

# INSTRUCTIONS FOR APPLYING FOR A SELLERS PERMIT ONLINE.

Applicant will need their Social Security Number, Drivers License or State ID number, and an email address.

Go online to this URL:

<https://efile.boe.ca.gov/ereg/index.boe>

click on **Register a business activity with BOE**

The screenshot shows the 'Registration - Main Menu' page of the California State Board of Equalization's e-file system. The page header includes the CA.GOV logo and the Board of Equalization name. Below the header, there is a navigation menu with 'FAQ' and 'MAIN MENU'. The main content area is titled 'Registration - Main Menu' and includes a welcome message and a list of registration options. A 'Forgot Password' link is visible on the right side of the page.

Registration - Main Menu For assistance during regular business hours call 800-400-7115 (TTY)

Welcome to the Board of Equalization's (BOE) on-line registration system. The BOE administers various tax and fee programs that fund state, county, city and special taxing jurisdictions. The type of permit, license and / or account required is dependent upon the type of business activity or personal use transaction. The BOE's on-line registration system will guide you through the process whether or not you know what type of registration you require. Answers to specific questions regarding your business activity or personal use transaction direct you to the appropriate registration type(s) required.

[Information Needed to Get Started](#)

Select the option you prefer:

- [Register a business activity with BOE](#) (Seller's Permit, Qualified Purchaser, Underground Storage Tank Fee and all other accounts)
  - [Add a new location to an existing account](#)
- [Register for an International Fuel Tax Agreement \(IFTA\) Account](#)
- [Register for a Timber Yield Tax Account](#)
- [Apply for and purchase a California Fuel Trip Permit](#)
- [Apply and purchase Annual Flat Rate Decals for private passenger vehicles](#)
- [Pay use tax, file an exemption or request a tax clearance](#) (Vehicle, Vessel, Aircraft, or Manufactured Home/Mobile Home)
- [Pay use tax on one-time purchase item\(s\)](#)
- [Register to pay taxes on internet purchases of cigarette and/or tobacco products](#)

**eClient Login**

User ID

Password

[Forgot Password](#)

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Next screen.

Check box 1 below. Then click next.

The screenshot shows the 'Registration - Business Activities' page. It features a list of 14 business activity options, each with a checkbox and a 'Next' button. The first option, 'Selling items or goods in California', is selected. Below the list, there are 'Previous' and 'Next' buttons. The footer contains the same navigation links as the previous page.

Registration - Business Activities For assistance during regular business hours call 800-400-7115 (TTY:711)

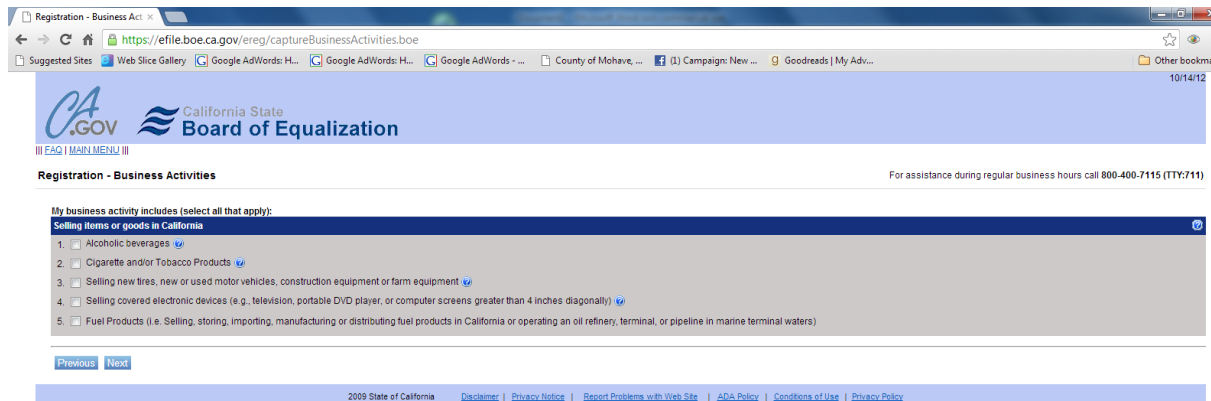
The following selections will assist us in determining which registration types you need.

My business activity includes (select all that apply):

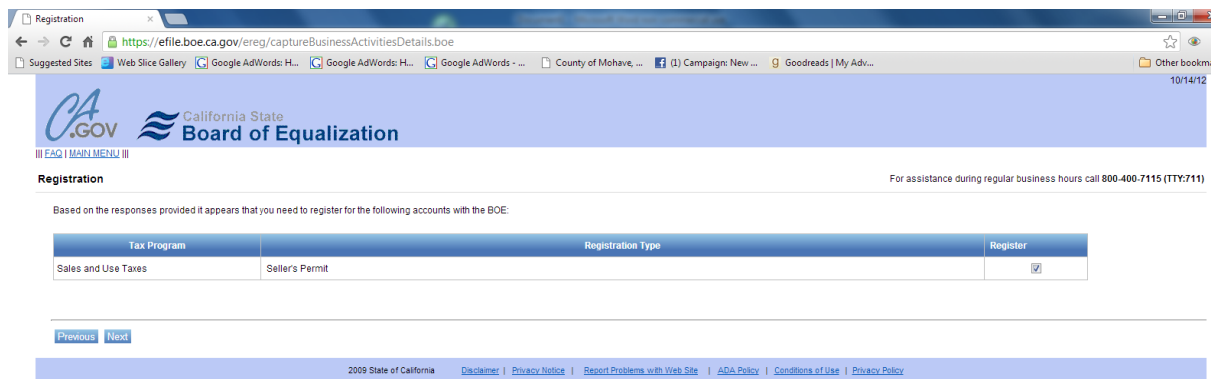
- Selling items or goods in California
- Purchasing items for use in California without paying tax
- Claiming bad debt losses (Lender)
- Operating a vehicle interstate or as a common carrier
- Exempt Bus Operator
- Train Operator
- Using Fuel Products in an exempt manner
- Underground Storage Tank(s) used to store petroleum products
- Using alternative fuels (liquefied petroleum gas (LPG), liquid natural gas (LNG), compressed natural gas (CNG))
- Employing 10 or more people
- Generating 5 tons or more of hazardous waste within a calendar year at any site
- Electrical Energy Services
- Natural Gas
- Telephone or Voice over Internet Protocol (VoIP) services

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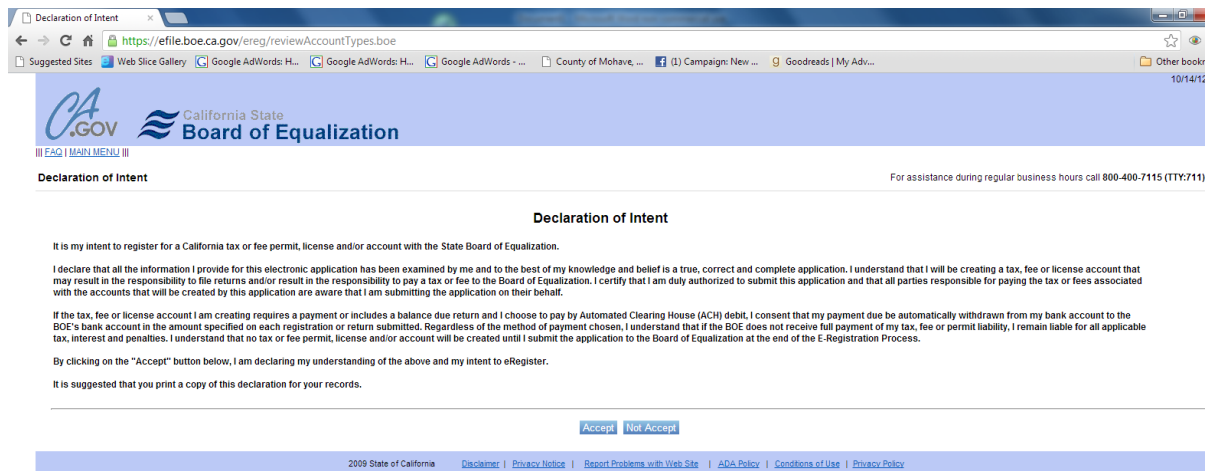
Next screen. Just click next because none apply.



This is what will show up next.



Check Register and click next.  
You'll get this screen. Click accept.



This screen then shows up:

The screenshot shows a web browser window with the URL <https://efile.boe.ca.gov/ereg/common/capturePreparerInfo.boe?cid=171131>. The page header includes the California State Board of Equalization logo and navigation links for FAQ and Main Menu. The main content area is titled "Registration - E-Client" and includes a "Registration Id:" field. Below this is a navigation bar with tabs for "Preparer", "Ownership Information", "Sales Activities", and "Business Information". The "Preparer E-Client Registration" section contains several form fields: "First Name", "MI", and "Last Name"; "Email Address" and "Re-enter Email Address"; "User ID" and "Re-enter User ID"; "Password" and "Re-enter Password"; and a "Question" dropdown with an "Answer" field. The "Preparer Information" section has a "Business entity type you are registering for" dropdown, a "What is your role in this application?" dropdown, and radio buttons for "Are you going to register for multiple business locations?". The "Temporary Seller's Permit" section has radio buttons for "Are you applying for a Temporary Seller's Permit?". A "Next" button is located below the form. A "Notes" section at the bottom left contains the text "\* = Required field". The footer includes links for "2009 State of California", "Disclaimer", "Privacy Notice", "Report Problems with Web Site", "ADA Policy", "Conditions of Use", and "Privacy Policy". The system tray at the bottom right shows the date and time as 12:40 PM on 10/14/2012.

Applicant will need to fill out the information and continue following the screens. A permit will be mailed.

If stuck, call 800-400-7115.