



NEW JERSEY DIVISION OF TAXATION

New Jersey Tax Portal

Update a Delegate User and
Assigning Additional Functions

Update a Delegate User

You can change the Start Date, enter an End Date, add or update Tax Type Authorizations, and add or update Taxpayer Functions. Click OK on each screen.

1. From the Profile Information dropdown, click **Manage Delegate Users**.
2. In the table, click the **User Name** hyperlink you want to edit. The User Details page displays.
3. In the **Taxpayer Authorizations** panel, click the checkbox to the left of the Taxpayer Name you want to assign/update to the delegate.
4. Click the **Tax Type Authorizations** in the **Assignments** column. This allows you to assign an Account Type(s) to the delegate.
5. On the **Tax Type Authorization** page, click the checkbox to the left of the **Account Type** you want to delegate, enter a Start Date, and click OK.
 - a. The delegate will inherit the ability to:
 - i. File
 - ii. Pay
 - iii. View Account Specific Correspondence
 - b. If you do not want your delegate to perform one or more of the functions above, on the **Tax Type Authorization** page click the **Tax Type Functions** button, uncheck the function(s), and click OK.

Tax Type Authorizations

* indicates required field

Check the checkboxes below to enable this user to perform the selected tax type functions on behalf of this Taxpayer.

Email Address	User Name	Taxpayer Name
		STAR TEST ACCOUNT, LLC
User Authorization Start Date	07/07/2026	
User Authorization End Date		

Assign	Account Type	Account ID	Account Information	Effective Dates	Assigned Function
☒	ATLANTIC CITY LUXURY SALES	TAXPAYER ID: 541234567-001	STAR TEST ACCOUNT, LLC 1 JOHN FITCH WAY TRENTON, NJ 08695 UNITED STATES	* Start 07/07/2026 End MM/DD/YYYY Add Date Range	Tax Type Functions
☐	PARTNERSHIP TAX / NJ-1065	TAXPAYER ID: 541234567-001	STAR TEST ACCOUNT, LLC 3 JOHN FITCH WAY HAMILTON, NJ 08695 UNITED STATES	* Start MM/DD/YYYY End MM/DD/YYYY Add Date Range	Tax Type Functions

Showing 1 to 10 of 16 entries

1 2

OK



Assigning Additional Functions

The **Taxpayer Functions** button on the **Taxpayer Authorizations** screen allows you to assign additional functions. Use this button to assign additional functions. Refer to the following screenshot for a list of additional functions.

Authorized Taxpayer Functions * indicates required field

Check the check boxes below to enable this user to perform the selected functions on behalf of this Taxpayers.

Email Address Taxpayer Name STAR TEST ACCOUNT, LLC

User Name



Assign	Function
☐	Abatement Service Requests
☐	File Returns for All Taxes
☐	General Inquiry Service Requests
☐	Make a Bill Payment
☐	Make Payments for All Taxes
☐	Prior Year Return Service Requests
☐	View Correspondence
☐	View Tax Type Specific Correspondence for All Taxes

Showing 1 to 8 of 8 entries

 

After assigning additional functions, click OK. A message will appear reminding you to save your changes on the Taxpayer Authorizations screen. Click OK to close the message. You will be returned to the Taxpayer Authorizations screen—be sure to click Save to finalize your updates.

