

Registration and Initial Login Instructions

Prior to using the system for the first time, each user will need to register and create a unique login ID and password. By creating this information a user will be granted access to the online system. Follow these steps to create a login ID and receive a temporary password:

Registration (Exhibit 2)

- From the OTC website homepage at www.tax.ok.gov, select “**Online Services**” from the menu on the left. From there, select the “**Gross Production System**” link. Once you enter the system, click on “**Register**” found in the menu on the left.
- Fill out all informational fields—required fields are marked with an *.
- Click on the **Submit** button when finished with filling out the form. The next screen will show you successfully registered (Exhibit 3).
- Within approximately 30 minutes the user will receive an email with the login ID and a temporary password. (Exhibit 4)

EXHIBIT 2

Fields denoted with an asterisk (*) are required.

Desired Customer ID *	<input type="text"/>
Email *	<input type="text"/>
Email Confirmation *	<input type="text"/>
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Telephone *	<input type="text"/> (e.g. 405-555-1212)
Extension	<input type="text"/>