OPTO
Creating An Account

Oregon Privilege Tax Online System

JUNE 2022

Creating An Account – Important Information

Do you already have an Account?   Yes?

Do not create a second account if you already have one for this company.

If you already have an account, you can skip the account setup and move to adding a new license. (Go to Creating a License document or video)

Creating Your Account – Step by Step

Only Continue with this step-by-step guide if you do not have an existing account!
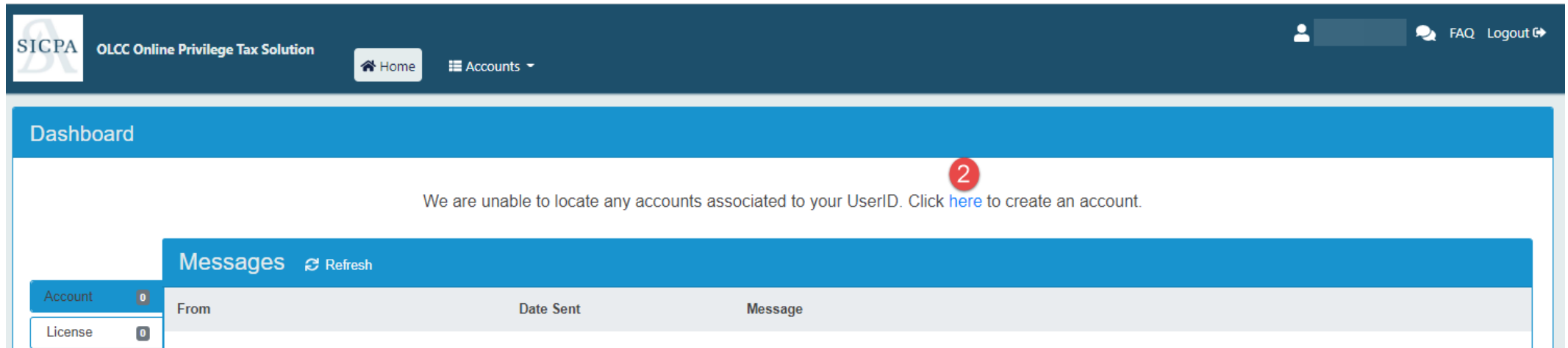
STEP 1

Login to Oregon Privilege Tax System https://or.setsonline.com
If you are unsure or do not have a login, please refer to the Creating your userID document or video.

STEP 2

From Dashboard , Click on the word here **to begin account creation**

Creating Your Account – Step by Step

Enter the Company Information

Enter the Legal and Business Trade Names, the phone number at the account location, fax number (optional) and website (optional)

IMPORTANT NOTE: Please do not set up more than one account unless you own or file tax returns for more than one company

Creating Your Account – Step by Step

STEP 4

Enter the physical address information

STEP 5

Enter the mailing address information

Creating Your Account – Step by Step

Enter the Primary Contact for the Account
This should be the person responsible for the account. This person would be the recipient of most communications and/or notifications regarding the account.

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Creating Your Account – Step by Step

Certification

The gray boxes will contain your information and cannot be modified. Click the "Yes" checkbox and then Press the Submit button to create your account.

CERTIFICATION

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Creating Your Account – COMPLETE

Account Information

This is account section. In MOST cases, you will only need to set up an account one time. A single account may hold multiple licenses. To learn how to associate licenses, please check out the License Association documentation or video located on the OLCC Resource Page.