

Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractors' Excise Tax Returns:

Phone 1.800.829.9188, Option 1

Email: bustax@state.sd.us

911 Emergency Surcharge Returns:

Phone 1.800.829.9188, Option 1

Email: dor.911@state.sd.us

Motor Fuel Returns:

Phone 605.773.4109

File and Pay at:
<http://sd.gov/epath>

Contents

A. Creating Account

B. Add Licensees to Your Account

C. Add Users

Allow others to access accounts

Username Criteria

Username must be minimum of 8 characters and cannot contain the following characters: < > () [] " ' ; : | / % & .

Password Criteria

Minimum password length is 8 characters.

Password must contain: 1 uppercase letter

1 lowercase letter

1 of the following: !@#\$%^&*()?

Do you have MULTIPLE Licenses? Owners with multiple locations or business that operate under the same FEIN may file for all licenses under one EPath account.

Instructions on adding licenses to an EPath account are under Section B. Add Licenses to Your Account.

“Administrator”: The Username used to create the EPath account is the “Administrator”. Only the Administrator may add licenses or other users to the EPath account.

Go to: <http://sd.gov/epath>

Select Create Account

Enter the following information:

1. **Username:** You select the Username.

Username must be minimum of 8 characters and cannot contain the following characters:

< > () [] " ' ; : | / % & .

2. **License Number:** Enter the South Dakota license number exactly as displayed on the license card, tax return, or statement of account notice.

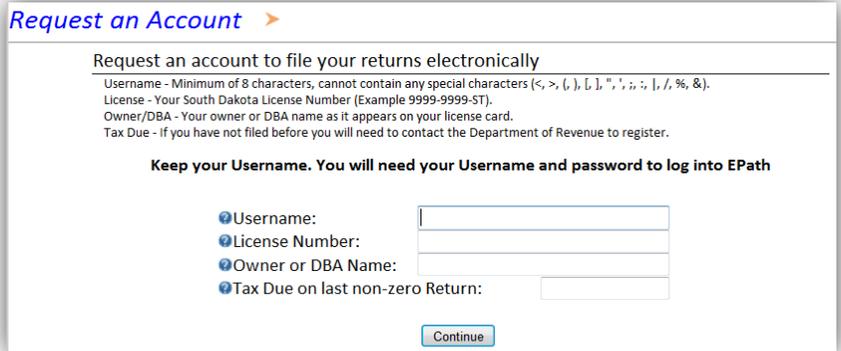
The license number is 8 digits followed by the type of license (E9, PP, SU, IX, ST, MT, WT, UT, ET). The number may be entered with or without dashes. (Example: 9999-9999-E9 or 99999999ST)

If creating one EPath account for multiple locations (for the same owner), you may use the license number from any of the locations to create the account. The remaining license numbers may be added after the account is created.

3. **Owner or DBA Name:** Enter the owner or business name (DBA) exactly as it appears on the license card, tax return, or statement of account notice.
4. **Tax Due on last non-zero Return:**

- ▶ **911 Emergency Surcharge licenses:** Enter "0" for Tax Due on Last non-zero Return.
- ▶ **Sales, Use and Contractors' Excise Tax licenses:** Enter the tax due (line 23) from your last non-zero return. Please call the Department at 1-800-829-9188 if you have not reported tax due.
- ▶ **Motor Fuel Supplier licenses:** This is line 20 on your South Dakota tax return.
- ▶ **Importer/Exporter licenses:** This is line 19 on your South Dakota tax return.

If you have not reported tax due on your Motor Fuel Supplier or Importer/Exporter returns please call the Department to setup an account: (605) 773-4109; (605) 394-3397; (605) 367-5259.



- Enter your name and phone number
- Your Email Address: This is the email address reset passwords and reminders to file will be sent. If you do not want reminders you may change that setting under Change Profile once you receive your password.
- Security Questions: Select and answer three security questions. You may create your own security question. You will be asked to answer one of the questions should you forget your password.

Request an Account >

Account Information

Name and phone number are used incase someone from the Department of Revenue needs to contact you.

Name:

Phone:

Account Email Address

This email address will be used for password recovery and email reminders. If you don't wish to receive email reminders for licenses that have an upcoming return due, or you want to add additional email addresses, you can change these setting under your profile once you have an account.

Email Address:

Security Questions

These questions are used to recover your account should you forget your password.

Question 1:

Question 2:

A Registration Complete screen will be displayed.

At this point the Administrator's account is created.

Your temporary password will be mailed to this address.

If the address shown is not correct please call the Department at 1-800-829-9188.

Request an Account >

Registration Complete

Your password will be sent to the following address:

Your Company name
Address

If this is not the correct address or if you don't receive mail at this location, please contact the Department of Revenue at 1-800-829-9188.

Note: Paper returns will no longer be sent to this license.

[EPath Login Page](#)

You will receive an Email from epath@state.sd.us with the Username you selected.

From: epath@state.sd.us Sent: Tue 07/30/2013 11:0

To:

Cc:

Subject: SD EPath Account

You have requested a South Dakota EPath account. The Username for this account is:

Keep this Username and use it with the temporary password that will be mailed to you to log into EPath.

If you have any questions about this notice or you are unable to log in to your account, please contact the Department of Revenue at 1-800-829-9188.

You will be mailed a Temporary Password within 3-5 days.

The temporary password is mailed to the address displayed on the Registration Complete page.

Welcome to 

Thank you for your interest in the South Dakota EPath system. We received your initial registration information and successfully processed it. To complete your registration and begin using SD EPath, you must login to the SD EPath web site with the user name that you selected during the registration process along with the password provided below.

The address is <http://sd.gov/epath>

Your initial password for SD EPath is:

2xizyLbk

You will be prompted to select your own password upon logging on for the first time.

For security purposes, the user name that you selected is not included in this letter. If you have forgotten your user name, contact us at one of the numbers listed below.

You are required to change the password and update your account information when you log in.

Password Criteria

Minimum password length is 8 characters.
Password must contain: 1 UPPERCASE LETTER
1 lowercase letter
1 of the following:
!@#%&^*()?

You must change your password before you can continue.

User Name:

Password:

i New Password:

Confirm Password:

When you enter your new password you will be taken directly to the Main Menu.

Main Menu >

File and/or pay taxes.

- ▶ [File or Amend Return/Payment](#) **i**
- ▶ [Upload Additional Documentation](#) **i**
- ▶ [Payment Only](#) **i**

Select an account function to perform.

- ▶ [Add/Edit User Accounts](#) **i**
- ▶ [Cancel Licenses](#)
- ▶ [Change Profile](#) **i**
- ▶ [Add a License](#)

View History.

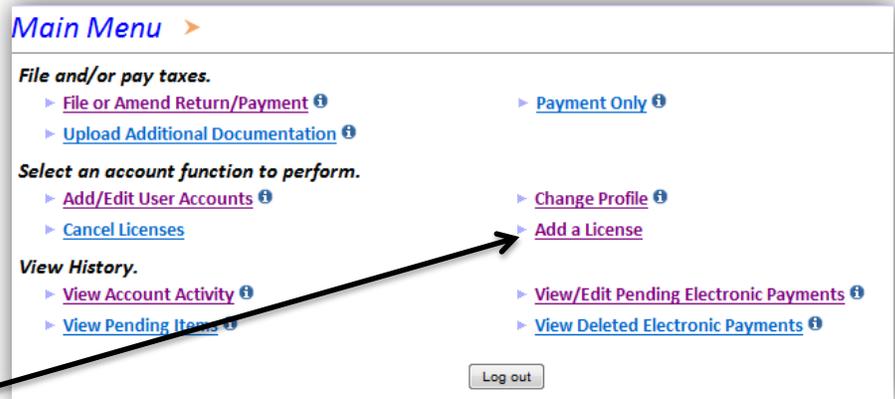
- ▶ [View Account Activity](#) **i**
- ▶ [View Pending Items](#) **i**
- ▶ [View/Edit Pending Electronic Payments](#) **i**
- ▶ [View Deleted Electronic Payments](#) **i**

B. Add a License to Your Account

If you have multiple businesses or multiple locations you can file returns for each license under one EPath Account. The owner must be the same for each license, typically that means they all use the same FEIN.

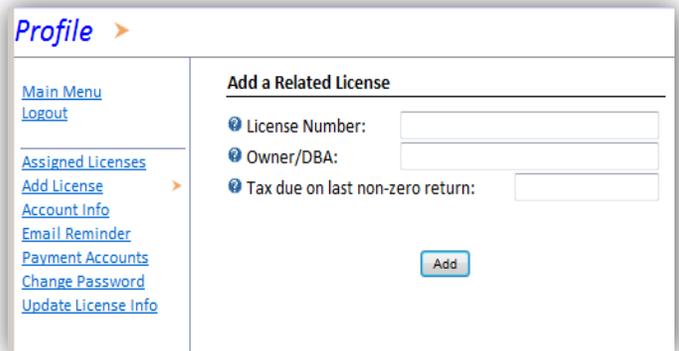
Only the Administrator may add License to an EPath Account.

To add a license, select Add a License from the Main Menu.



Enter the following:

1. License number as displayed on the license card or statement of account
2. Owner/DBA as displayed on the license card or statement of account
3. Tax due on last non-zero return (enter "0" for 911 Emergency Surcharge "E9" or "PP" licenses). For other license types call if you have not reported tax.
4. Click Add
5. Repeat for all licenses you want added to this account.



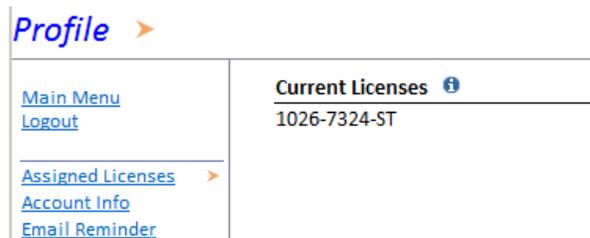
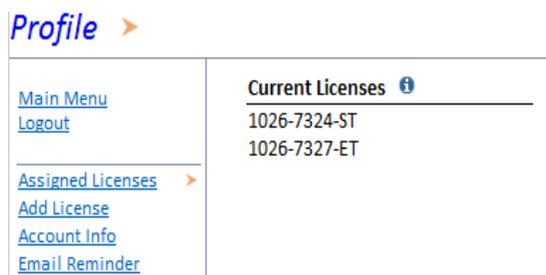
If you receive an Error or it will not add the account, verify the FEIN. If the business does not have the same FEIN it cannot be added to this account. If the FEIN is the same and you cannot add the license, please call 1-800-829-9188, Option 1, for help in setting up the account.

You will not receive a confirmation screen. To confirm the license was added, Click on Assigned Licenses.

Assigned Licenses – Displays all licenses currently assigned to the User. You will file all Returns and payments for all licenses listed through this EPath account.

Administrator: Can see all licenses

User: Only sees licenses assigned to the User.



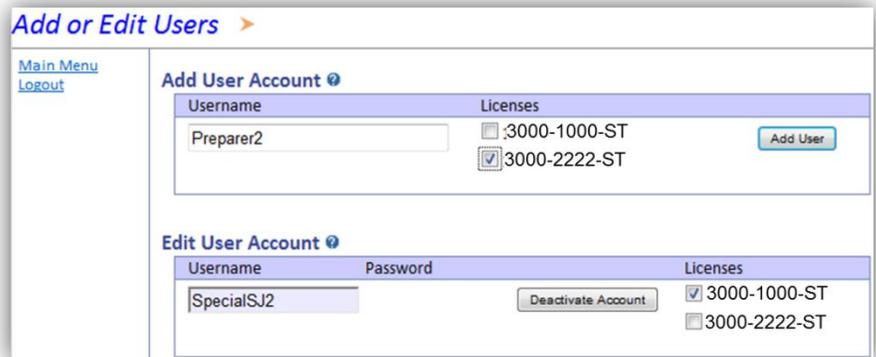
C. Add/Edit User Accounts

Only the administrator may access the Add/Edit User Accounts option on the Main Menu.

The administrator may add users and allow the users access to all or selected licenses to file returns and make payments. The administrator may also edit access to accounts and delete users.

Add User Account

1. Username – Enter a Username. Minimum of 8 characters.
2. Licenses – Select the license(s) the user may access.
3. Click Add User. The Username and a password will show under Edit User Account.
4. Provide this password to the New User to use when logging in the first time.



The screenshot shows the 'Add or Edit Users' interface. It has two main sections: 'Add User Account' and 'Edit User Account'.
 In the 'Add User Account' section, there is a 'Username' field containing 'Preparer2' and a 'Licenses' section with two checkboxes: one for '3000-1000-ST' (unchecked) and one for '3000-2222-ST' (checked). An 'Add User' button is to the right.
 In the 'Edit User Account' section, there is a 'Username' field containing 'SpecialSJ2', a 'Password' field, and a 'Licenses' section with two checkboxes: one for '3000-1000-ST' (checked) and one for '3000-2222-ST' (unchecked). A 'Deactivate Account' button is between the password and license fields.

The new User will create a new password, set their security questions, and enter their name, phone #, and email address when they log in the first time.

Only the user may view their password and security questions.
 The User will only be able to see licenses and account information for the accounts the administrator has assigned to them.

Edit User Account

Changes made are automatically saved when exiting the Add or Edit Users page.

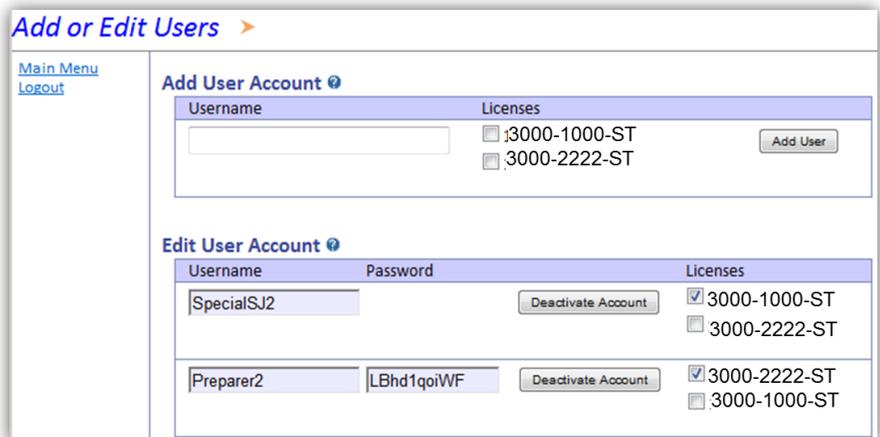
- Username – The Administrator will see all Users that have access to records in the EPath account.

Usernames cannot be changed.

To change a User's name, Deactivate the Account, then Add a User Account with the new name.

To change the "Administrator's" Username please call 1-800-829-9188.

- Password – Passwords are only displayed for new accounts or when a password is reset. The password is not displayed after the user changes their password. To change a password, go to Change Profile and select Change Password.
- Licenses – All licenses added to the EPath account are listed under each user. The user only has access to those checked. The Administrator may select or unselect licenses a user has access to by checking or unchecking the box by the license number after that user's name.
- Deactivate Account – Click this button to deactivate a user account. This immediately removes that Username from the account.



The screenshot shows the 'Add or Edit Users' interface with two sections: 'Add User Account' and 'Edit User Account'.
 In the 'Add User Account' section, there is an empty 'Username' field and a 'Licenses' section with two checkboxes: one for '3000-1000-ST' (unchecked) and one for '3000-2222-ST' (unchecked). An 'Add User' button is to the right.
 In the 'Edit User Account' section, there are two rows of user information. The first row has 'SpecialSJ2' in the 'Username' field, a 'Deactivate Account' button, and two checkboxes for '3000-1000-ST' (checked) and '3000-2222-ST' (unchecked). The second row has 'Preparer2' in the 'Username' field, 'LBhd1qoiWF' in the 'Password' field, a 'Deactivate Account' button, and two checkboxes for '3000-2222-ST' (checked) and '3000-1000-ST' (unchecked).