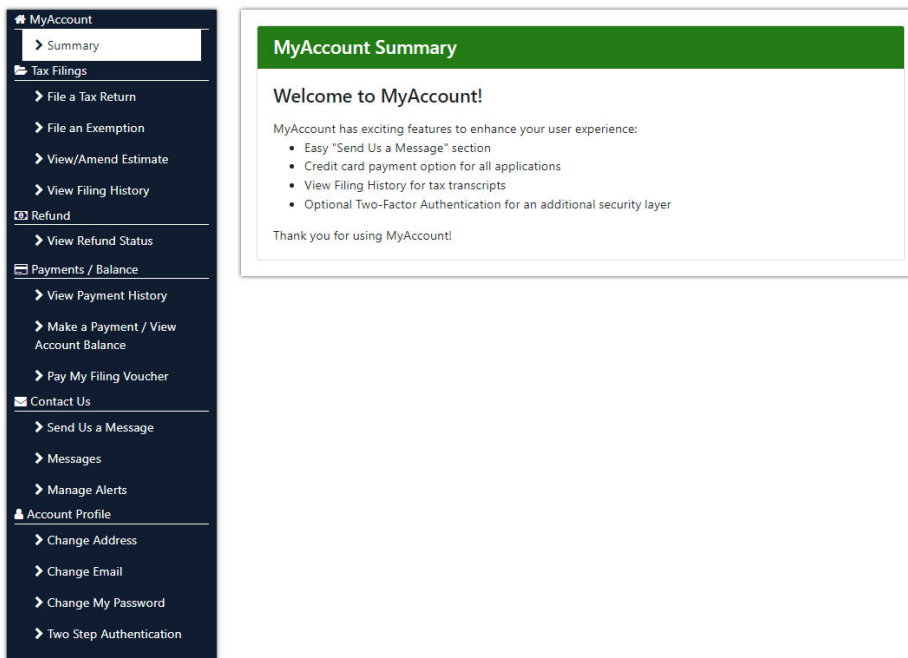
1. Click on “MyAccount” under the Pay Online section while at RITA’s website



Pay Online
Login to **MyAccount** 24/7 to make payments.

Pay By Phone
Payments can be made over the phone with our 24/7

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.



MyAccount

- > Summary
- Tax Filings
 - > File a Tax Return
 - > File an Exemption
 - > View/Amend Estimate
 - > View Filing History
- Refund
 - > View Refund Status
- Payments / Balance
 - > View Payment History
 - > Make a Payment / View Account Balance
 - > Pay My Filing Voucher
- Contact Us
 - > Send Us a Message
 - > Messages
 - > Manage Alerts
- Account Profile
 - > Change Address
 - > Change Email
 - > Change My Password
 - > Two Step Authentication

MyAccount Summary

Welcome to MyAccount!

MyAccount has exciting features to enhance your user experience:

- Easy “Send Us a Message” section
- Credit card payment option for all applications
- View Filing History for tax transcripts
- Optional Two-Factor Authentication for an additional security layer

Thank you for using MyAccount!

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

The screenshot shows the 'MyAccount' navigation menu on the left and the 'Account Balance' screen on the right. The navigation menu includes sections for MyAccount, Tax Filings, Refund, Payments / Balance, Contact Us, and Account Profile. The 'Payments / Balance' section is expanded, showing options like 'View Payment History' and 'Make a Payment / View Account Balance'. The 'Account Balance' screen has a progress bar at the top with steps: Payment Type, Payment Amount, Payment Options, Payment, and Confirmation. The main content area shows 'Account Balance: \$0.00' and 'Pending Payment: \$0.00' with a 'Make a Payment' button.

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.”

The screenshot shows the 'MyAccount' navigation menu on the left and the 'What amount would you like to pay now?' screen on the right. The navigation menu is the same as in the previous screenshot. The 'What amount would you like to pay now?' screen has a progress bar at the top with steps: Payment Type, Payment Amount, Payment Options, Payment, and Confirmation. The main content area shows 'Account Balance: \$0.00' and 'Pending Payment: \$0.00'. Below this is a section titled 'What amount would you like to pay now?' with a radio button selected for 'Other amount' and a text input field containing '100.00'. At the bottom, there are 'Back' and 'Next' buttons.

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

The screenshot shows the 'Payment Options' page. On the left is a dark navigation menu with the following items: MyAccount, Summary, Tax Filings (File a Tax Return, File an Exemption, View/Amend Estimate, View Filing History), Refund (View Refund Status), Payments / Balance (View Payment History, Make a Payment / View Account Balance, Pay My Filing Voucher), Contact Us (Send Us a Message, Messages, Manage Alerts), and Account Profile (Change Address, Change Email, Change My Password, Two Step Authentication). The main content area has a breadcrumb trail: Payment Type > Payment Amount > Payment Options > Payment > Confirmation. The 'Payment Options' section has a green header. The first option is 'Credit Cards Accepted (Service Charge Applies): MasterCard, VISA, Discover'. Below it, text states: 'Please note that a 2.75% Service Charge will be added to payments made by credit card.' and 'If you pay by credit card, the total amount will be charged to the account immediately on submission.' A 'Select' button is to the right. A warning note follows: '***If your credit card payment attempt is unsuccessful, please DO NOT make multiple payment attempts with the same credit card. Doing so may subject your credit card account to an automatic hold by your credit card provider.' The second option is 'Direct Transfer From Your Checking or Savings Account'. Below it, text states: 'A fee will be charged to your account for a dishonored electronic debit from lack of funds.' A 'Select' button is to the right. A 'Back' button is at the bottom left.

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

The screenshot shows the 'Direct Transfer From Your Checking or Savings Account' page. At the top, a breadcrumb trail reads: Payment Type > Payment Amount > Payment Options > Payment > Confirmation. The page has a green header with the title 'Direct Transfer From Your Checking or Savings Account'. Below the header, the 'Payment Amount' is displayed as '\$100.00'. Underneath, there is a 'Type of Account' section with radio buttons for 'Checking' (selected) and 'Savings'. A link 'Where are these numbers on my personal check?' with a 'Show Image' dropdown is present. Below this are three input fields: 'Routing Number' (with placeholder 'ROUTING NUMBER (REQUIRED)'), 'Account Number' (with placeholder 'ACCOUNT NUMBER (REQUIRED)'), and 'Account Number Confirmation' (with placeholder 'ACCOUNT NUMBER (REQUIRED)'). A 'Confirmation' section follows, containing an 'Email Address' field, a 'Contact Phone Number' field with an 'International' checkbox, and a checkbox for 'I declare that the information provided is accurate and complete to the best of my knowledge.' A yellow warning box states: 'Clicking on the Submit Payment button completes your payment. Warning! If you do not check the box and click Submit Payment, your payment will not be accepted or processed. All of the information you entered will be lost.' At the bottom, there are 'Back' and 'Submit Payment' buttons.

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