

Streamlined Sales Tax HTTP POST Report/Payment Transfer Guide

The Streamlined Sales Tax (SST) Implementation Guide allows for two methods of transferring reports/payments to the member/associate state. These methods are HTTP(S) POST and/or Web Services. The Oklahoma Tax Commission (OTC) is providing access to the OTC File Transfer (OFT) System to allow for HTTP POST. The OFT system has been updated to allow receipt and acknowledgement of SST reports/payments by the Commission.

For information related to Streamlined Sales Tax (such as the SST Agreement, amendments, etc.), please visit <http://www.streamlinedsalestax.org/>. Instructions for how to register with and use the OFT System are given on the following pages. A brief overview of the process for both sellers and CSPs follows. NOTE: all steps pertaining to OFT registration and obtaining library access need only be performed once.

To send reports/payments to the OFT System, a seller must perform the following:

1. Register with Streamlined Sales Tax through the SST Registration site (<https://www.sstregister.org/>).
2. Register on the OFT system using the SSTPID received during SST registration.
3. Obtain access to the OFT SST upload and download libraries.
4. Create your report/payment file using the SST XML schemas developed for use in SST.
5. Login to the OFT system, upload the report/payment, and logoff the OFT system.
6. Login to the OFT system, download any acknowledgements, and logoff the OFT system.

A Certified Service Provider (CSP) must perform the following steps:

1. Obtain certification to be a CSP from the SST Governing Board.
2. Register on the OFT system using the CSPID received during SST Certification.
3. Obtain access to the OFT SST upload and download libraries.
4. Create report/payment file(s) for your clients using the SST XML schemas developed for use in SST.
5. Login to the OFT system, upload the report/payment file(s), and logoff the OFT system.
6. Login to the OFT system, download any acknowledgements, and logoff the OFT system.

How to register on the OTC File Transfer (OFT) System

1. Go to the OFT site (<https://www.oktax.onenet.net/oft/>) in your Web browser. NOTE: Before reporting system outages, please check to insure the URL in your browser starts with "https://".
2. Click on "Register with Oklahoma Tax Commission".
3. Fill in the information on the registration page.
 - a. Your "Customer Id" must match the SSTPID (or CSPID) assigned to you by the SST organization system.
 - b. Also, you MUST fill in a valid e-mail address in order for you to receive your temporary password.
4. Click "Submit".
5. After a few minutes, check your e-mail. A temporary password should have been e-mailed to you. This process may take up to 24 hours.
6. Go back to the OFT page.
7. Click on "Log In".
8. Type in the "Customer Id" (i.e. your SSTPID or CSPID) and the temporary password received via e-mail in the appropriate boxes.
9. Click "OK" (or "Enter").
10. Fill out the "change password" form.
 - a. The "Current Password" is the temporary password sent to you in the e-mail.
 - b. The "New Password" is the password used on the SST Registration system.
 - c. For security purposes, in order to gain access to the OFT system you must type the exact password from the SST system.
 - d. The password hint can be anything you want (such as "SST password").
11. Click "OK".

You are now registered to use the OFT system. Please note that you can not upload or download files until the OTC has verified your username and given you access.

How to obtain access to the OFT Streamlined Sales Tax libraries

1. Contact Oklahoma Tax Commission IT Security at (405) 521-4014.
2. Request access to the Streamlined Sales Tax libraries.
3. Security will verify your information and grant access.
 - a. You will need to give Security your SSTPID (or CSPID), your name, and your company's name.
 - b. You must have already registered and successfully logged on the OFT system before contacting Security.
4. Login to the OFT system and verify you have access to the SSTPUP and SSTPDOWN libraries.

How to login to the OFT System

1. Go to the OFT site (<https://www.oktax.onenet.net/oft/>) in your Web browser. NOTE: Before reporting system outages, please check to insure the URL in your browser starts with "https://".
2. Click on "Log In".
3. Type in the "Customer Id" (SSTPID or CSPID) and your password in the appropriate boxes.
4. Click "OK" (or "Enter").

How to logoff of the OFT System

1. When finished with your session, click on "Log Off" on the left side of your screen.
 - a. Your session with the OFT System is now closed.
 - b. It is recommended you close the Web browser window (or tab) to ensure your session is properly exited.

How to upload reports/payments to the OFT Streamlined Sales Tax library

1. Login to the OFT System.
2. Click on "Libraries" on the left side of your screen.
3. Click on "SST Upload" in the middle of your screen.
4. Click on "Browse..." then select the SST file you want to upload then click "Open".
5. Click "Upload" to transfer the file.
 - a. The uploaded file will be listed after it has been transferred.
 - b. When the file is picked up for processing, the entry in the list will be removed.
 - c. You should have an acknowledgement to retrieve in about an hour.
6. Repeat the previous two steps until all SST files have been sent.
7. Please remember to logoff when finished.

How to download acknowledgment(s) from the OFT SST Library

1. Login to the OFT System.
2. Click on "Libraries" on the left side of your screen.
3. Click on "SST Download" in the middle of your screen.
4. Click on the filename for the acknowledgment file you want to retrieve.
5. (OPTIONAL) Press the "X" in the last column to delete retrieved acknowledgements.
6. Repeat the previous step until all acknowledgements have been retrieved.
7. Please remember to logoff when finished.