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EDI (Electronic Data Interchange)
Registration and Enrollment Process

Electronic Reporting Section | 2015

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I. Introduction to EDI Registration and Enrollment Process

EDI (Electronic Data Interchange) is a form of electronic reporting that is available for Sales Tax, Direct Pay, Motor Fuels, Natural Gas, Crude Oil and IFTA. You must successfully complete the EDI Registration and Enrollment Process detailed below for each taxpayer and each tax type to file using EDI.

II. What You Need Before You Begin

- **11-digit taxpayer number:** Each taxpayer has an 11-digit taxpayer number assigned by the Texas Comptroller.
- **WebFile Number:** Each taxpayer and tax type is assigned a WebFile Number. The WebFile Number starts with RT and is followed by six digits (RT000000). This number is found on the top, left corner of pre-printed returns sent to the mailing address on file for the taxpayer. *Can't find this number?* Watch our How to Locate Your WebFile Number video or call the Comptroller's Electronic Reporting Section at 1-800-442-3453.
- **EDI File:** You must create an EDI file that meets the Comptroller's mapping requirements. EDI files meeting mapping requirements can be produced using the Comptrollers' free EDI software.
- **Natural Gas and Crude Oil** *Only:* To file returns on behalf of a Natural Gas or Crude Oil taxpayer, you may be required to submit a Power of Attorney Form. For more information, please call 1-800-252-1384.

III.   Registering on the EDI Website

This chapter covers the registration process for the EDI website, which will allow you to upload your test file and obtain enrollment to file EDI returns.

1. Go to the [EDI Registration Page.](#)
2. Review the *EDI Guidelines* and select **Continue:**
3. Enter the following *Registration Information* and select **Continue:**
    - Taxpayer Number
    - Tax Type (Sales Tax, Direct Pay, Motor Fuels, Natural Gas, Crude Oil or IFTA)
    - WebFile Number
    - Contact Last Name
    - Contact First Name
    - Daytime Telephone
    - Email Address **Warning:** This is where you will receive confirmation emails for your EDI file submissions. If the email is incorrect you will not receive the confirmation email for approval to file electronically.

Registration Information

Please enter the following registration information to access the Electronic Data Interchange System.

Taxpayer Number:	12345678910	(11 digits, no hyphens)
Tax Type:	Sales Tax	
WebFile Number:	RT111111	(8-13 Alphanumeric characters)
Contact Last Name:	Taxpayer	
Contact First Name:	Joe	
Daytime telephone:	800) 531 - 5441 Ext. 33630	(option)
E-mail Address:	joe.taxpayer@email.com ✕	

(Confirmation emails will be sent to this address)

Continue

4. Enter a *Personal Identification Number (PIN).* The *PIN* should be 8-13 numbers and letters. **Note:** The *PIN* is the password you will use to log into your EDI account.
5. Enter a *Reminder Phrase* for your account.

Create PIN

Personal Identification Number(PIN):	(8-13 Alphanumeric characters)
Re-enter PIN for verification:	
Reminder Phrase:	

Continue

6. Select the **Continue** button on the *Create Pin* page.

Taxpayer Information

Taxpayer Number: 12345678910
Tax Type: Sales Tax
Contact Last Name: Taxpayer
Contact First Name: Jane
Daytime telephone: (800) 531-5441 Ext.: 33630
E-mail Address: Jane.Taxpayer@cpa.texas.gov
(Confirmation emails will be sent to this address)

| Continue | Change PIN | Change Registration Info. |

7. Review *Taxpayer Information* and select **Continue** or select **Change Registration Info.** if the information is incorrect.
8. Select **Continue** on the *Taxpayer Information* page.
9. Congratulations! You have completed the registration process. Select **Continue** to begin *chapter IV. Adding Taxpayer Client Information.*

IV.   Adding Taxpayer Client Information

In this chapter you will be adding each of the taxpayers for whom you will be uploading a test file. Repeat the following process as many times as needed.

1. Enter the *Taxpayer Number*.
2. Enter the *WebFile Number*.
3. Select the **Add** button. The Taxpayer Number will appear in the *Test Taxpayer List* box as shown below:
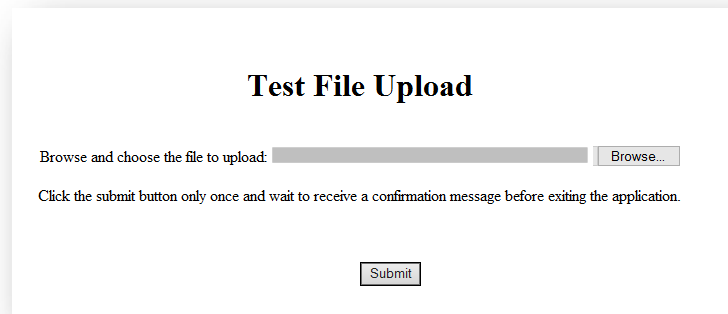

4. You have completed the *Adding Taxpayer Client Information* chapter. Select **Continue** to start chapter *V. Enrolling in EDI Electronic Reporting.*
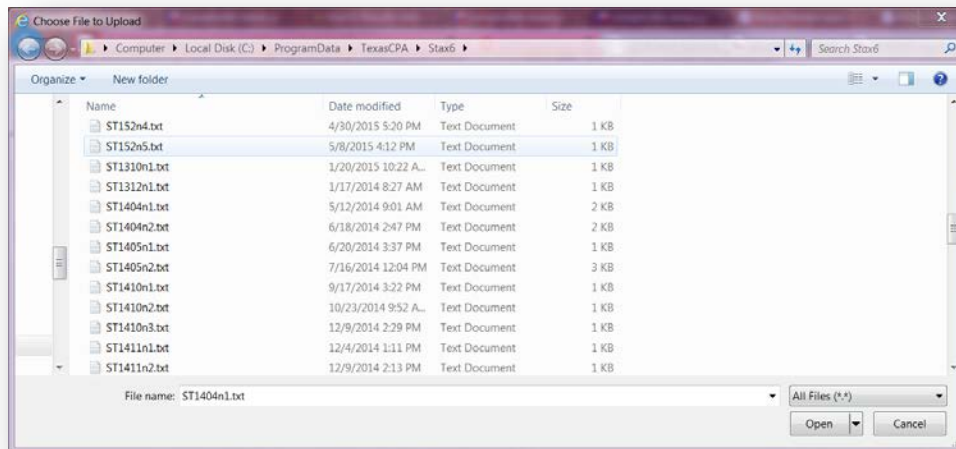
V.   Enrolling in EDI Electronic Reporting

In this chapter you will select a taxpayer you added previously and browse for the test file that is located on your computer. **Warning:** You will not be able to complete this process unless you have a file that meets EDI requirements. The file must be a Text (.txt) file or an EDI (.edi) file. Other formats are not accepted.
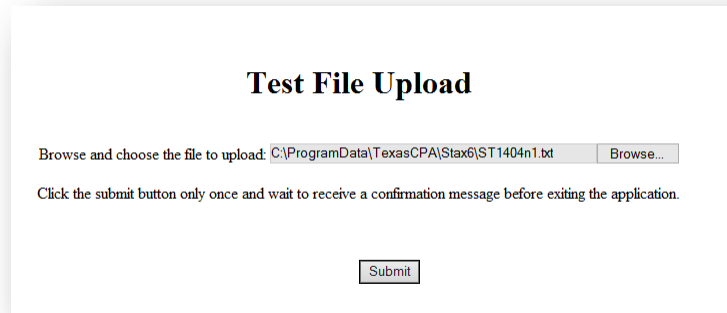
1. Select the *Taxpayer Number* in the *Test Taxpayer List.* The Taxpayer Number will now be highlighted in blue.
2. Select **Continue**.
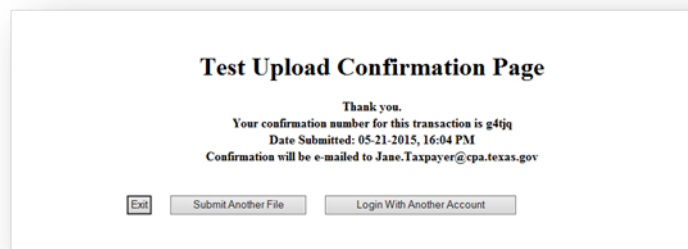3. Select the **Browse** button on the *Test File Upload* page.

4. Navigate to the EDI file previously created by the software. **Note**: Comptroller software provides the location of your EDI files in the *Returns to Process* box that you can view by clicking on the **Filing/Process** icon in the software.
5. Select the EDI file you previously created. When selected the file information will be highlighted in blue.

6. Select the **Open** button.
7. View the file you have chosen to upload in the *Test File Upload* page.

8. Select the **Submit** button on the *Test File Upload* page.

Test File Upload

Browse and choose the file to upload: `C:\ProgramData\TexasCPA\Stax6\ST1404n1.txt`   [Browse...]

Click the submit button only once and wait to receive a confirmation message before exiting the application.

[Submit]

9. You will receive the *Test Upload Confirmation Page*. **Warning**! The confirmation page does not constitute enrollment. Enrollment will be verified through the confirmation email.

Test Upload Confirmation Page

Thank you.
Your confirmation number for this transaction is g4tjq
Date Submitted: 05-21-2015, 16:04 PM
Confirmation will be e-mailed to Jane.Taxpayer@cpa.texas.gov

[Exit]   [Submit Another File]   [Login With Another Account]

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10. Continue to chapter *VI. Verification of Enrollment.*

VI. Verification of Enrollment

This chapter explains how approval to file electronically is received, and actions required for a Passed or Failed test file. **Warning!** A Test file is not used to file a return or make payment. You must upload a Production file to fulfill return or payment requirements.

1. Check your email! The email will come from *donotreply@cpa.texas.gov*. The confirmation email you will receive details information regarding your submission. Ensure the **Status** is **Passed**. The automated approval process is available from 4 a.m. to 11 p.m. (CST) Monday through Friday. During this time EDI files will be reviewed and confirmation emails will be sent within an hour of submission. EDI files received outside of these hours will be reviewed during the next approval process window.

The Texas State Comptroller acknowledges receipt of your Sales Tax Tax EDI filing.

Date Submitted: 5/19/2015 12:58:00 PM

Confirmation Number G000p0

File Type: Test

Tax Type: Sales Tax

Submitter Name: Jane Taxpayer

Submitter Taxpayer #: 1234567891

Submitter Email: Jane.Taxpayer@email.com

Submitter Telephone: 1-800-531-5441

Check Status

TP Number	Report Type	End Date	Payment	Status	Transaction Set ID
12345678910	Sales Tax-Original	7/31/2014	No	Passed	001

➢ *What do I do now since my test file Passed?* Now you can log back into the EDI login and submit production files for the taxpayer you have enrolled for EDI filing. Remember you must complete the above process for each taxpayer you want to file using EDI.

➢ *What do I do if my file has a status of Failed?* You must correct errors noted in the email attachment. If you need assistance correcting the file, please call the Comptroller's Electronic Reporting Section at 1-800-442-3453.

VII.   What Now?

Once you have received approval you can submit Production EDI files through the EDI website. A few things you may want to know:

- ➢ You need to log out and log back in to submit a production file.
- ➢ Test file data is not used as a submission of a return or payment data. A production file must still be submitted.
- ➢ You can include a payment in EDI files.
- ➢ Once a taxpayer has enrolled, you do not need to submit test files.