How To:
Create an agent account
Before you get started:

💡 Important Tips:

✓ You must have created and verified your login before you can create an agent account. If you need help, please read our How To: Creating a Login.

✓ You will need your Business Tax Receipt in order to create a new TDT account. If you need help, please read our How To: Before Getting Started – Agents.
Step 1: Log in to the TDT online portal

- Click “Tourist Development Tax” within the Search or Pay Here box.
Step 2: Enter your login credentials

- Enter your Username and Password.
- Click “Login.”
Step 3: Begin creating your agent account

- Click “Access Tourist Development Accounts to Verify Status.”
Step 4: Begin verifying agent status

- From the Search by drop down menu select the identification type used when applying for your Business Tax Receipt.

**Important Tip:**

- Many businesses use their Federal Identification Number or Social Security Number when applying for a Business Tax Receipt.

- Enter your ID number and click Search.
Step 4: Begin verifying agent status cont.

• From the search results, locate your Business Account.

   **Important Tip:**

   ✓ The search results may return more than one Business Account. We recommend you select the most recent BTR.

• Double click the LBTR # field to add your current LBTR account number (without dashes).
Step 5: Complete verifying agent status

• After you have entered your LBTR # click the “Action” button.

• Your account is now able to accept authorizations from your clients / property owners.

Important Tip:
✓ It is recommended that you inform your clients that you can now be authorized to file and remit payments on their behalf.
Step 6: Accept Authorization

• When a property owner selects you within their account you will receive email notification.

• To accept or reject an authorization request click “Assigned Accounts” within the portal.
Step 7: Accept Authorization

• After clicking Assigned Accounts you will see the following screen.

• You can accept the authorization by clicking the thumbs up icon.

• You can reject the authorization by clicking the thumbs down icon.

• You will see a pop up confirmation of your choice.

• An email will be sent to the property owner advising them of your decision to accept or reject.

Important Tip:
✓ It is recommended that you review the next How To: File and Remit a Payment.
You have completed setting up an agent account.

For additional tutorials visit www.pbctax.com/tdt