# IRS e-Services' Registration Process

# What is e-Services?

- Suite of products designed for tax professionals and taxpayers to do business with IRS electronically
- Includes:
  - Registration
  - *e-file* Application
  - Preparer Tax Identification Number (PTIN) Application
  - Tax Identification Number (TIN) Matching Application
  - *e-filing* "Incentive" Products
- Accessed through a secure environment known as the "**Registered User Portal** (**RUP**)"

# Why do I have to register?

- Doing business as an individual representing yourself or your corporation
- IRS needs to authenticate you
- Authentication achieved by:
  - Providing “shared secrets” to corroborate your identity (combination of name, Social Security Number, Date of Birth and Adjusted Gross Income from current or one previous tax year)
  - Further authentication by mailing a registration confirmation number to your official IRS address of record (from your latest return filed)

# How do I register?

- Go to irs.gov
- Click on the *e-file* logo

- Click on the “e-Services” link under “*e-file* for Tax Professionals”
- Click the “Not yet registered?” link

Here’s the direct web link:

http://www.irs.gov/taxpros/article/0,,id=109646,00.html

Internal Revenue Service - Microsoft Internet Explorer

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# Internal Revenue Service
United States Department of the Treasury

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Advanced Search Search Tips

INDIVIDUALS | BUSINESSES | CHARITIES & NON-PROFITS | GOVERNMENT ENTITIES | TAX PROFESSIONALS | RETIREMENT PLANS COMMUNITY | TAX EXEMPT BOND COMMUNITY

**Most Requested Forms and Publications**

1. Form W-4
2. Form 1040EZ
3. Form 1040
4. Form W-9
5. Publication 17

More Forms and Publications

**Online Tools**

- EITC Assistant
  Should I apply?
- Where's My Refund?
  It's quick, easy and secure
- e-file
  Online options - fast, free
- EFTPS
  Electronic payment options.

More Online Tools

**Check Out Free File**
Seventy percent of the nation's taxpayers are eligible for free tax preparation software and free electronic filing. See if you are eligible.

**1040 Central**
Make this your first stop before starting your 2005 tax return for changes, tips and tools.

**Help for Hurricane Victims**
New tax relief provisions apply to individuals and businesses affected by the hurricane season.

**Earned Income Tax Credit**
There are special features and new rules for EITC this year.

- Contracting Opportunities
- Frequently Asked Questions
- Tax Stats
- Taxpayer Advocate

**Click on the *e-file* logo**

**I need to...**
<Select One> GO

electronic irs
Find everything electronic in one place on irs.gov. Filing information, how to pay electronically, and more.

Accessibility | FirstGov.gov | Freedom of Information Act | Important Links | IRS Privacy Policy | U.S. Treasury
Treasury Inspector General for Tax Administration

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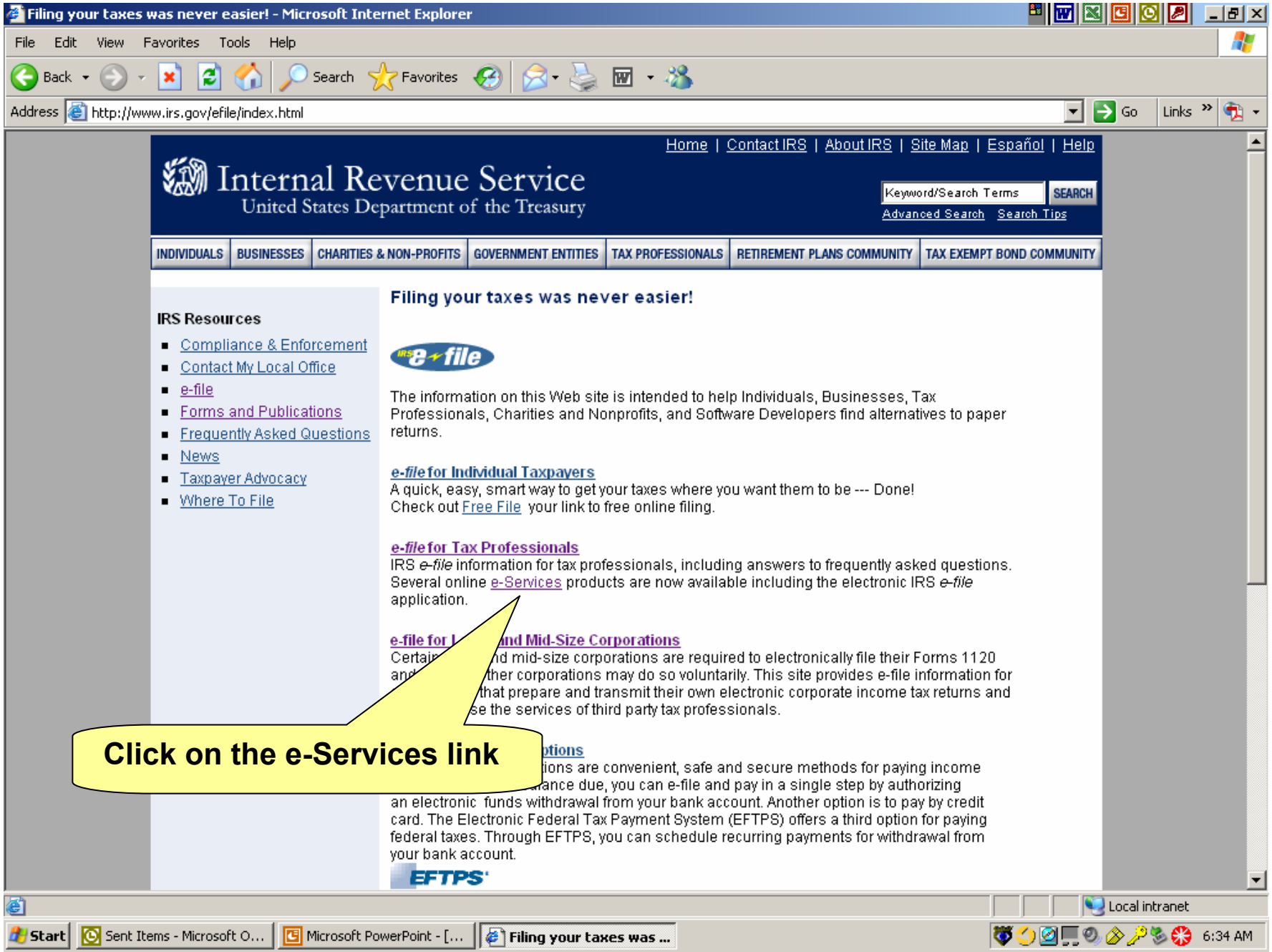
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Compliance & Enforcement
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e-file
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Where To File
Filing your taxes was never easier!
The information on this Web site is intended to help Individuals, Businesses, Tax Professionals, Charities and Nonprofits, and Software Developers find alternatives to paper returns.
e-file for Individual Taxpayers
A quick, easy, smart way to get your taxes where you want them to be --- Done!
Check out Free File your link to free online filing.
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IRS e-file information for tax professionals, including answers to frequently asked questions. Several online e-Services products are now available including the electronic IRS e-file application.
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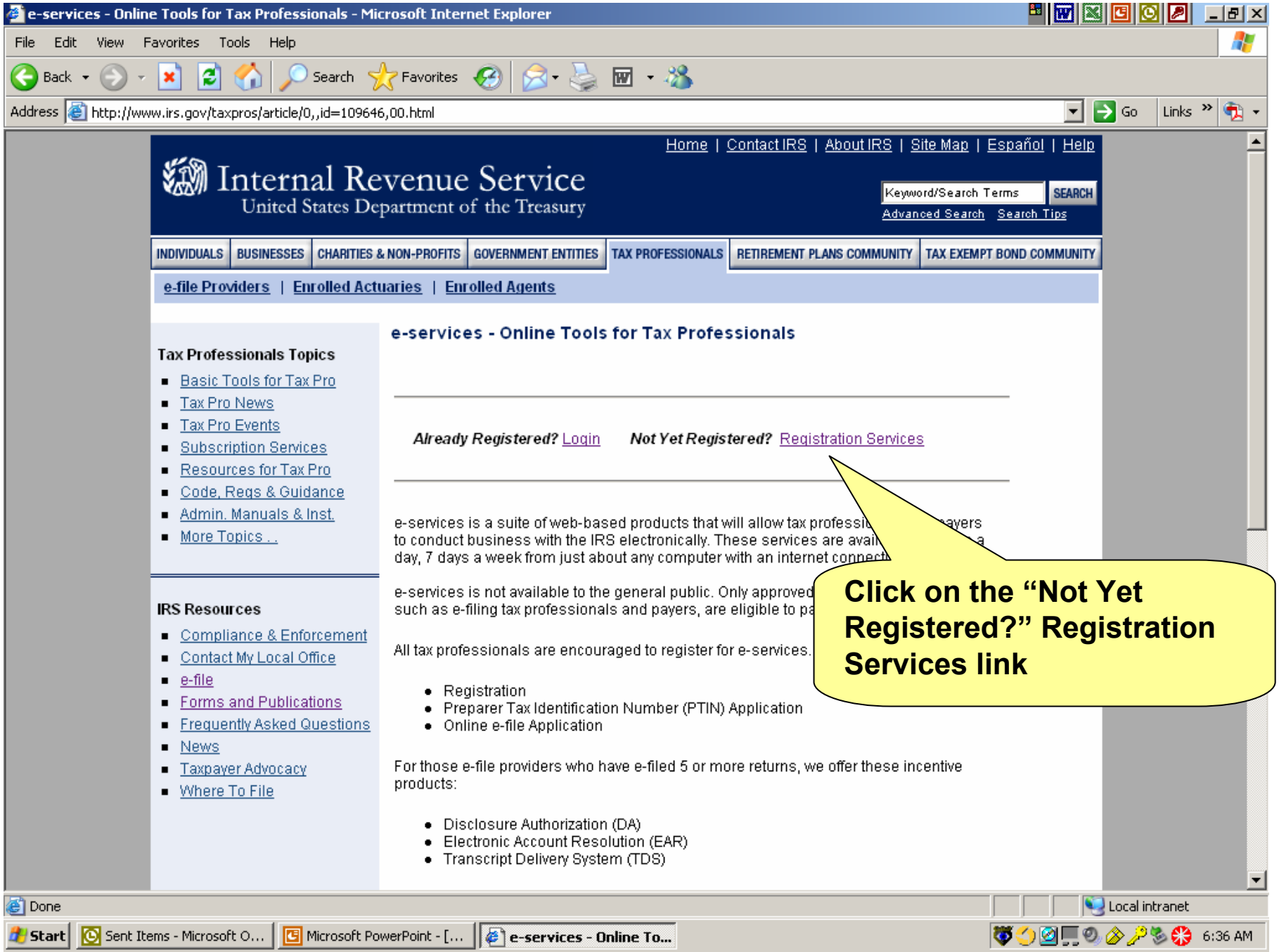
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Already Registered? Login
Not Yet Registered? Registration Services
e-services is a suite of web-based products that will allow tax professi ayers to conduct business with the IRS electronically. These services are avail a day, 7 days a week from just about any computer with an internet connect
e-services is not available to the general public. Only approved such as e-filing tax professionals and payers, are eligible to pa
All tax professionals are encouraged to register for e-services.
Registration
Preparer Tax Identification Number (PTIN) Application
Online e-file Application
For those e-file providers who have e-filed 5 or more returns, we offer these incentive products:
Disclosure Authorization (DA)
Electronic Account Resolution (EAR)
Transcript Delivery System (TDS)
Click on the “Not Yet Registered?” Registration Services link
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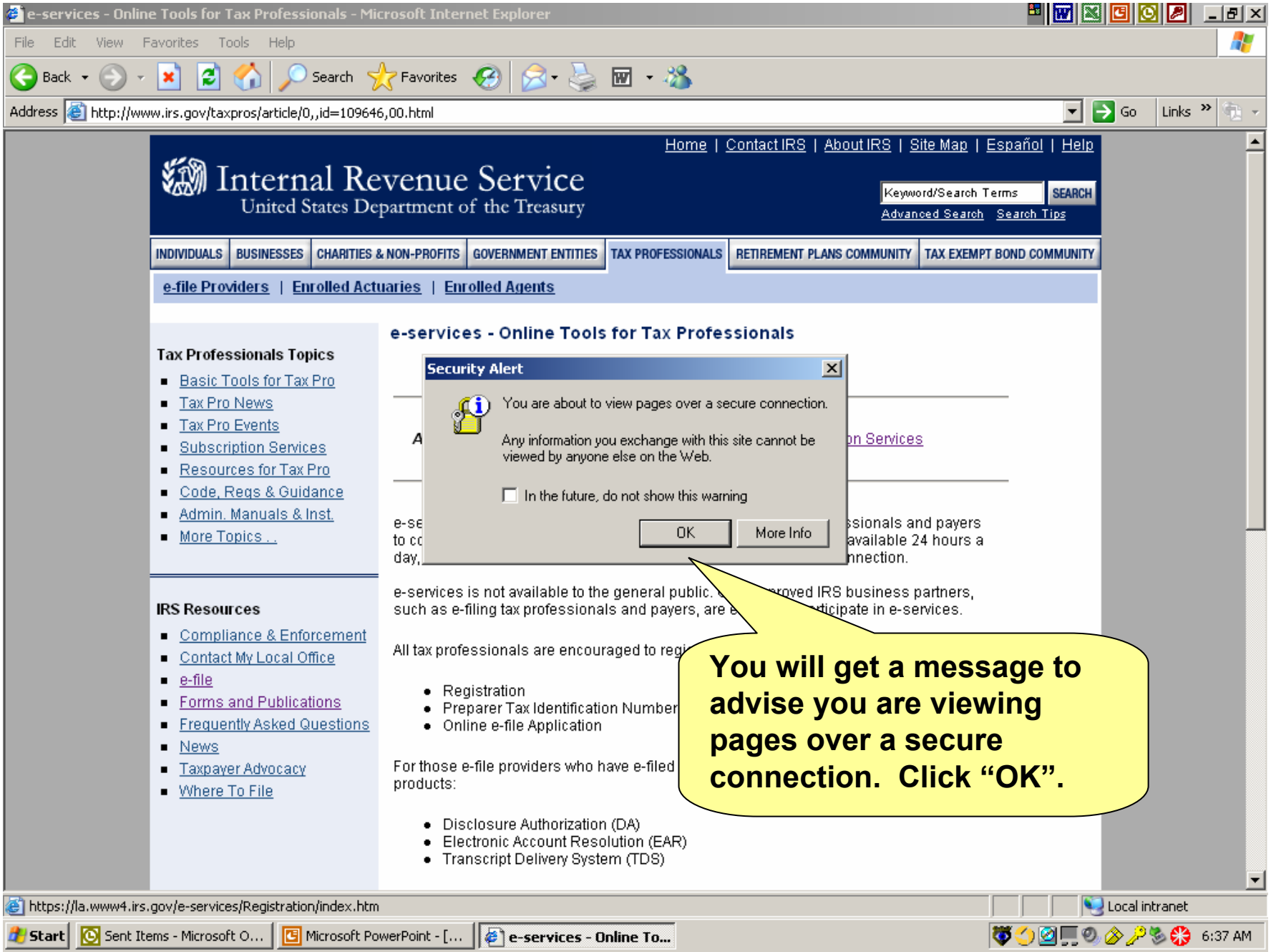
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Code, Regs & Guidance
Admin. Manuals & Inst.
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IRS Resources
Compliance & Enforcement
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You are about to view pages over a secure connection.
Any information you exchange with this site cannot be viewed by anyone else on the Web.
In the future, do not show this warning
OK
More Info
e-services is not available to the general public.
All tax professionals are encouraged to regi
Registration
Preparer Tax Identification Number
Online e-file Application
For those e-file providers who have e-filed
products:
Disclosure Authorization (DA)
Electronic Account Resolution (EAR)
Transcript Delivery System (TDS)
You will get a message to advise you are viewing pages over a secure connection. Click “OK”.
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services
- Registration
- Confirm Registration
- Revise Registration
- Change Password/PIN
- Forgotten Password or PIN

Registration Services

## Registration Services

### Welcome to Registration Services

Click on the Registration link

Registration
Here you can register to become a user ... e-services web site. Our registration process involves collecting personal and taxpayer data for the sole purpose of authenticating your identity. The IRS will compare the information you provide with the information received from the Social Security Administration (SSA) and with the tax return information you previously filed. We will issue a registration confirmation code to you via the U.S. Postal Service, if the information you provide matches our data. You must log back into the e-services web site within 28 days of your registration submission and enter this confirmation code to complete the registration process.

We ask you to provide the following information to become a registered user:

- Legal name (verified with IRS & SSA records)
- Social Security Number (verified with SSA records)
- Date of birth (verified with SSA records)
- Telephone number
- E-mail address
- Adjusted Gross Income (AGI) from either your current year or prior year filed tax return (verified from IRS records)
- Username. Select your preferred username. Please read the rules for selecting your username
- Password and PIN. Select your password and PIN. Please read the helpful hints on selecting a

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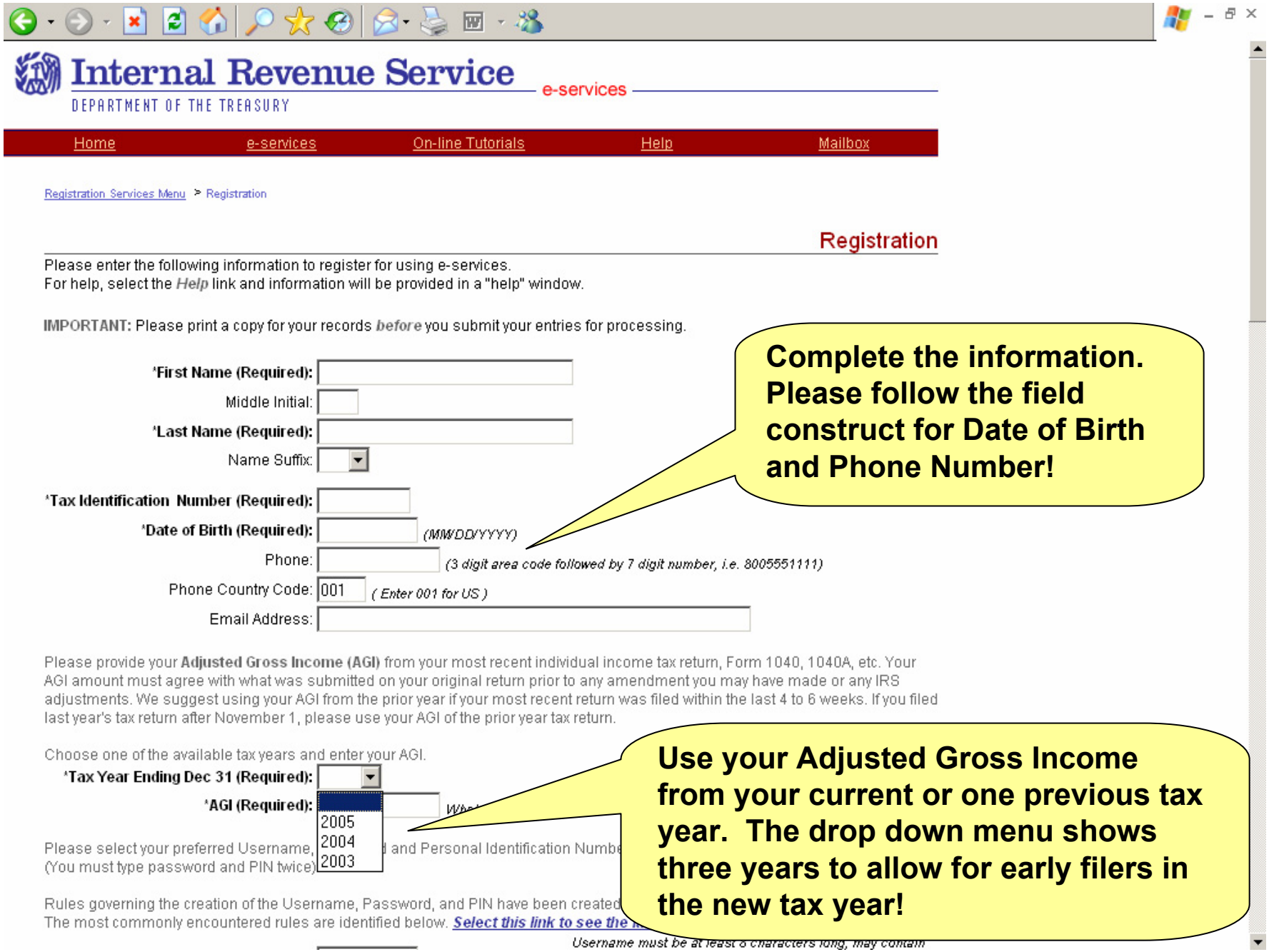
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DEPARTMENT OF THE TREASURY
e-services
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On-line Tutorials
Help
Mailbox
Registration Services Menu > Registration
Registration
Please enter the following information to register for using e-services.
For help, select the Help link and information will be provided in a "help" window.
IMPORTANT: Please print a copy for your records before you submit your entries for processing.
*First Name (Required):
Middle Initial:
*Last Name (Required):
Name Suffix:
*Tax Identification Number (Required):
*Date of Birth (Required):
(MM/DD/YYYY)
Phone:
(3 digit area code followed by 7 digit number, i.e. 8005551111)
Phone Country Code:
001
( Enter 001 for US )
Email Address:
Please provide your Adjusted Gross Income (AGI) from your most recent individual income tax return, Form 1040, 1040A, etc. Your AGI amount must agree with what was submitted on your original return prior to any amendment you may have made or any IRS adjustments. We suggest using your AGI from the prior year if your most recent return was filed within the last 4 to 6 weeks. If you filed last year's tax return after November 1, please use your AGI of the prior year tax return.
Choose one of the available tax years and enter your AGI.
*Tax Year Ending Dec 31 (Required):
*AGI (Required):
2005
2004
2003
Please select your preferred Username, and Personal Identification Numbe
(You must type password and PIN twice)
Rules governing the creation of the Username, Password, and PIN have been created
The most commonly encountered rules are identified below. Select this link to see the
Username must be at least 6 characters long, may contain
Complete the information. Please follow the field construct for Date of Birth and Phone Number!
Use your Adjusted Gross Income from your current or one previous tax year. The drop down menu shows three years to allow for early filers in the new tax year!

Please select your preferred Username, Password and Personal Identification Number (PIN).
(You must type password and PIN twice)

Rules governing the creation of the Username, Password, and PIN have been created to further enhance the security of e-services. The most commonly encountered rules are identified below. ***Select this link to see the full set of password and PIN rules***.

*Username must be at least 8 characters long, may contain letters and numbers only, case insensitive (read as upper-case only).*

*Password must be at least 8 characters long, must contain both letters and numbers, case sensitive, cannot be the same as the username.*

*PIN must be 5 digits only, cannot be all the same digits.*

*Username (Required):

*Password (Required):

*Re-Enter Password (Required):

*PIN (Required):

*Re-Enter PIN (Required):

**Please select one question to be answered by you if you forget your username and you attempt … question and answer should be unlikely to be known by other individuals. For example, do n… currently live or the car you own today.**

*Question to Recover Username (Required): What is your mother's date of birth?

*Answer (Required):

The last address you provided the IRS on your individual tax return, Form 1040, 1040A, etc… used to send you a registration confirmation number. You must provide us with your new h… Upon confirmation of your registration, we will update your taxpayer home address under y… secondary taxpayer on a joint return, we will not update the address information under the …

**Has your taxpayer address changed as explained above?** Yes ○ No ◉
If yes, you must enter your new address in the fields below. If no, proceed to terms and con…

**Warning!** Completing these fields will change your address of record with the IRS.

Address Line:

City:

State (USA Only):

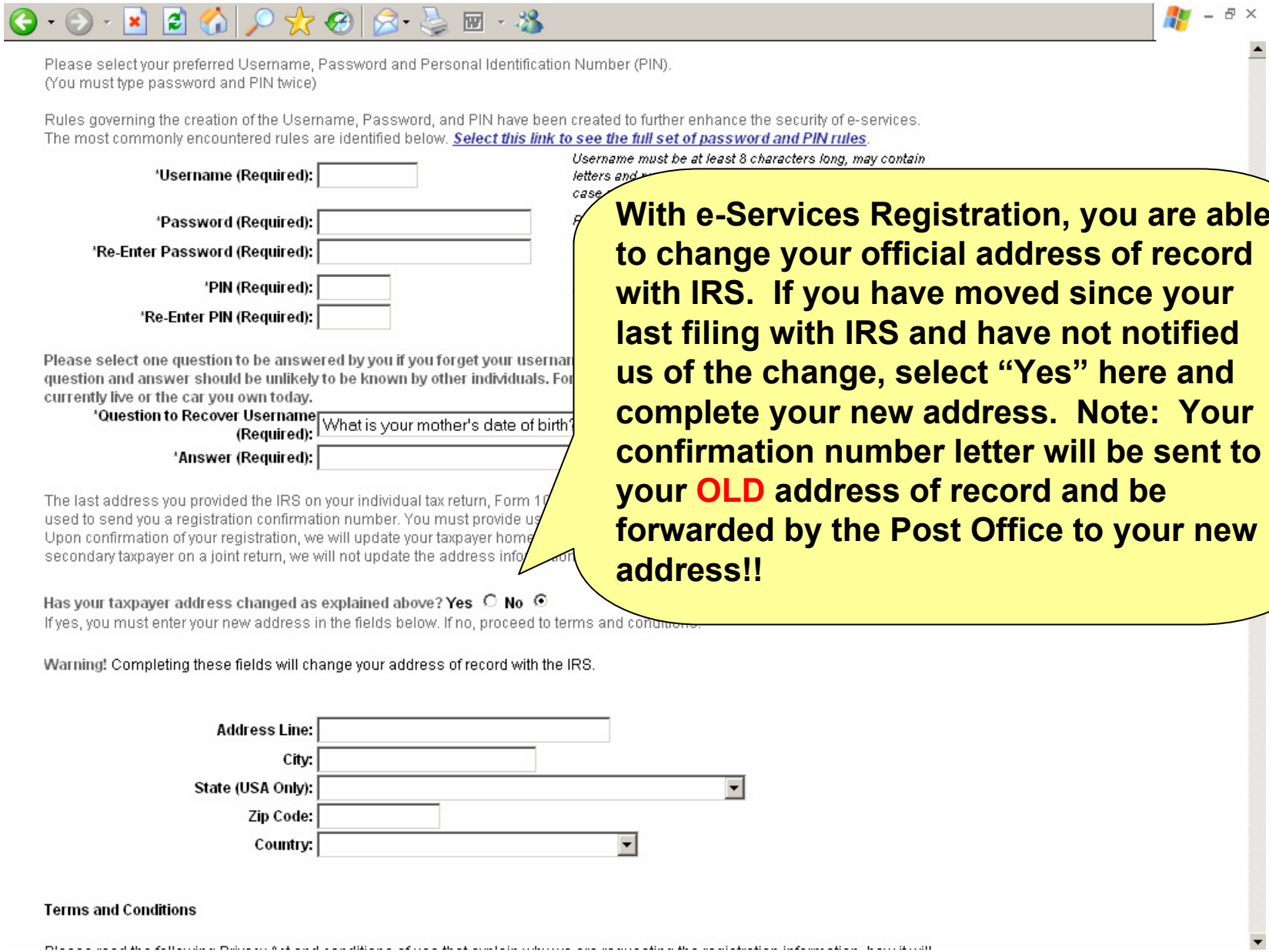
Zip Code:

Country:

**Terms and Conditions**

**Follow the rules provided to construct your Username and Password. Your Password is case sensitive. Write down your Username, Password, Recovery Question and PIN and keep them in a secure location – Never share your information with others or allow them to use your information!**

**Your password expires every six months. Your PIN does not expire but it is a good idea to change it periodically!**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The most commonly encountered rules are identified below. Select this link to see the full set of password and PIN rules.
*Username (Required):
*Password (Required):
*Re-Enter Password (Required):
*PIN (Required):
*Re-Enter PIN (Required):
*Question to Recover Username (Required):
What is your mother's date of birth?
*Answer (Required):
Has your taxpayer address changed as explained above? Yes No
If yes, you must enter your new address in the fields below. If no, proceed to terms and conditions.
Warning! Completing these fields will change your address of record with the IRS.
Address Line:
City:
State (USA Only):
Zip Code:
Country:
Terms and Conditions
With e-Services Registration, you are able to change your official address of record with IRS. If you have moved since your last filing with IRS and have not notified us of the change, select "Yes" here and complete your new address. Note: Your confirmation number letter will be sent to your OLD address of record and be forwarded by the Post Office to your new address!!

**Terms and Conditions**

Please read the following Privacy Act and conditions of use that explain why we are requesting the registration information, how it will be used, and your responsibilities as a registered user of e-services. After reading, please select the *Accept* button to continue your registration.

***If you do not accept the presented Terms and Conditions, you will not be granted access to e-services.***

The registration information you entered will then be deleted and you will be returned to the e-services welcome page.

**Read and understand the Terms and Conditions of Registration!**

**Privacy Act Notice:**
The Privacy Act of 1974 requires that when we ask individuals for information about themselves, we state our legal right to ask for the information, why we are asking for the information, and how it will be used. We must also tell you what could happen if we do not receive all or part of the information, and whether your response is voluntary, required to obtain a benefit, or mandatory.

Our legal right to ask for information is 5 U.S.C. 301 and the Internal Revenue Code Sections 6001, 6011, 6012 and applicable regulations. The registration information we are requesting is used to create an e-services account for you and authenticate your identity, in other words, to ensure you are who you say you are. The information may not be disclosed except as provided by Section 6103 of the Internal Revenue Code. We may give the information to the Department of Justice and to other Federal agencies, as provided by law. We may also give it to cities, states, the District of Columbia and U. S. commonwealths or possessions to carry out their tax laws. We may give it to foreign governments because of tax treaties they have with the United States. Your participation in the e-services program is voluntary. As such, your responses to any of the registration questions are entirely voluntary. However, if you do not provide all or part of the information required to create your account and authenticate your identity, you will not be eligible for access to e-services.

**Paperwork Reduction Act Notice:**
The collection of information contained in e-services has been reviewed and approved by the Office of Management and Budget in accordance with the Paperwork Reduction Act (44 U.S.C. 3507) under control number 1545-1823. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection of information displays a valid control number. Books or records relating to a collection of information must be retained as long as their contents may become material in the administration of any internal revenue law. Generally, tax returns and return information are confidential, as required by 26 U.S.C. §6103. The following table identifies the estimated length of time to complete the various e-services processes. This includes the time it will take to read the instructions, gather the necessary facts and enter the required information.

| e-services Product | Estimated Time to Complete |
|---|---|
| Registration | 20 minutes |
| TIN Matching Application | 10 minutes |
| TIN Matching Interactive Session | 10 minutes |

If you have comments concerning the accuracy of these time estimates or suggestions for reducing this burden, we would be happy to hear from you. You can write the Internal Revenue Service Tax Forms Committee, Western Area Distribution Center, Rancho Cordova, California 95743-0001.

**Your Registration Obligations:**

**Paperwork Reduction Act Notice:**
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**Your Registration Obligations:**
As an e-services user, you agree to provide true, accurate, current and complete information about yourself as prompted by the registration process and that you will maintain and promptly update this data to keep it true, accurate, current and complete. If you provide any information that is untrue, inaccurate, obsolete or incomplete, or there are reasonable grounds to suspect that such information is untrue, inaccurate, obsolete or incomplete, the IRS has the right to suspend or terminate your account and refuse any and all current or future use of e-services.

**Member Account, Password and Security:**
As part of the registration process, you selected a username, password and PIN. You are responsible for maintaining the confidentiality of this information. While it may be necessary to disclose your username or PIN to an IRS employee or other individual, you agree not to disclose your password to anyone. You are fully responsible for all activities that occur under your password. IRS personnel do not have access to your password and should never ask you for it.
You agree to immediately notify the IRS at 1-866-255-0654 (international callers use 512-416-7750) of any unauthorized use of your password or account, or any other breach of security and ensure that you exit from your account at the end of each session.

***If you do not accept the presented Terms and Conditions, you will not be granted access to e-services.***
***The registration information you entered will then be deleted and you will be returned to the e-services welcome page.***

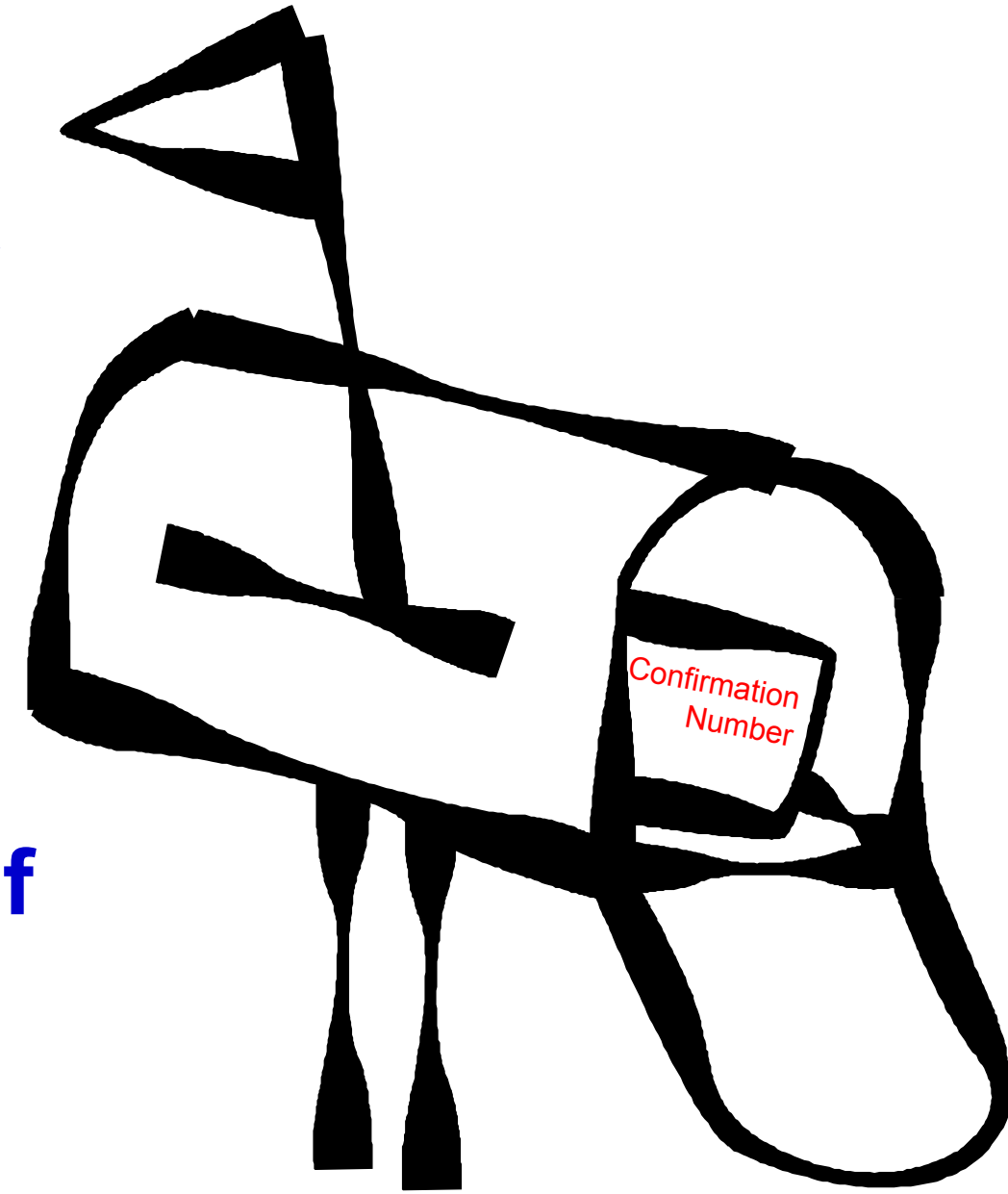
**You may do either of the following:**
- Select *Accept* to submit all your entries.
- Select *Decline* to discard all your entries.

Accept Decline

**Click "Accept" to submit your registration!**

e-services Privacy Policy

**Within 7-10 days, you will receive a confirmation number from IRS via U.S. Postal Mail. This will be sent to your official address of record.**

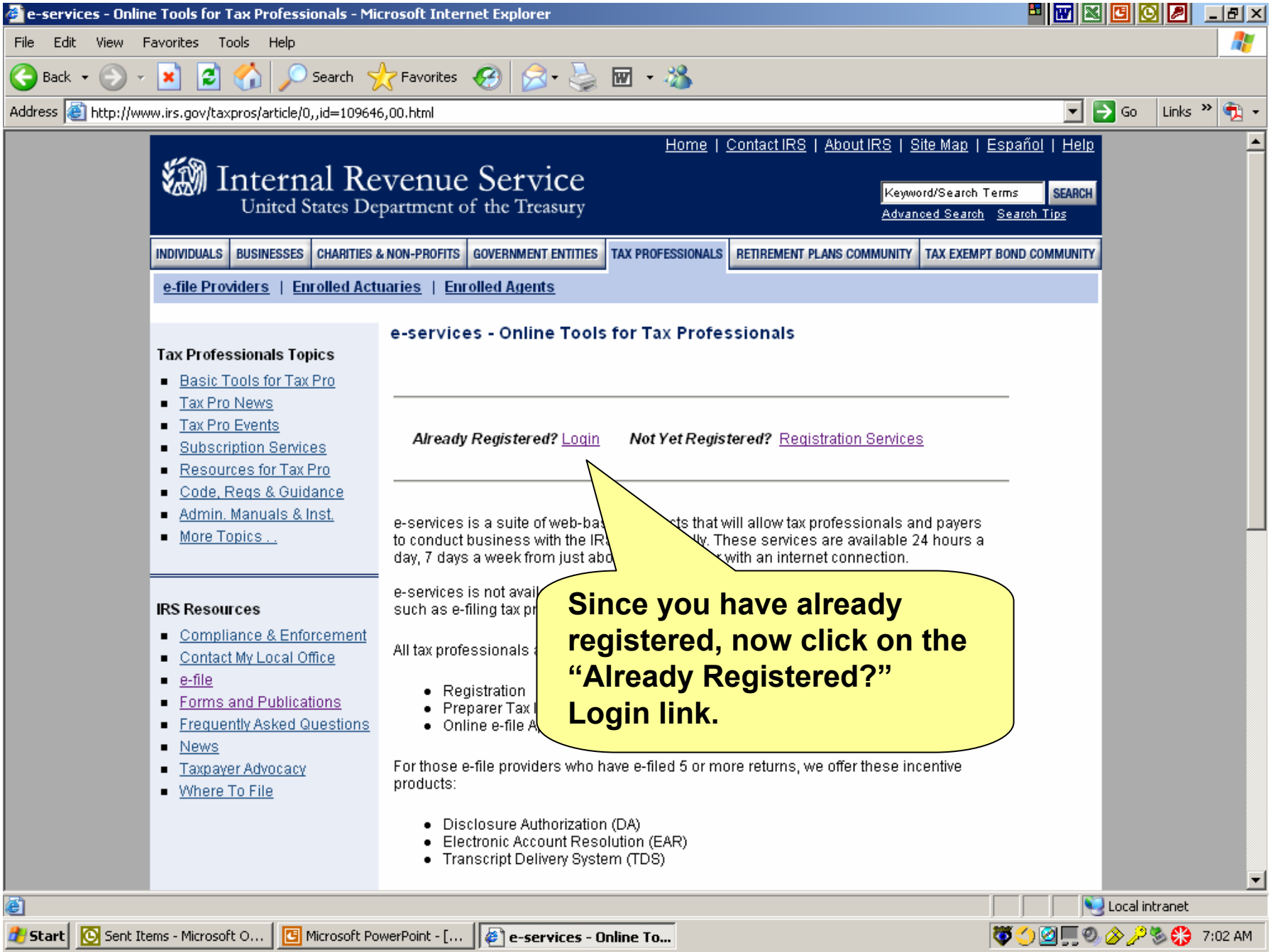


# Confirm Your Registration

Go to irs.gov

Click on the *e-file* logo

Click on “e-Services” link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Frequently Asked Questions
News
Taxpayer Advocacy
Where To File
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Already Registered? Login
Not Yet Registered? Registration Services
e-services is a suite of web-ba cts that will allow tax professionals and payers to conduct business with the IR ly. These services are available 24 hours a day, 7 days a week from just abo with an internet connection.
e-services is not avail
such as e-filing tax pr
All tax professionals
Registration
Preparer Tax
Online e-file A
For those e-file providers who have e-filed 5 or more returns, we offer these incentive products:
Disclosure Authorization (DA)
Electronic Account Resolution (EAR)
Transcript Delivery System (TDS)
Since you have already registered, now click on the "Already Registered?" Login link.
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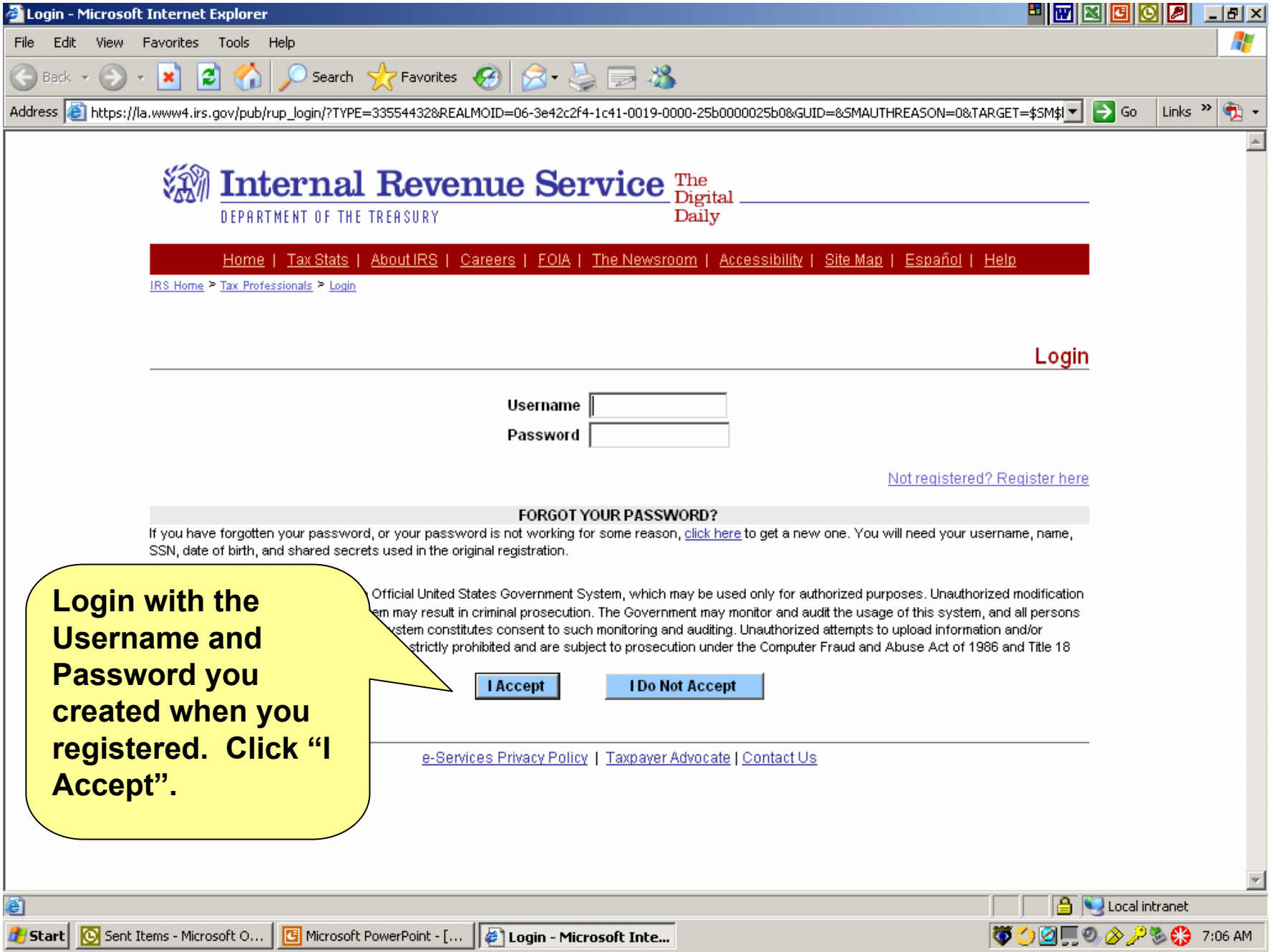
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Address https://la.www4.irs.gov/pub/rup_login/?TYPE=33554432&REALMOID=06-3e42c2f4-1c41-0019-0000-25b0000025b0&GUID=&SMAUTHREASON=0&TARGET=$SM$
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IRS Home > Tax Professionals > Login
Login
Username
Password
Not registered? Register here
FORGOT YOUR PASSWORD?
If you have forgotten your password, or your password is not working for some reason, click here to get a new one. You will need your username, name, SSN, date of birth, and shared secrets used in the original registration.
Official United States Government System, which may be used only for authorized purposes. Unauthorized modification
em may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons
ystem constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or
strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18
I Accept
I Do Not Accept
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Login with the Username and Password you created when you registered. Click "I Accept".
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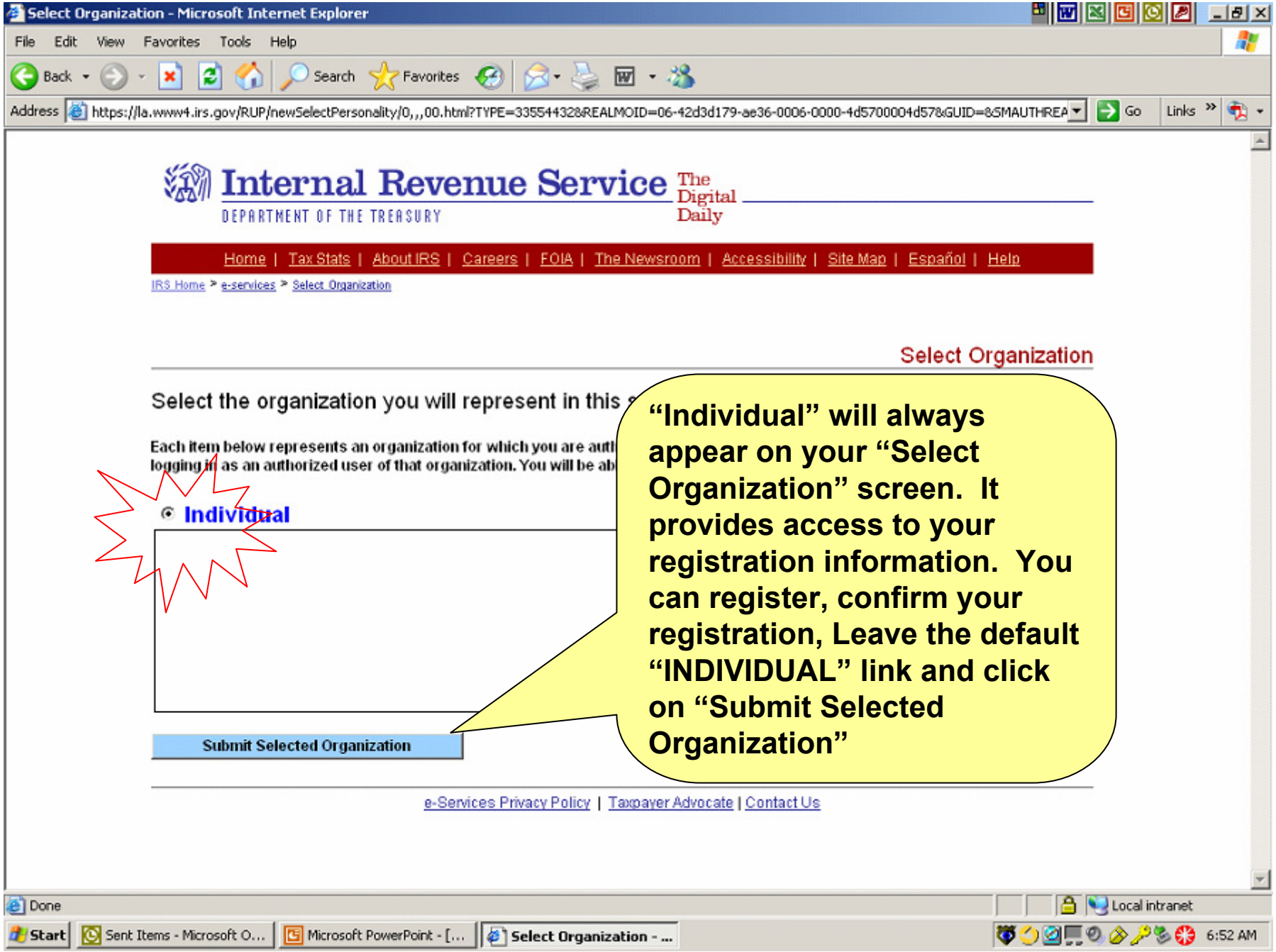


**"Individual" will always appear on your "Select Organization" screen. It provides access to your registration information. You can register, confirm your registration, Leave the default "INDIVIDUAL" link and click on "Submit Selected Organization"**

Customer-facing registry content - Microsoft Internet Explorer

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Address https://la.www4.irs.gov/PORTAL-PROD/psp/CRM/CUSTOMER/CRM/h/?tab=DEFAULT Go Links

# Internal Revenue Service
DEPARTMENT OF THE TREASURY

e-services

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## services

Application

Registration Services

**Welcome to IRS e-services**

**Elizabeth Kelley**

**Application**
Access to apply or revise an existing application on-line for participation in IRS *e-file* Program, Preparer Tax Identification Number (PTIN) or Taxpayer Identification Number (TIN) Matching.

**Registration Services**
Registration Services allows you to confirm your registration, revise your registration information, change your password or PIN, and recover a lost password or PIN.

**Click on "Registration Services"**

e-services Privacy Policy

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Registration Services

services

Registration

Confirm Registration

Revise Registration

Change Password/PIN

Forgotten Password or PIN

Registration Services

Welcome to Registration Services

Registration

Here you can register to become a user c
registration process involves collecting p
authenticating your identity. The IRS will c
received from the Social Security Adminis
filed. We will issue a registration confirma
you provide matches our data. You must
registration submission and enter this co

We ask you to provide the following inform

- Legal name (verified with IRS & S
- Social Security Number (verified w
- Date of birth (verified with SSA rec
- Telephone number
- E-mail address
- Adjusted Gross Income (AGI) from
from IRS records)
- Username. Select your preferred
- Password and PIN. Select your pa
secure, unique password and PIN
- Reminder question to recover a fo
- Home mailing address (verified fr
with the IRS, please update your i

Please have this information available be

Confirm Registration

Select this option to enter the confirmatio
complete this process once within 28 da
will need to repeat this process).

Revise Registration

Selecting this option will allow you to revise the following information in your Registration record:

**Click on "Confirm Registration"**

## Confirm Registration

Select this option to enter the confirmation code you received from the IRS. You should only have to complete this process once within 28 days of registering (if you ever forget your password or PIN, you will need to repeat this process).

## Also on this screen, you can:

### Revise Registration

Selecting this option will allow you to revise the following information in your Registration record:

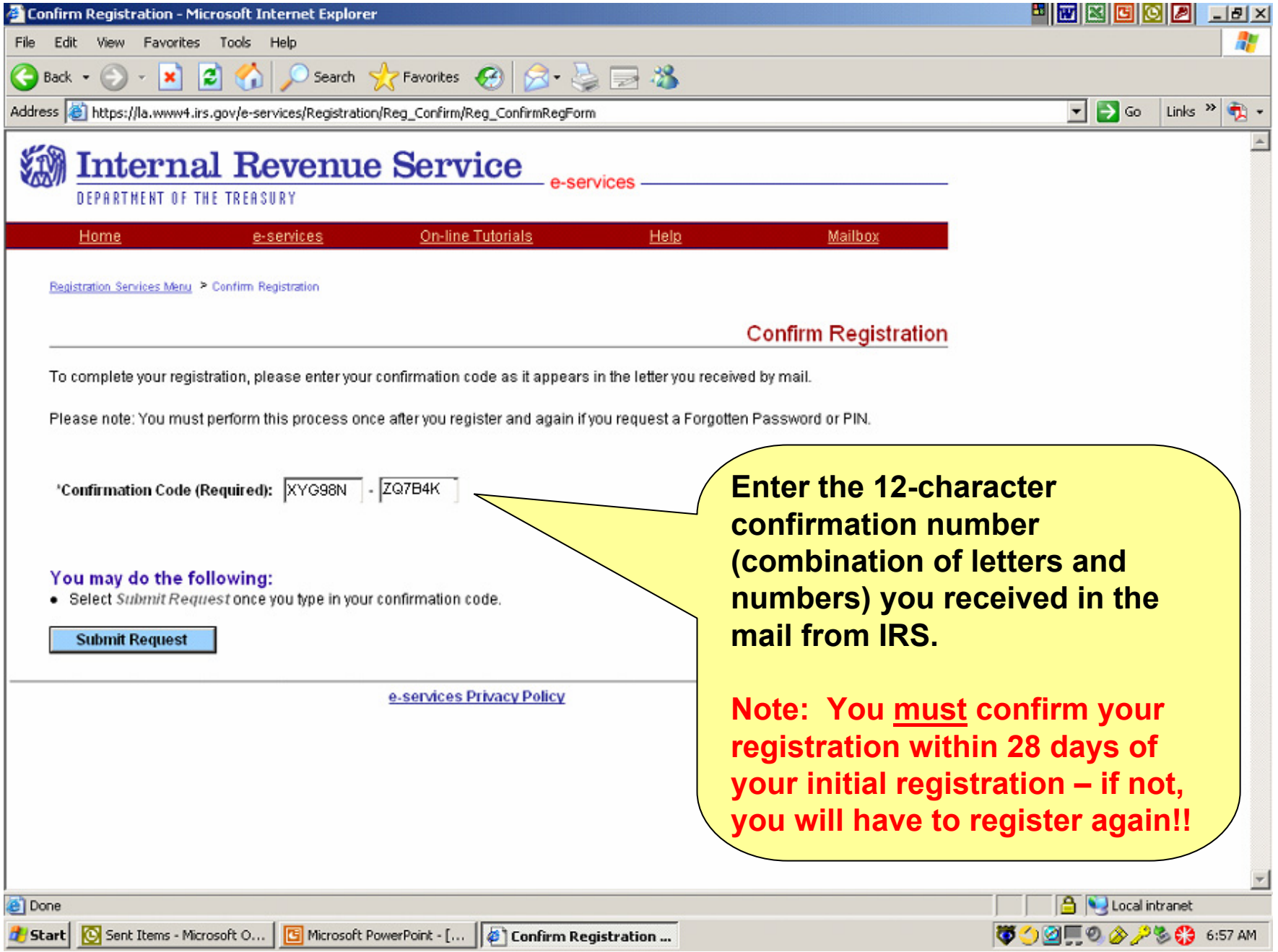
- Name
- Telephone number
- Address
- E-mail address

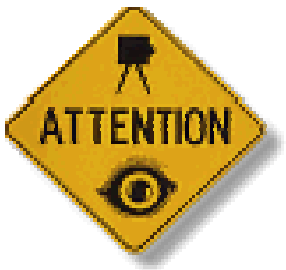
### Change Password/PIN

Use this option to change your password, PIN, or both.

### Forgotten Password or PIN

If you have lost your password or PIN you will need to repeat a portion of the initial registration process and will be issued a new confirmation code via the U.S. Postal Service. You must then log back into e-services within 28 days and confirm your registration using this new confirmation code.


Confirm Registration - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://la.www4.irs.gov/e-services/Registration/Reg_Confirm/Reg_ConfirmRegForm
Go Links
Internal Revenue Service
DEPARTMENT OF THE TREASURY
e-services
Home e-services On-line Tutorials Help Mailbox
Registration Services Menu > Confirm Registration
Confirm Registration
To complete your registration, please enter your confirmation code as it appears in the letter you received by mail.
Please note: You must perform this process once after you register and again if you request a Forgotten Password or PIN.
*Confirmation Code (Required): XYG98N - ZQ7B4K
You may do the following:
• Select Submit Request once you type in your confirmation code.
Submit Request
e-services Privacy Policy
Enter the 12-character confirmation number (combination of letters and numbers) you received in the mail from IRS.
Note: You must confirm your registration within 28 days of your initial registration – if not, you will have to register again!!
Done
Local intranet
Start
Sent Items - Microsoft O...
Microsoft PowerPoint - [...
Confirm Registration ...
6:57 AM

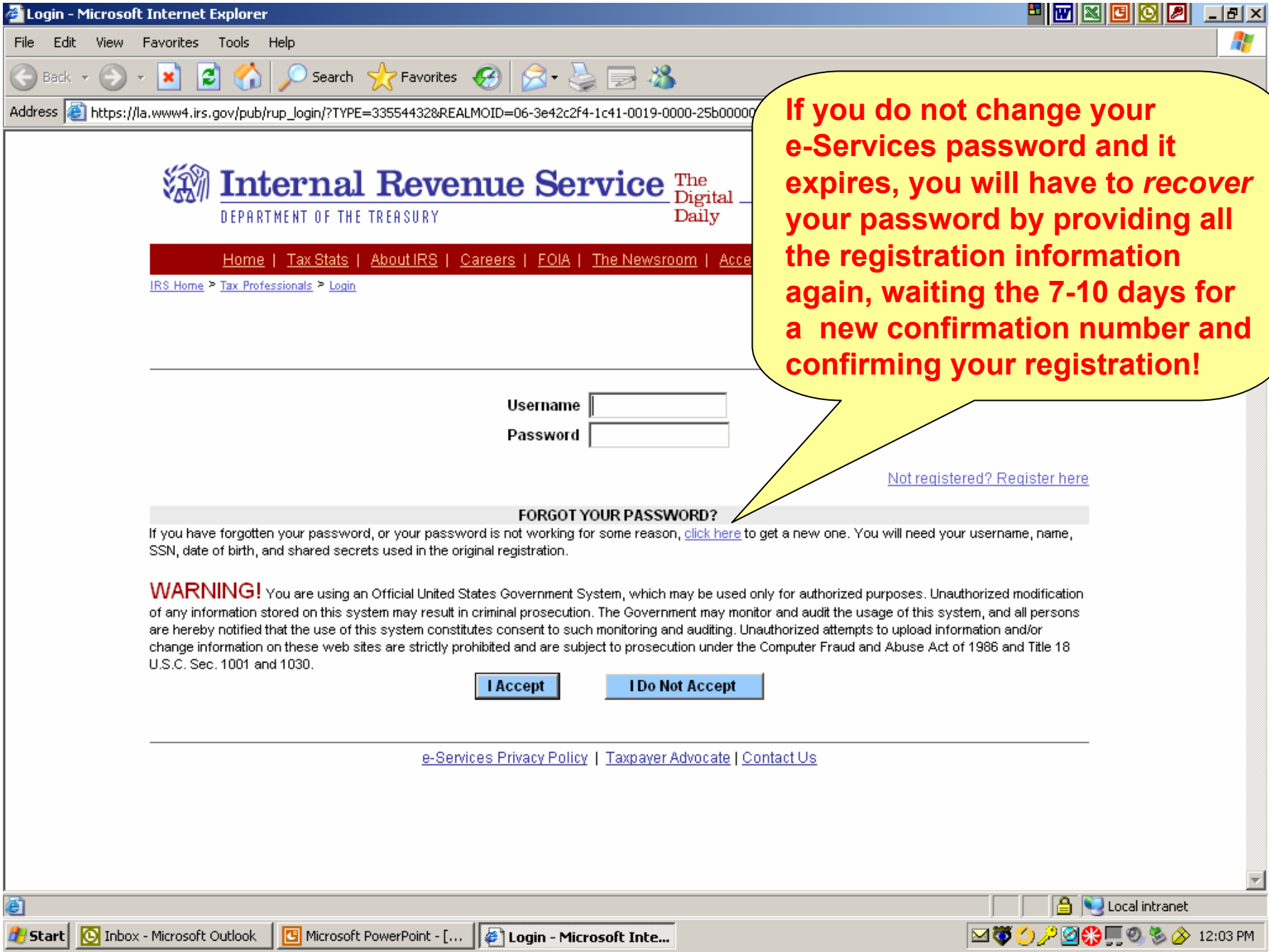


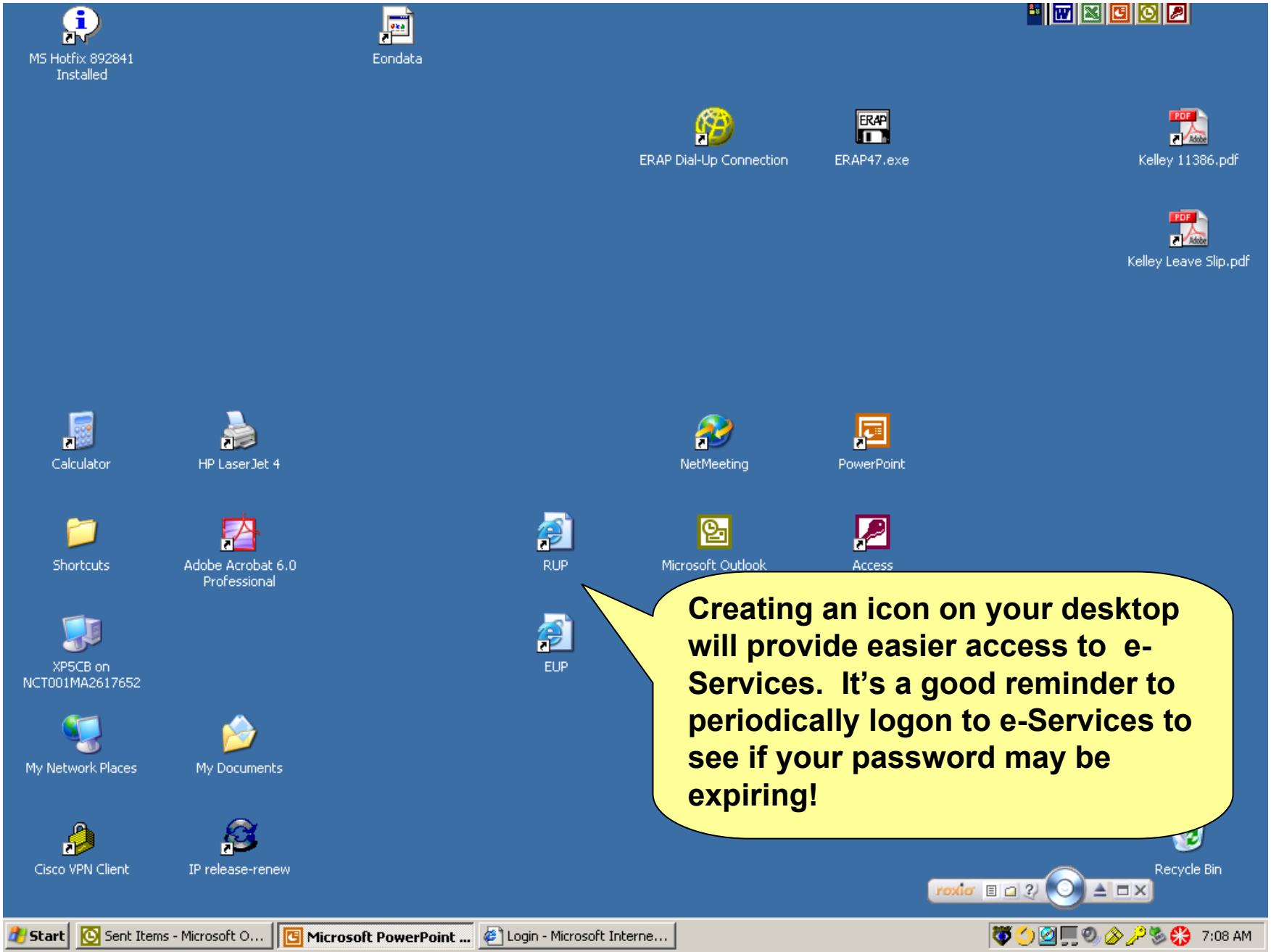

For security reasons, e-Services passwords expire every six (6) months!

15 days prior to expiration of your e-Services password, the system will advise you when you log in.

10 days prior to expiration of your e-Services password, IRS will send you an e-mail advising that your e-Services' password will expire in 10 days!

Set your own reminder to log in to e-Services and change your password if you did not provide an e-mail address during registration.


Login - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://la.www4.irs.gov/pub/rup_login/?TYPE=33554432&REALMOID=06-3e42c2f4-1c41-0019-0000-25b00000
Internal Revenue Service
DEPARTMENT OF THE TREASURY
The Digital Daily
Home | Tax Stats | About IRS | Careers | FOIA | The Newsroom | Acce
IRS Home > Tax Professionals > Login
Username
Password
Not registered? Register here
FORGOT YOUR PASSWORD?
If you have forgotten your password, or your password is not working for some reason, click here to get a new one. You will need your username, name, SSN, date of birth, and shared secrets used in the original registration.
WARNING! You are using an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information and/or change information on these web sites are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec. 1001 and 1030.
I Accept
I Do Not Accept
e-Services Privacy Policy | Taxpayer Advocate | Contact Us
If you do not change your e-Services password and it expires, you will have to recover your password by providing all the registration information again, waiting the 7-10 days for a new confirmation number and confirming your registration!
Local intranet
Start
Inbox - Microsoft Outlook
Microsoft PowerPoint - [...
Login - Microsoft Inte...
12:03 PM


MS Hotfix 892841 Installed
Eondata
ERAP Dial-Up Connection
ERAP47.exe
Kelley 11386.pdf
Kelley Leave Slip.pdf
Calculator
HP LaserJet 4
NetMeeting
PowerPoint
Shortcuts
Adobe Acrobat 6.0 Professional
RUP
Microsoft Outlook
Access
XP5CB on NCT001MA2617652
EUP
My Network Places
My Documents
Cisco VPN Client
IP release-renew
Recycle Bin
Creating an icon on your desktop will provide easier access to e-Services. It's a good reminder to periodically logon to e-Services to see if your password may be expiring!
Start
Sent Items - Microsoft O...
Microsoft PowerPoint ...
Login - Microsoft Interne...
7:08 AM

# Registration Summary

- Registration is a one-time authentication of you as an individual that allows you to do business with IRS electronically
- Confirm your registration within 28 days of the initial registration
- Reset your password when prompted by the system when you log in or by an e-Services e-mail (or set a reminder if you don’t have e-mail)
- Keep your Username, Password, Recovery Question and PIN in a secure location and do not share this information!

***The IRS e-Help Desk can assist you with any questions on the e-Services' Registration Process.***

***1-866-255-0654***