Be advised: Company Taxes are not available until February so you will not see that as a menu option.
Step 1

Select SCDOI Online Services from within the gold bar.
Step 2

Select “Company User Account Maintenance” under the “Registered Company Users” heading.
Step 3

Select “Company” from the drop box.

After entering your userid and password, select Login.
Step 4

Select “User Account Maintenance” from the welcome screen.
Step 5

Select “Add”
Step 6

Be advised that the “USER ID” will also be used as the PASSWORD when this user logs in.

Enter all the necessary information for the user and select save.

Remember to “Enable” this user’s account.
Step 7

After saving you can check your “user list” by selecting the “Return to User List”