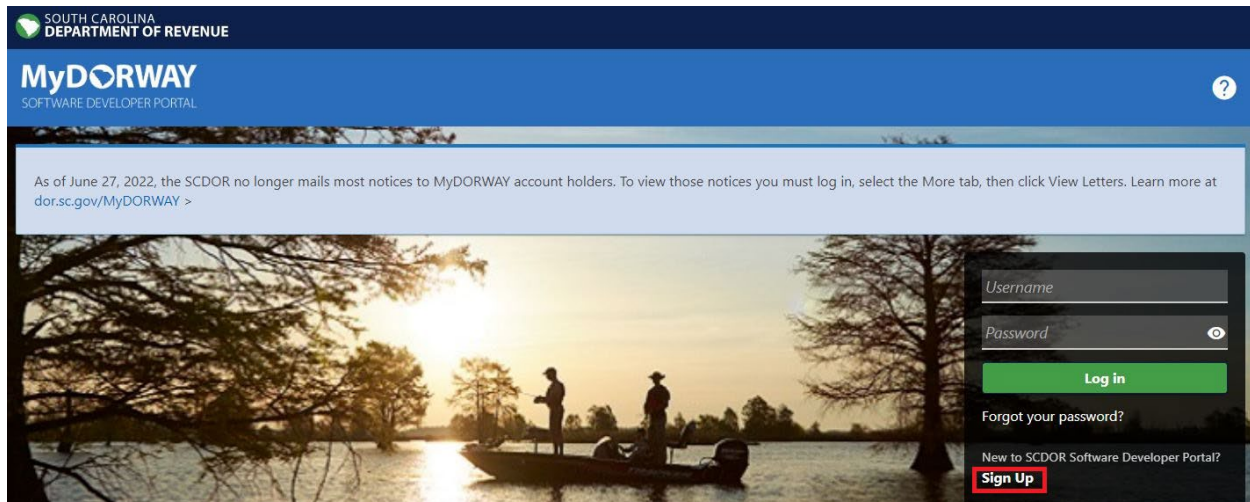


SCDOR Software Developer Portal

- SCDOR will set you up in our system first. You will get an email when this is done.
- Once this is done, navigate to <https://mef.mydorway.dor.sc.gov/> and click on the “Sign Up” link.



- You will need to input the Vendor Code (Production ETIN or NACTP) and Legal Name (as submitted on the LOI). These will be provided in the email. If you are unsure of what combination to use, just reach out to us.

Create an MeF Portal Logon

Create a Logon

Progress bar: Vendor Verification (active) | Registration

Vendor Verification

Vendor Code *
Required

Legal Name *
Required

Cancel< PreviousNext >

- After verification, you will need to enter information for your vendor username and password.

Create an MeF Portal Logon

Create a Logon

Progress bar: Vendor Verification (completed) | Registration (active)

We will email you a temporary password for you to use the first time you log in. You will also be asked to set up a two-step verification method (authentication app, text message, or email). For security purposes, two-step verification will be required each time you log in.

Profile Information

! You cannot reset your user name. We recommend writing it down for your records. **If you forget your user name, you'll be required to create a new MeF Portal account.**

Username (must be at least 8 characters): *

Secret Question

This question is used to verify your identity and reset your password if you forget it.

Secret Question *
Required

Contact Phone Information

Country *
Required

Type *
Required

Paper Forms Approval Instructions

- Once your account is set up, click the “Send a Message” link under the “I Want To” tab.

The screenshot shows the MyDORWAY Software Developer Portal. At the top is a dark blue header with the South Carolina Department of Revenue logo and the MyDORWAY logo. Below the header, there are three main sections: Vendor, Alerts, and I Want To. The Vendor section has input fields for Name, Email, and Phone, and a note that the user last logged in on 29-Dec-2021. The Alerts section shows 21 unread messages. The I Want To section has two links: "Send a Message" (highlighted with a red box) and "View Messages". Below these sections is a table for Vendor Codes with two columns: Vendor Code and Description. The first row shows the code "9999" and the description "Company Name".

Vendor Code	Description
9999	Company Name

- Select “Paper Form Submission” under “Select Message Type.”

The screenshot shows a "Select Type" interface with a horizontal progress bar and a blue circle with a right arrow. Below the progress bar is the text "Select Type". Underneath, there is a section titled "Select Message Type" with three options: "MeF Vendor Inquiry", "Paper Form Submission" (highlighted with a red box), and "Software Developer Inquiry".

- Enter the submission you want reviewed in the message subject line, using the format NACTP_FormName_Date (example: 1234_SC1040_09012022).
- Add your attachment, which should be named the same as above. The description should also follow the same format.
- You can enter any additional information we might need in the email text box.
- Click “Submit” and your form has now been submitted to us.
- Allow 10 business days for review.
- You will receive a reply email with your pass or fail results after review.

MeF Approval Instructions

- Once your account is set up and you log in, you should see a link for “2022” under Year. After clicking on the link, you should see the five form types we support through MeF with “0 out of 5 certifications passed”

Year

12345 - Test
2021

Alerts

1 unread message

I Want To

- > Send a Message
- > View Messages

Forms

Form Type	Certifications	Status
SC1040 IIT	0 of 1 certifications passed	Certification In Progress
SC1041 Fiduciary	0 of 1 certifications passed	Certification In Progress
SC1065 Partnership	0 of 1 certifications passed	Certification In Progress
SC1120 C-Corp	0 of 1 certifications passed	Certification In Progress
SC1120 S-Corp	0 of 1 certifications passed	Certification In Progress

- Click into the link under Form Type. On this screen, you should see test cases 1-5. Click into the link for test case #1.

< 2021

Form

12345 - Test
2021
[SC1040 IIT](#)
Not Certified

Alerts

1 unread message

I Want To

- > Send a Message
- > View Messages

Certifications

Description	Status
IIT Test Case # 1	Awaiting Submission

- On this screen, enter in the Submission ID associated with the matching test case.

< SC1040 IIT

Certification

12345 - Test
2021
[SC1040 IIT](#)
Not Certified
[IIT Test Case # 1](#)

[New Submission](#) Past Submissions

New Submission

Submission ID

Note

- We will be notified internally that a test case was submitted.
- After review, we will mark the test case as passed or not passed. This status will be pushed back out to the portal.
- You can check each submission's approval status at your convenience and can send messages through the portal.