

## How to Create an IRS Account

You will need access to an email address and cell phone (to receive notifications), as well as a valid photo ID.

### Common Reasons as to why client's would need an IRS account:

Pull a Transcript  
Verify EIP Payments Received  
Confirm Balance Due  
Make a Payment

1. Go to [this link](#) to create an ID.me account.



### Sign In or Create a New Account

If you have an existing IRS username, please create a new ID.me account as soon as possible. We're bringing you an improved sign-in experience.

If you're a new user, please create an account with ID.me. You can also sign in with an existing ID.me account.

ID.me is our trusted technology provider in helping to keep your personal information safe.

#### Create a new account

ID.me Create an account

OR

#### Sign in with an existing account

Sign in with ID.me

Sign in with an existing IRS username

You will need to enter your email address and create a password for the account. You will have the option to create an ID.me account using your existing Gmail, Facebook, Apple, or LinkedIn account.

**Note:** you may have created an ID.me account through a separate government agency ex. Texas Workforce Commission, Social Security Administration, etc., if so, you will need to use that ID.me account to create your IRS account



### Create an ID.me account

Already have an ID.me account?  
[Sign in to ID.me](#)

\* Indicates a required field

Email \*

Enter your email address

Password \*

Enter password

Confirm Password \*

Reenter password

☐ I accept the ID.me [Terms of Service](#) and [Privacy Policy](#)

Create account

After clicking ID.me Create an account, use your personal email and enter and confirm a new password. Click I accept the **ID.me Terms of Service and Privacy Policy** And hit the create account button.



### CONTINUING TO THE INTERNAL REVENUE SERVICE

To protect your identity and information from fraudulent actors, your authentication and transaction-related data (the information related to your ID.me account and identity verification) will be shared with the IRS. This helps ensure that it is really you interacting with the website and not someone pretending to be you.

This information includes transaction-related data like the following:

- Prior sign-ins using your ID.me account (but the names of the websites you access would not be disclosed)
- Multi-factor authentication methods (e.g., text message or push notification)
- The status of your verification at (e.g., what steps you have or have not completed; partially entered information)

If you choose not to continue, you will not be able to use your ID.me account to access IRS.

ID.me does not sell, lease, or trade data to any third parties or derive any profit from the sale, lease, or trade of data.

Continue

Click **continue** to move forward through the verification process



### CONFIRM YOUR EMAIL ADDRESS



We sent an email to  
sampleemail@gmail.com

If you cannot find the email, please check your spam folder. It can take up to 10 minutes to receive the email.



After your email is confirmed, return to this page to continue.

Didn't receive the email? [Resend my verification](#)

Can't click on the button in your email?

Enter the 6-digit code from the email below.

[Why do I need to confirm my email?](#)

Continue

## Confirming your email address:


You will be asked to verify the email that you used when creating your IRS account. To continue with creating your IRS account, ID.me will send you an email containing a six digit code. Enter the six digit code from your email onto the ID.me webpage and click continue.


**SECURE YOUR ACCOUNT**


1 — 2 — 3


With multi-factor authentication (MFA), even if someone guesses your password, they won't be able to sign in as you.


Choose an MFA option

 **Text Message or Phone Call**  
Get a 6-digit code by text message or phone call.

 **Push Notification**  
Approve sign-ins via push notifications sent to the ID.me Authenticator mobile app.

 **Code Generator Application**  
Generate verification codes via code generator apps like ID.me Authenticator.

 **FIDO Security Key**  
Use a physical security key (insert or tap) with your device (supported browsers only).

 **NFC-Enabled Mobile Security Key**  
Tap a YubiKey™ security key to your phone using the ID.me Authenticator mobile app.

## Securing your account

After securing your email, you'll need to complete the multi-factor authentication. Click on Text Message or Phone call and proceed to the next screen


**SECURE YOUR ACCOUNT**

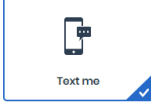

1 — 2 — 3

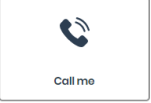
**Receive a code by phone**

Please use a phone number you can access whenever you plan to sign in.

Phone Number



 **Text me** 

 **Call me**


THE NUMBER PROVIDED WILL ONLY BE USED FOR ACCOUNT SECURITY. MESSAGE AND DATA RATES MAY APPLY.

[Go back](#) [Continue](#)

Input your phone number and wait for a text with a six digit code. Input that code to verify your phone number. Move on to next screen

**YOUR ACCOUNT IS NOW SECURE**

Your phone number can now be used for multi-factor authentication.



Visit [ID.me My Account](#) to view and manage multi-factor authentication settings.

**Recovery code**

A recovery code can be used in the event you lose access to your multi-factor authentication device.

[Generate recovery code](#)

[Continue](#) →

Your account is secure via your mobile phone number. Click continue to move forward with creating your IRS account.

## VERIFYING IS FAST AND EASY

Choose how you verify your identity:

- ☒ **Self-Service** (Faster Option)
- Requires Driver's License / State ID, Passport, or Passport Card and a selfie
  - Selfie and biometric data will be deleted
  - Takes 5 - 10 minutes
- ☐ **Video Chat Agent**
- Requires [at least 2 identity documents](#) and a 5 - 10 minute recorded video chat
  - No selfie or biometric data collected
  - Video will be deleted
  - Current wait time for next available agent is about 39 minutes

Continue

## Verifying your identity

Here, you will choose the Self-Service Option. You will want to have your original Social Security Card, Driver's License and or Passport. You will take a photo of these documents to verify your identity

Choose how to submit photos

Driver's License

[Change document](#)



[Take photo](#)

Receive a link on a smartphone to take a photo

OR



[Choose Image](#)

Upload an image from your current device

[Back](#)

On the screen shown, you have the option to change the document (Highlighted) You can change from Driver's License, State ID, Passport or Passport Card. Elect to take a photo and make sure that the picture is centered and legible to read. **All verifying documents can not be expired.**

## VERIFY YOUR IDENTITY

1 2 3 4 5

Enter your most recent home address

Address Line 1\*

Enter street address

[No P.O. Boxes](#)

Address Line 2

Enter street address

[Apartment Unit, Suite #](#)

City\*

Enter city

State\*

Select state

Zip Code\*

Enter zip code

To Verify your identity, you will enter your current address

## VERIFY YOUR IDENTITY



Enter your Social Security number

Social Security Number (#####) \*

#####

The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

[Back](#)

Continue

After verifying your address, you will need to input your Social Security Number. Input the number associated with the profile and click continue.

## VERIFY YOUR IDENTITY



Is your information displayed correctly?

We will securely use the following information to verify your identity against trusted sources.

[What does this mean?](#)

### Personal information

First Name

Middle Name

Last Name

Date of Birth

### Home address

Street

City

State

Zip Code

### Phone number

Mobile Phone

☐

The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

[What is The Federal Fair Credit Reporting Act?](#)

[No](#)

Yes

Make sure that all information on this screen is displayed correctly. You want to ensure that first, middle, and last name are spelt the same way they are shown on your social security card. Make sure that date of birth, address, phone numbers are all correct.

# Congratulations!



## Welcome

### Account Status

**Total Amount Owed**  
as of November 2, 2022:

**\$0.00**

[View Balance Details](#)

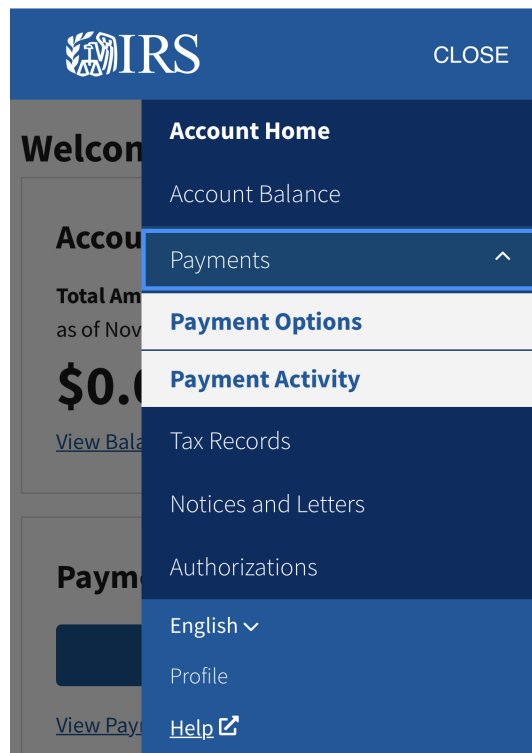
You have successfully created an IRS account. From here, you can view the amount owed, make payments, create a payment plan and review previous tax returns and wage and income transcripts.

### Payments

MAKE A PAYMENT

[View Payment Options](#)

[View Payment Activity](#)



Here you can see the different options that are available with your new IRS account

**Notices and letters sent prior to opening the account will not be available**