

Create an INDIVIDUAL Online IRS Account

Creating an Individual online IRS account allows you to view balances, make and view payments, view and create payment plans, access tax records, approve and electronically sign Power of Attorney and tax information authorization from your tax professional

1. Go to <https://www.irs.gov/payments/your-online-account> and click "Sign in or create account"
2. Under Create a new account, click the "ID.me Create an Account" button or if you have an existing ID.me account the click the "Sign in with ID.me".
3. Enter email and desired password (save in a secure place).
4. You'll need to pass the authentication process, and it takes about 15-30 minutes.
5. Items needed:
 - a. Mailing address
 - b. US passport, passport card or state driver's license
 - c. Your Social Security number or tax identification number
 - d. A mobile phone registered to you
6. Create a profile.

Create a BUSINESS Online IRS Account

Creating a Business online IRS account allows you to view your business tax information, make and view payments, view and access tax records, approve and reject third-party requests such as lenders

1. Go to <https://www.irs.gov/businesses/business-tax-account> and click "Sign in or create account"
2. Under Create a new account, click the "ID.me Create an Account" button or if you have an existing ID.me account the click the "Sign in with ID.me" (skip steps 3-6).
3. Enter email and desired password (save in a secure place).
4. You'll need to pass the authentication process, and it takes about 15-30 minutes.
5. Items needed:
 - a. Mailing address
 - b. US passport, passport card or state driver's license
 - c. Your Social Security number or tax identification number
 - d. A mobile phone registered to you
6. Create a profile.
7. Select role either "Designated Official", "Partner" or "Shareholder". S and C Corp owners should select "Designated Official" as that has the highest -level role. Partners should select "Partners" as they cannot select "Designated Official"
8. Register your business using EIN and Entity Type
9. Input Business data such as Legal name and address