1. Go to the UFR eFiling Homepage

2. At the UFR eFiling home page, click on the **Sign Up with OSD eFiling** link in the **Registered User Login** box.

The **User Profile Request** screen will appear.

The following fields are required:

- Firm Type (Contractor/CPA)
- FEIN (Federal Employer Identification Number)
- Organization Name
- Address (Street, City, State, Zip)
- Primary Contact (Title, Name, Phone, Email)
- Fiscal Year End (Month and Day)
3. Once all the required fields have been completed, click **Submit**.

The **Review User Profile Request** screen will appear. Ensure that the information presented is valid and all your user information is as desired.

4. Click **Proceed**.

The **Profile Creation Request Confirmation** screen will appear.

An email will be sent to the address listed in the Profile Request indicating that the profile request was submitted. Once the profile has been approved you will receive a confirmation email with the initial assigned password. Your account is now active and you can logon using the FEIN and assigned password contained in the email.

**NOTE:** For security, it is recommended that you change your password after initially logging into the eFiling application.

**Update User Profile**

**Change Password**

At any non-transactional page, click the **Edit Profile** link on the top left of the page. The Edit Your Profile screen will appear. All the fields will contain the most current data.
1. Enter your current password into the **Old Password** field.

2. Enter your new password into the **New Password** field.
   Retype this password in the **Retype New Password** field to ensure there is no mistake.

3. Click **Submit**.
   The **Review Edit Profile** screen will appear.

4. After the information has been verified as correct, click **Proceed**.
   The **User Profile Update Confirmation** screen will appear.
Click on the Go Back to eFiling Home to go back to your anchor page (Contractor Anchor page).

An e-Mail will be sent to the address listed in the Profile entitled Profile Updated from the UFR eFiling administrator address.

Change Contact Information

5. At any non-transactional page, click the Edit Profile link on the top left of the page.

The Edit Your Profile screen will appear. All the fields will contain the most current data.

6. Enter your new information into the designated field.

The fields that can be edited are:

- Organization Information (Name, Address)
- Contact Information (Title, Name, Phone, Email)
- Password Information

7. Click Submit. The Review Edit Profile screen will appear.
8. After the information has been verified as correct, click **Proceed**.

The **User Profile Update Confirmation** screen will appear.

Click on the **Go Back to eFiling Home** to go back to your anchor page (**UFR Filing for Contractors**).

An e-Mail will be sent to the address listed in the Profile entitled **Profile Updated** from the UFR eFiling administrator address.