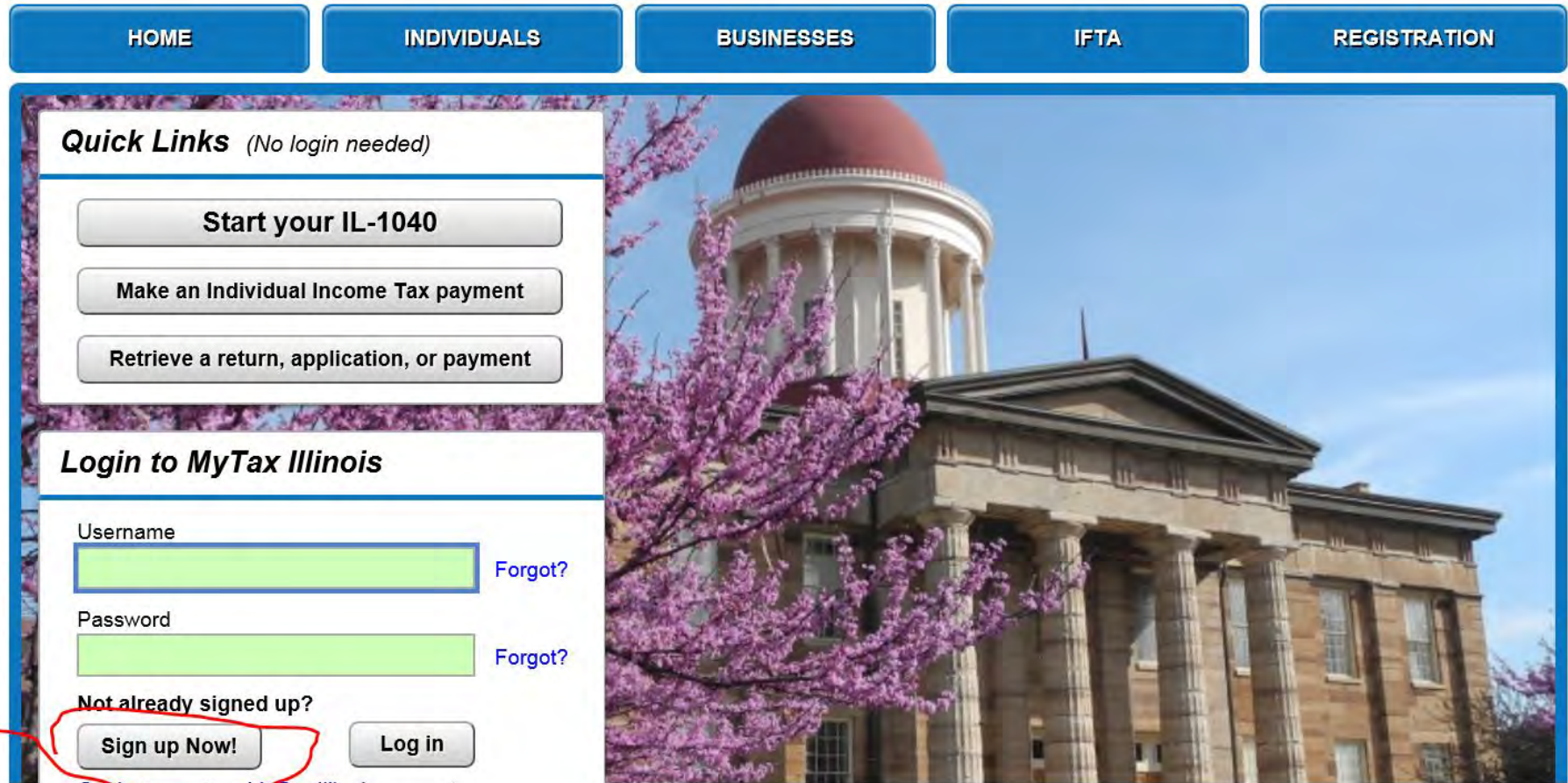


Service Bureau

MyTax Registration with PIN and system capabilities

Click Sign Up Now



The image shows a screenshot of the MyTax Illinois website. At the top, there are five blue navigation tabs: HOME, INDIVIDUALS, BUSINESSES, IFTA, and REGISTRATION. Below the tabs is a large banner image of the Illinois State Capitol building with pink cherry blossoms in the foreground. On the left side of the banner, there are two white boxes. The top box is titled "Quick Links (No login needed)" and contains three buttons: "Start your IL-1040", "Make an Individual Income Tax payment", and "Retrieve a return, application, or payment". The bottom box is titled "Login to MyTax Illinois" and contains a login form with fields for "Username" and "Password", each with a "Forgot?" link. Below the form is the text "Not already signed up?" and two buttons: "Sign up Now!" and "Log in". The "Sign up Now!" button is circled in red.

HOME INDIVIDUALS BUSINESSES IFTA REGISTRATION

Quick Links *(No login needed)*

Start your IL-1040

Make an Individual Income Tax payment

Retrieve a return, application, or payment

Login to MyTax Illinois

Username [Forgot?](#)

Password [Forgot?](#)

Not already signed up?

Sign up Now! Log in

Service Bureau First Time Sign in

NEW ACTIVATION

Activation Summary

Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

FEIN
 SSN
 Sales Account Id
 License Number
 Service Bureau ID

Service Bureau ID Required
Zip Code(First 5 Numbers) Required
Service Bureau Pin Required

Web Contact Information:

Your Name Required
Contact Phone Required
Email Required
Alternate Phone

Web Logon Information:

Pick a username, you'll use this to login to MyTax Illinois:
 Required

Pick your password:
 Required

Password Rules

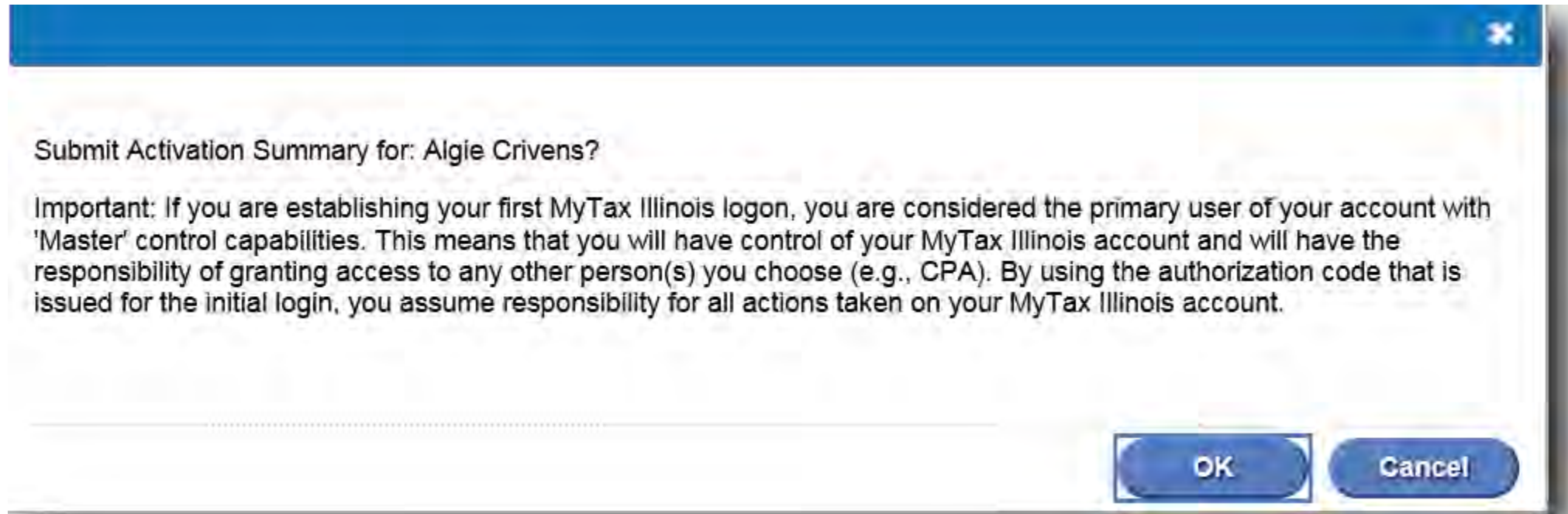
- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

In case you forget your password:
 Required
 Type Your Answer

Confirm Important Information:

Confirm Email Required
Confirm Password Required

The first user will **be** assigned as the Master login



Confirmation message

Confirmation

Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation.

Your confirmation number is **2-022-752-704**.

Submitted on: 1/31/2018 11:35:31 AM (Central Time)

Request type: MyTax Illinois Activation

Activation request for: Algie Crivens

You should receive an e-mail shortly with additional information about accessing the MyTax Illinois account for which you submitted activation information.

If you have questions, please visit our website at tax.illinois.gov or call us at **217 785 3707**.

Reference the confirmation number provided above.

[Printable View](#)

[OK](#)

Activation Email with Activation Code

From: MyTax Illinois [<mailto:REV.DoNotReply@illinois.gov>]
Sent: Monday, August 14, 2017 12:22 PM
To: REV.MyTaxTesting <REV.MyTaxTesting@illinois.gov>
Subject: Testing: ILS Authorization code for MyTax Illinois on behalf of: test@illinois.gov

You have successfully activated your MyTax Illinois account for:

Service Bureau Info

Your authorization code is xxxxxx. This authorization code, along with the username and password that you created, will be needed to login to your MyTax Illinois account for the first time.

Important: If you are establishing your first MyTax Illinois logon, you are assuming the role of primary user with “master” control capabilities. By using this authorization code for the initial login, you (as primary user) assume responsibility for all actions taken on the MyTax Illinois account. Using that logon profile, you will have “master” control of the MyTax Illinois account and will have the responsibility of maintaining all access granted from this point forward.

[Click here to login to MyTax Illinois](#)

Do not reply to this email. You will not receive a response. If you have questions, you can find contact information at the following:

<http://tax.illinois.gov/AboutIdor/ContactUs.htm>

Enter User name and Password

LOGIN INDIVIDUALS BUSINESSES IFTA REGISTRATION

Quick Links *(No login needed)*

Start your IL-1040

Make an Individual Income Tax payment

Retrieve a return, application, or payment

Login to MyTax Illinois

Username
 [Forgot?](#)

Password
 [Forgot?](#)

Not already signed up?

[Sign up Now!](#) [Log in](#)

[Authentication Guide for activating a MyTax Illinois account](#)

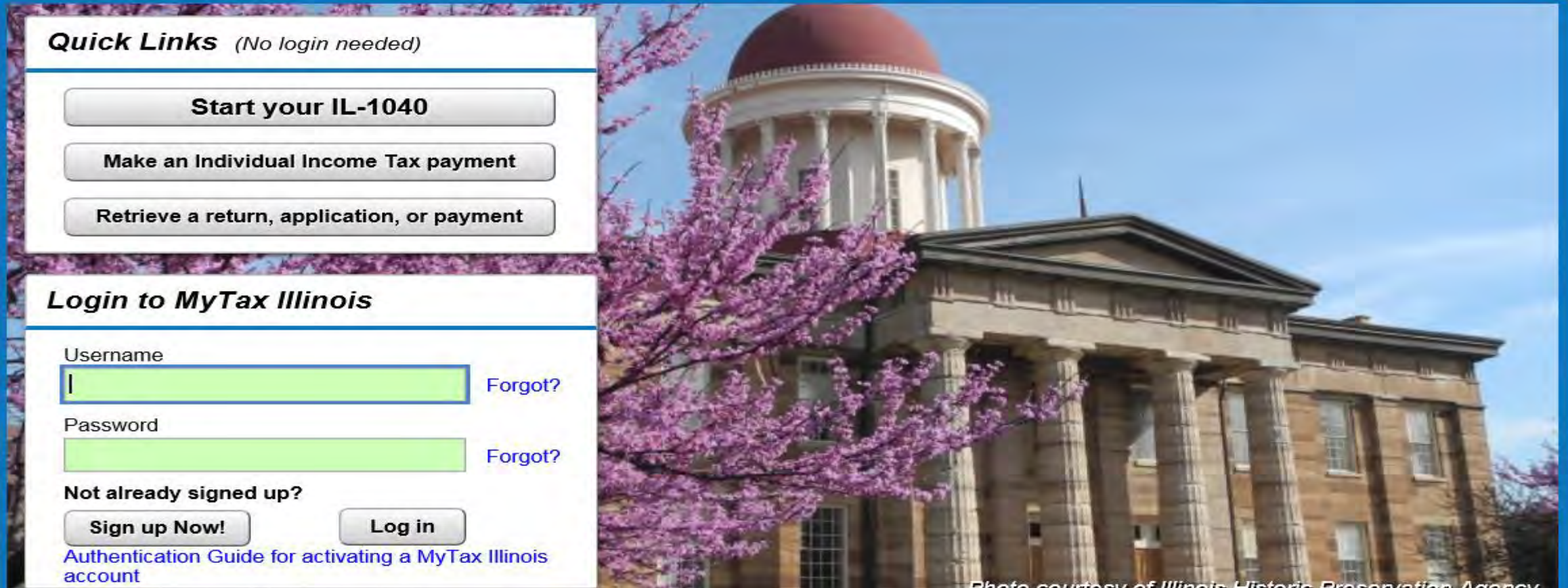



Photo courtesy of Illinois Historic Preservation Agency

Enter Authorization Code received via email



 **Authorization Code**

An authorization code was sent to you.

Authorization Code




Required

Logon

The image shows a web form for entering an authorization code. It features a blue lock icon and the title 'Authorization Code'. Below the title, a message states 'An authorization code was sent to you.' There is a text input field labeled 'Authorization Code' which is currently empty and highlighted in yellow. To the right of the input field is a yellow 'Required' label. At the bottom of the form is a grey 'Logon' button.

MyTax options for Service Bureaus

Service Bureau – MyTax Home Page

 **Ligon** [Settings](#)  **Alerts**  **I Want To**


⇒ Idesrc001

a
algie.crivens@illinois.gov
Last logged on 11/30/2017

✓ There are no alerts

- [Upload ICESA File](#)
- [Request a Filing Extension for Power of Attorney Clients](#)
- [Upload Monthly CSV File](#)
- [Add Access to an Existing Tax Account](#)
- [Manage Payments and Returns](#)
- [Manage SIDES Profile For Clients](#)
- [All Power of Attorney Activities](#)
- [Rate Exchange\(Clients UI Rates\)](#)

- INDIVIDUALS AND BUSINESSES**
- ACCOUNTS
- REQUESTS
- CORRESPONDENCE

 **Individuals and Businesses**

Filter

Name	Id	Address	Balance
IDES	IDESRC001	33 S STATE ST FL 10 CHICAGO IL 60603-2804	\$0.00

Service Bureau level activities



I Want To

Upload ICESA File

Request a Filing Extension for Power of Attorney Clients

Upload Monthly CSV File

Add Access to an Existing Tax Account

Manage Payments and Returns

Manage SIDES Profile For Clients

All Power of Attorney Activities

Rate Exchange(Clients UI Rates)

File UI Quarterly ICESA



Attach ICESA File

- Files must contain only Illinois Department of Employment Security Quarterly Contribution & Wage Reports in the ICESA (Interstate Conference of Employment Security Agencies) format.
- Once attached, you'll be able to review validation results on the next page.
- [Learn more about the ICESA format here](#)

Select ICESA file to attach

You must upload a file in order to proceed

Filename

Choose File

Cancel

File(s)

Next >

Re

Service Bureau Bulk Extension

REQUEST A FILING EXTENSION FOR POWER OF ATTORNEY CLIENTS

This is a request for a bulk filing extension for clients whom you hold a Power of Attorney with Illinois Department of Employment Security.

Note: If your client has a previously granted extension that is greater than the date requested on this request, their due date will not be effected by this request. For clients who are Annual Filers, the Quarterly Wage Report extension grants a 30 day filing extension towards the Annual Filers due date, which applies to all four quarters.

Wage Report:

Month 1 Wage Report

Filing Period:

3/31/2018

Current Due Date:

2/28/2018

Requested Filing Extension Date:

3/15/2018

Enter the reason for the filing extension

Required

Required

Upload Monthly CSV File

1. Attach Monthly CSV File 2. Review Validation Results 3. E-Signature

Attach Monthly CSV File

- Files must contain only Illinois Department of Employment Security Monthly Wage Reports in the Monthly CSV format.
- Once attached, you'll be able to review validation results on the next page.
- [Learn more about the Monthly CSV file format here.](#)

Select Filing Period and Month

Filing Period

Month

Required

Cancel

PREVIOUS

Next >

Manage Payments

Accounts Show For Periods

All Balances Outstanding All

Balances

Balance	Period	Account Type	Account Id	Name
---------	--------	--------------	------------	------

Do you want to pay by:

- Bank Account Debit**
Choosing this option will take you to the MyTax Illinois payment screen where you can submit a debit taken directly from your checking or savings account. There is no fee for this.
- Payment by Mail Voucher**
Choosing this option will take you to the MyTax Illinois voucher that you can print out and mail in with your payment. **Do not** send a copy of your return filed through MyTax Illinois. You have already submitted your return electronically.

Period 9/30/2017
Unemployment Insurance
[Redacted]
Balance: 8,425,725.95

Payment Channel

Type: Direct Debit

Bank Account Type: Business Checking

Routing Number: [Redacted]

Account Number: [Redacted]

Confirm Account Number: [Redacted]

Save this payment channel for future use

Payment

Payment Date: 2/5/2018

Pay Balance of 8,425,725.95

Amount: 8,425,725.95

Required Format: 999999999

Upload SIDES Profile

1. Update SIDES Profile

Update SIDES Profile

Welcome to the State Information Data Exchange Systems(SIDES). This will allow employers to perform the following SIDES functions.

1. Reset your SIDES PIN
2. Change your Receipt/Response Type
3. Update the email address you use to receive SIDES information

Receipt Type	SIDES Email	SIDES Pin	Response Type
Email	ides@test.com	867865808584	Email

Email

Confirm Email

Receipt Type

Response Type

Generate Pin

Cancel

← Previous

Submit

All Power of Attorney Activities

Manage Power of Attorney for your clients



[Add Client](#)

By adding a Client you would get access to your client's Unemployment Insurance tax account and you will be able to file, view and pay online.



[Update Client Information](#)

Manage different forms that you want to receive for your client or change power of attorney to view only.



[Add/Change POA Address](#)

Add/Change your Power Of Attorney Address



[Add/Change POA Contacts](#)

Add/Change your Power Of Attorney Contacts



[Upload File for Client Management](#)

Upload a file to add multiple clients. You will be able to file and pay unemployment insurance tax for clients after submitting this request. By adding clients through this request you acknowledge you have valid power of attorney (POA) on file.



[Request a Filing Extension for Clients](#)

Request a Filing Extension for clients whom you hold a Power of Attorney with Illinois Department of Employment Security.

Add Individual POA

1. Details about Client

Details about Client

Client's UI Account Number Required

Client's FEIN Required

Disclaimer

We have been authorized by the Employer to represent the Employer before the Director in any and all matters, to act in the Employer's stead with the same consequences as the Employer, and to receive any and all information requested by said Representative pertaining to the Employer's liability for the payment of contributions, interest and penalties under the Illinois Unemployment Insurance Act (except that I understand that notices pertaining to a Determination and Assessment or Refund/Adjustment shall be sent to the employing unit at its principal place of business or its last known place of business or residence), until such time as the appointment is terminated. I understand that my Representative shall be provided information only to the extent that it is requested for one of the purposes set forth in Section 1900 of the Illinois Unemployment Insurance Act [820 ILCS 405/1900].

[Cancel](#) [Previous](#) [Next >](#)

Bulk Upload POA with MOU

1. Add an attachment

Add an attachment

To request power of attorney for more than one client, you must **Attach a File**.

[File Instructions and Sample File](#)

Only one file may be attached and uploaded at a time. Your file must be in the correct format for us to accept it.

Please choose an attachment

You must upload a file in order to proceed.

Filename

Disclaimer

We have been authorized by the Employer to represent the Employer before the Director in any and all matters, to act in the Employer's stead with the same consequences as the Employer, and to receive any and all information requested by said Representative pertaining to the Employer's liability for the payment of contributions, interest and penalties under the Illinois Unemployment Insurance Act (except that I understand that notices pertaining to a Determination and Assessment or Refund/Adjustment shall be sent to the employing unit at its principal place of business or its last known place of business or residence), until such time as the appointment is terminated. I understand that my Representative shall be provided information only to the extent that it is requested for one of the purposes set forth in Section 1900 of the Illinois Unemployment Insurance Act [820 ILCS 405/1900].

Cancel

Previous

Next >

Request Rate Exchange File

1. Rate Exchange

Rate Exchange

The Rate Exchange is a process for the Illinois Department of Employment Security (IDES) to electronically share Employer current year Unemployment Insurance Contribution Rate and Account Balance information with Service Bureaus. For Services Bureaus to participate in the Rate Exchange they must have an Employer signed Power of Attorney and Special Mailing Form (LE-10 & UI-1M) for the Rate Notice (UI-5A/UI5B) and/or the Employer Contribution & Wage Report (UI-3/40) on file with IDES for all employers they represent.

After submitting this request, You will receive a web message with an attachment in your e-services profile in 1-2 Business Days.

The attachment file will contain: -

1. Rate
2. Rate year (current year)
3. UI Account Number
4. FEIN
5. Client's Name
6. Client's Address
7. Account Balance

Cancel

< Previous

Submit

SB Account Level activities

Account Alerts

- Pay outstanding balance: \$452.25
- There are 4 unread letters


I Want To

- File a Return/Wage Report
- Manage Payments and Returns
- Upload ICESA File
- Request a Filing Extension
- Upload Monthly CSV File
- Request a Refund
- File or Manage a Protest
- Setup a Deferred Payment Agreement

Account Maintenance

- Update Contacts
- Request to Close Account
- FUTA Certification Letter
- <See All...>

Account Maintenance

- | | |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
|  Update Contacts | Manage your contacts' names, email addresses, and phone numbers. |
|  Request to Close Account | You can request to close your UIT account. |
|  File Additional UI Schedules | File or update your existing UI, UI S&P, or Voluntary Coverage Schedules. |
|  Attach 501c3 | Attach 501c3 if you are treated as Non-Profit Organization. |
|  Request to Become a PEO | Request professional employer organization status to add a client. |