

Accessing Accounts on MAT

Before you start

Note: Not all account types are available in MAT. The tax types currently available in MAT will be listed in the Account Type drop down list when you are signing up for MAT or adding access to an account.

You will need the following information readily available to sign up for MAT:

For business accounts:

- Account Number: Your ADOR 10-digit account number (may include letters); this number is located on all correspondence sent from the Alabama Department of Revenue
- Sign-On ID: This ID was assigned when the account was originally registered with ADOR
- Access Code: This code was assigned when the account was originally registered with ADOR
- Valid e-mail address: This is required in order to receive confirmation e-mails and authorization code messages

During the sign up process, you will need to create:

- Username: 30-characters or less in length; not case sensitive; spaces are allowed
- Password: 8-16 characters in length; must include at least one letter and one number

After you are finished, an authorization code will be e-mailed to you. You will need your authorization code the first time you sign in.

Signing up

To begin, go to the MAT login page and click the **Sign Up** link. This will take you to the New User Registration page.

Step 1 - Validate Account

- Select an account type. This can be for any of your accounts, but you must have the necessary information. If your account type is not listed, it is not available in MAT.
- Provide the required info in the fields displayed. Your Account Number is the ten-digit series of numbers and letters assigned by the Alabama Department of Revenue (ADOR).

- Click the **Next Step** button near the bottom of the window. If your information was not validated, please contact ADOR

Step 2 - Select Username

- Create and enter a username in the Username field. Create and enter a password in the New Password field. Retype the password in the Confirm Password field. The password must be 8-16 characters in length and must contain at least one number and one letter.
- Select a secret question. This question will be used to verify your identity in the event you need to reset a forgotten password.
- Enter your answer to the secret question in the Secret Answer field.

Step 3 - Contact Information

- Enter your name in the Your Full Name field.
- Enter your e-mail address in the Email field and retype it in the Confirm Email field.
- Enter your telephone number in the Contact Phone field.
- If applicable, enter an alternate telephone number in the Alternate Phone field.

Step 4 - Set Third Party Access

- Indicate whether or not you want third parties to be able to access your account on MAT. Select yes if you intend to have a tax preparer or accountant file or pay your taxes on MAT. Otherwise select no.
- If applicable, create a password for third parties to access your account on MAT. Since you will give this to a third party, do NOT use one of your existing passwords.

Step 5 - Submit Registration

- Click the **Submit Registration** button near the bottom of the window. A confirmation message window is displayed.
- Click the **Print Confirmation** button if you would like to print a copy of the confirmation. Click **OK** to close the confirmation window.

You will receive an authorization code via e-mail. You will need this authorization code in order to log on to MAT for the first time.