Creating Accounts

Contact Information

Email: EPath@state.sd.us

Sales, Use and Contractors' Excise Tax Returns: Phone
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

Bank Franchise Returns
Phone 1.800.829.9188, Option 1
Email: bankfranchise@state.sd.us

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

Access **Make a Payment** at:
https://dor.sd.gov
Or https://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" for the EPath account.
All changes to the account are done by the "Administrator".

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445 E Capitol Ave.   **Epath@state.sd.us**   May 24, 2022
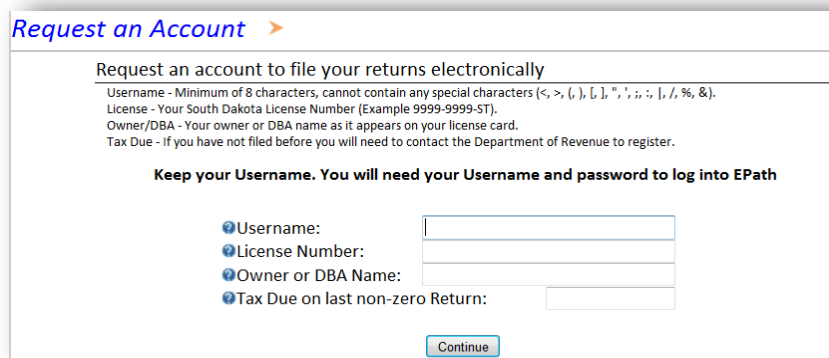Pierre, SD 57501

A. Creating Account

Go to: https://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.
   - **Bank Franchise**: Enter the total tax, this is line 2 on your last non-zero South Dakota 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.

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- 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.
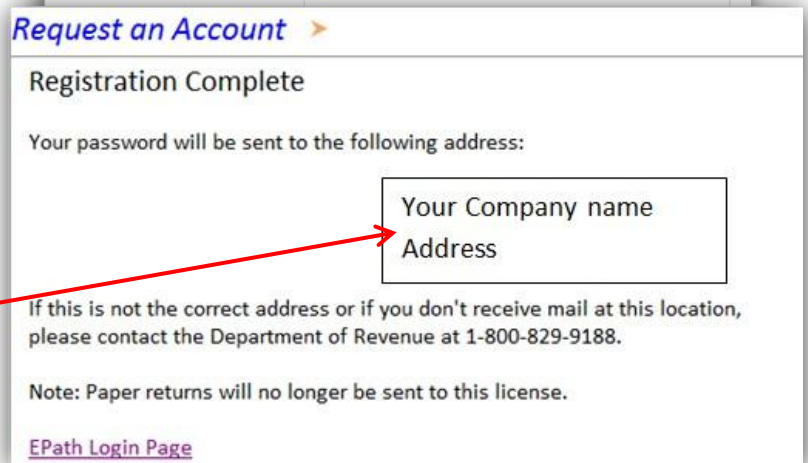
Question 1: _____
_____

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

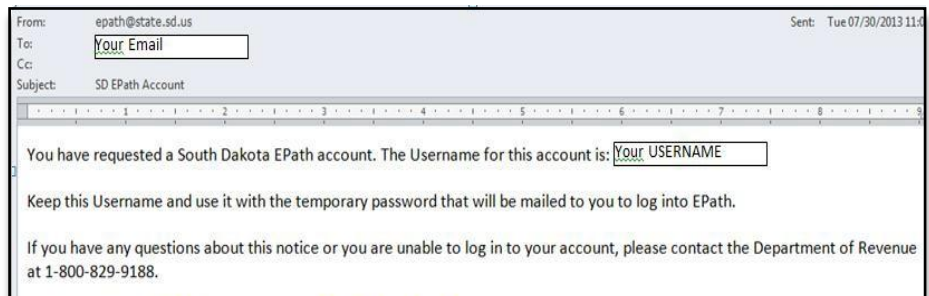Your password will be sent to the following address:

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
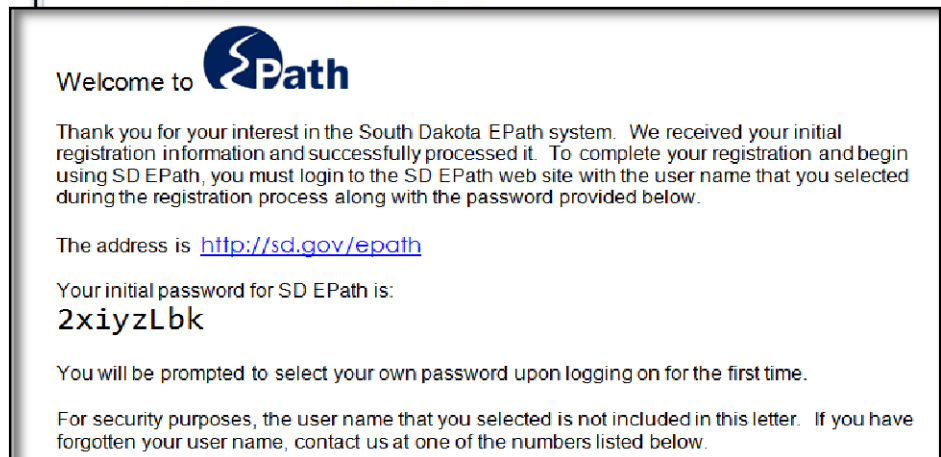To: Your Email
Cc:
Subject: SD EPath Account

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

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 letter with your Temporary Password within 3-5 days.

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

Welcome to EPath

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:
2xiyzLbk

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.

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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: EPathuser
Password: ●●●●●●●●●●●●●●●●●●
ⓘ New Password: ●●●●●●●●●●●
Confirm Password: ●●●●●●●●●●●

Change 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 ⓘ   ► Payment Only ⓘ
 ► Upload Additional Documentation ⓘ

Select an account function to perform.
 ► Add/Edit User Accounts ⓘ   ► Change Profile ⓘ
 ► Cancel Licenses   ► Add a License

View History.
 ► View Account Activity ⓘ   ► View/Edit Pending Electronic Payments ⓘ
 ► View Pending Items ⓘ   ► View Deleted Electronic Payments ⓘ

Log out

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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.

Main Menu ➤

File and/or pay taxes.
- ▸ File or Amend Return/Payment ❶
- ▸ Upload Additional Documentation ❶
- ▸ Payment Only ❶

Select an account function to perform.
- ▸ Add/Edit User Accounts ❶
- ▸ Cancel Licenses
- ▸ Change Profile ❶
- ▸ Add a License

View History.
- ▸ View Account Activity ❶
- ▸ View Pending Items ❶
- ▸ View/Edit Pending Electronic Payments ❶
- ▸ View Deleted Electronic Payments ❶

Log out

Only the Administrator may add License to an EPath Account.

To add a license, select Add a License from the Main Menu.
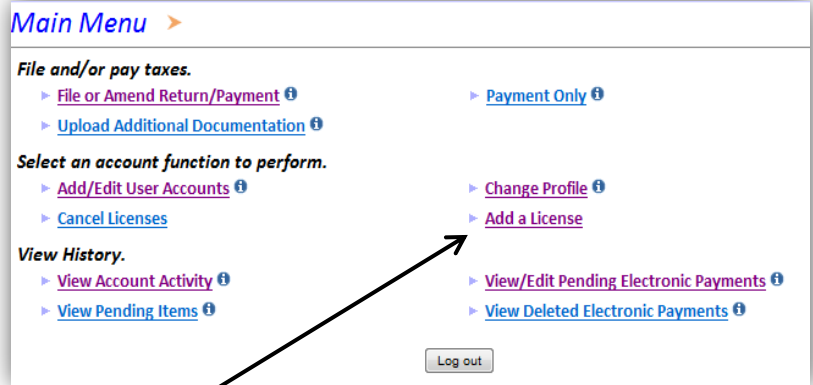
Enter the following:
1. <u>License number</u> as displayed on the license card or statement of account

2. <u>Owner/DBA</u> as displayed on the license card or statement of account

3. <u>Tax due on last non-zero return</u> (enter "0" for 911 Emergency Surcharge "E9" or "PP" licenses). For other license types call if you have not reported tax.

Profile ➤

Main Menu
Logout

Assigned Licenses
Add License ➤
Account Info
Email Reminder
Payment Accounts
Change Password
Update License Info

Add a Related License

❶ License Number:
❶ Owner/DBA:
❶ Tax due on last non-zero return:

Add

4. Click Add

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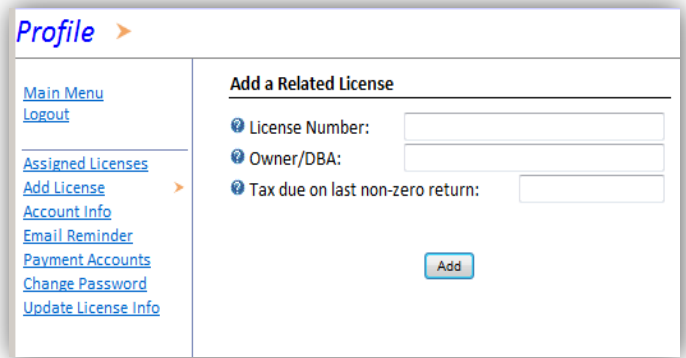
If you receive an Error or it will not add the account, verify the FEIN. If the business does not have the same FEIN it cannot be added to this account. If the FEIN is the same and you cannot add the license, please call 1-800-829-9188 for help in setting up the account.

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. Returns and payments may be made through this EPath account for all licenses listed.

<u>Administrator</u>: Can see all licenses

Profile ➤

Main Menu
Logout

Assigned Licenses ➤
Add License
Account Info
Email Reminder

Current Licenses ❶
1026-7324-ST
1026-7327-ET
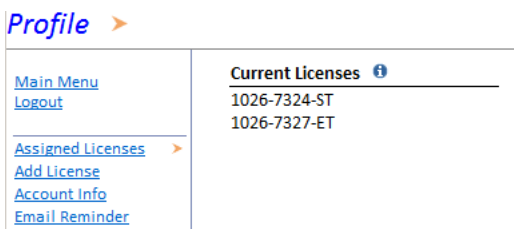
<u>User</u>: Only sees licenses assigned to the User.

Profile ➤

Main Menu
Logout

Assigned Licenses ➤
Account Info
Email Reminder

Current Licenses ❶
1026-7324-ST

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