



# MTA Webinar for New Manufacturing Users

January 17, 2023 – 10-11 AM

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## My Tax Account Registration and Login

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- Getting started – registering as a new user
- Logging in for the first time
- Unlocking an account
- Resetting a password
- Security/Authorization codes

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## General Navigation and Profile Information

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- Tabs and functionality they represent
- Updating contact and security information
- Managing accesses to your account
- Managing your profile

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## Requests and Notices

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- Viewing and printing documents
- Adding or closing accounts
- Requesting an extension

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## Filing an M-Form

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- Manufacturing Personal Property Return (Form M-P)
- Manufacturing Real Estate Return (Form M-R)
- Amending returns
- Saving a return and submitting once saved

**Note:** After registering, you'll receive an email on how to access the webinar. This webinar is compatible with a PC or a MAC. You'll need speakers to hear the presenter but will not need a microphone. We'll answer questions during the webinar and provide a video playback after the session at: [revenue.wi.gov/training](https://revenue.wi.gov/training).