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What is the Modernized eFile Vendor Portal (MVP)?

This is the online interface to communicate with the WV Tax Division for Income Tax Modernized eFile ATS testing and substitute forms testing.

Register for the MVP

Each company should register **once** during the first year using the MVP. Do not complete the registration process more than once per NACTP ID.

Administrative Logon: The person within your company who registers will have the Administrative Logon and will be capable of:

- Viewing, drafting, saving, and submitting Letters of Intent (LOIs).
- Amending LOIs
- Setting up and revoking Secondary Logons
- Sending messages to the WV Tax Division
- Submitting ATS Submission IDs for testing with notes on software limitations per test
- Submitting substitute form PDF submissions

How to Register

If your company does not already have an MVP registration, follow this process.

1. Go to the mytaxes.wvtax.gov/mvp
2. Use the link for “Register for the Modernized eFile Portal”
3. Introduction: These questions are to ensure anyone using the portal is:
 - a. An MEF Vendor and not someone looking for WV MyTaxes
 - b. New to the MVP and not already registered
4. Company Information: List your company information so we know who is being registered. These fields should match the Company information section you have seen previously on the paper LOI.
 - a. Name of company
 - b. DBA
 - c. 8-digit WV Account number: This is from the Business Registration Certificate issued by the West Virginia Tax Division. All MEF and Substitute forms providers should be registered with the WV Tax Division. If you have not registered and have no additional activity with WV, you may use the abbreviated Remote Seller registration found on MyTaxes at mytaxes.wvtax.gov
 - d. Company FEIN
 - e. Product address/URL
 - f. NACTP Vendor ID: each NACTP ID can only be used for an Administrative Logon once.
5. Provide your physical address
6. New Logon Information: This is for the Administrative Logon. This user will be the only one with LOI access. The Logon user should set their User ID, Password, and Secret Question.
7. Contact Information of the Administrative User. First Name, Last Name, and Email of the Administrative User

The WV Tax Division will review registration requests to verify the company. After this is complete, you will be able to use your Logon. You should receive an email informing you that registration is approved.

Already registered in a prior year?

Use your login from last year.

The Administrative Logon contact has left or changed

The Contact can change their email prior to handing the account to the next user. This is performed under the “Manage My Profile” link or by clicking the person icon at the top right and using the “My Profile” link.

- Under the Profile tab, click the Change Email link
- Please note, this does not also update the verification email used for Two Step Authentication. So also go to the Security Tab and update that information to the correct contact information.

If they did not change the email for the contact before leaving, you can email TAXLOI@wv.gov and we can do a Password reset for a new contact.

Welcome to the MVP

After you log into the portal, you will be on the home page. From here you can see links for:

- Your Profile (accessed in the top right corner where the person icon is)
 - PROFILE: Here you can update your company name, email for the administrative Logon, phone number, password, security question, or two-step verification.
 - ACTION CENTER: You can see your unread messages
 - MORE: you can view submissions, messages, activity, and account management
- Help
- Unread message alerts and viewing/sending messages
- Creating a secondary Logon
- Submitting or Amending an LOI
- And after the LOI is approved, the links to the ATS testing

Create A Secondary Logon

Under the Secondary Logons tab, you can see existing Secondary Logons and Add new ones.

A secondary Logon is able to:

- View Submissions
- View/send messages
- Send and receive ATS submissions

A secondary Logon will not be able to view, amend, or submit an LOI.

Each user name must be unique compared to other MVP logons.

Manage Secondary Logon

You can change access, reset their password, reset the two-step verification, or deactivate access for Secondary Logons.

View Submissions

- Draft: you can see your saved submissions
- Pending: you can see the submissions you have submitted and are waiting for the Tax Division to respond.
- Processed: based on the date ranged you provide, you can see submissions that are processed
- Deleted: saved submissions that are canceled will be visible [here](#).

View Messages

Here you can see the messages sent and received through the portal. This is also one place you can find the Send a Message link. You can use this to email questions or PDF submissions of substitute forms.

Update your Profile

You can adjust information in your profile such as your email, security question, phone number.

If you plan to leave your position as the WV contact and need to grant another member of your team access, you can set the email to their email and go through the pass reset so they can set their own password. You will no longer have access after that.

Submit MeF Vendor LOI

Each Software Provider should submit a single LOI per ETIN.

- If you have separate products sharing one ETIN, even if they are for different taxes, you should submit a single LOI that has information about all the products.
- If more than one ETIN is using the same calc engine, the two ETINs may be sent on a single LOI.
- If two calc engines use a single ETIN, a single LOI will be used for the two engines, but the separate calc engines should be noted in the software limitations

1. Click on the Submit MEF Vendor LOI

- At any time you can click “Save Draft”
- At any time, from Save Draft you can Print the LOI, even if no information has been entered.

2. Description :

Review the explanation of the LOI, dates, and deadlines for the testing season.

- You may also add any attachments you wish to include with your LOI here.
- Prior LOI Information: If you had an *approved* LOI *last year*, you can use the confirmation of that LOI to populate data onto this year’s LOI. Please note that this does not populate the entire LOI and all fields should be reviewed before submission.

You can find the confirmation numbers in the “View Submissions” link from your homepage.

Since you submitted a Letter of Intent last year, you can use that information to auto populate certain parts of this Letter of Intent:

Product address/URL
NACTP Vendor ID
Company information, including Product Name, Product Use, Production ETIN, and Testing ETIN
Additional Contacts information
Substitute Forms Registration, including Contact Type, Contact Name, Email Address, etc.
Software Products Supported information
Rebranded Software Product information

If you would like to retrieve that information and use it for this Letter of Intent, please enter the confirmation number of last year’s Letter of Intent.

Confirmation Number

Format: 9-999-999-999

3. Company Information:

Provide your Product URL, NACTP ID, and ETINs/EFINs by product.

- If two products share the same ETIN, list both.
- Note that this year, you can enter multiple URLs
- Check the **Paper Return Only** box if you are a forms-only vendor.

4. Contacts:

Select the contact type (Primary/Secondary MEF, compliance, leads) from the dropdown and provide a name and email address.

- You may leave contacts blank if the MEF contact is the administrative logon user.

5. Substitute forms:

Enter the 2 letter ID that was issued by WV that appears on your substitute form barcodes.

- If you have contacts for forms separate from the MEF contacts, include them here.

6. Software supported:

Indicate whether your product is web-based or desktop, and if the primary use is consumer/taxpayer or professional/preparer.

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7. Rebranded:
List any rebranded products you will have.
 8. Tax Types:
Indicate supported tax types (this generates relevant selections in subsequent sections).
 9. Forms and Schedules Supported by Tax Type:
Select supported forms and schedules by tax type (remember that you must always support the main return to send supporting schedules).
 - Only Schedules with barcodes will have a substitute forms option.
 - **NOTE:** Form **MV-1** must be supported for all MEF filing (LOIs will be rejected otherwise)
 - **NOTE:** For returns claiming the **EK-1**, the EK-1 must be supported along with its credit schedule (RECAP or TC).
 10. eFile Forms:
If you indicated you were supporting a tax credit summary schedule for any tax type, you will need to also indicate which credits you are supporting. If you did not indicate you would support tax credits, this step will be skipped.
 11. eFile Mandates or Requirements:
Read all presented eFile mandates, requirements, agency notices, and consumer notices.
 12. Software limitations:
List all software limitations, such as specific line items or withholding documents not supported.¹
 - Note: Listing limitations here does not exempt you from business rules.
 13. Agency Requirements and Consumer Notices:
Read and acknowledge that you have read these sections
 14. Agency questions:
Answer each question
 15. Acknowledgements:
Please read and complete these sections as is applicable. Some are paper return specific and are only required when forms are indicated. Some are MEF specific and only required when MEF is specified.
 16. Authorized access to the state exchange system:
List up to eight (8) contacts you wish to have FTA SES access.
 17. Review and submit the LOI.

The LOI will then enter the work queue for the WV Tax Division to review. You should receive an email indicating that the LOI is accepted or rejected.

Amend Submitted MeF Vendor LOI

If you need to amend an LOI that has been approved, you can use the amend feature.

- Enter the confirmation number of the LOI you want to amend.
- It will then open the LOI in the submissions.
- Go to View Submissions and find your LOI Draft.
- Click the “Continue Editing” link at the top of the page and make the necessary edits. You will find that all the fields will already be populated with the information you had previously entered.

Please note, if you amend an LOI that has not been approved or rejected, amending the LOI will discard the original from our work queue.

ATS testing with the MVP

From the home page, after your LOI is approved, you can see your ETINs with the product name listed.

- Click the ETIN. Here you can see the years you are testing. There is also another set of links for viewing or sending messages.
- If you see a “Certify” Link, click this to begin certification.
- Click the year link. This will take you to the ATS testing for that year. Each year will list the tax types that were available for testing that tax year. If you indicated you would not be supporting a tax, it should appear as “No Certification Required.”
- Click the tax type you are testing. You will see a list of Tests for that tax type for this year.
- Select the Test you are sending. This screen will ask for the submission ID and allows for notes. Notes should always include any adjustments you have made to your submission. For example “product does not support line 5 on schedule z so moved the income to line 3.”

If your test is different from the state provided sample and you do not note it here, it will be assumed to be an error.

For more information, you can

- **Email** taxloi@wv.gov or taxWVforms@wv.gov
- **Send a message** through the MVP portal at <https://mytaxes.wvtax.gov/MVP/>