Welcomes to Illinois TaxNet. TaxNet allows you to create a secure Web account to file required reports, pay taxes and maintain accounts with the Illinois Department of Employment Security and the Illinois Department of Revenue. These instructions will simplify the registration process required to use TaxNet. Additional instructions are available on HELP screens throughout TaxNet.

TaxNet registration is a two-step process. First you must establish a user name, password, and email address; and second, you register a business/household employer account.

Accountants, tax preparers, payroll services or any other multi-account filer is advised to register with IDES Employer Services as an IDES “Service Bureau” prior to completing the two-step TaxNet registration. You will need only one user name and password to establish and register multiple businesses.

When you register to use TaxNet the first time, you will establish a Super User account. This Super User account has access to all TaxNet functions. All accounts must have at least one Super User, however additional Users within your organization may register to use TaxNet. The Super User has the authority to determine the additional User’s TaxNet privileges.

Once you complete the first phase of TaxNet registration, and have your user name and password, you will need the following to establish and register a business account.

**UI ACCOUNT NUMBER.** This is issued by the Illinois Department of Employment Security to employers who are liable to pay unemployment insurance taxes. If you are registering a business that is not liable to pay Illinois Unemployment Insurance taxes or registering a new business, you will still need to obtain a UI account number. You can do this during the TaxNet registration process.

**PIN NUMBER.** The PIN number is provided on the UI-3/40 Employers Contribution and Wage Report and the UI-3/40M Quarterly Electro-Magnetic Filing Notice, or the UI-HA Return for Household Employers. If you register to receive a UI Account number during the registration process, you will NOT need a PIN to complete the registration process.

When you complete the second phase of the registration, you will be prompted to print the registration form and fax or mail it to the IDES address on the form. You must have this registration form signed by an officer of the company. Your TaxNet account will not be activated until this form is received at IDES. The maximum time for account activation is two working days upon receipt of this form. You will be notified by email when your account is activated. You can also complete the process that allows you to use ACH Debit to pay your UI and/or Withholding Taxes online when you file the required reports.

Multi-account filers continue reading these instructions for complete details. All others skip to page 3, *User Set-Up Instructions*. For additional information on using TaxNet please print the complete FAQ file found on the TaxNet home page or logon page.
Anyone submitting reports and/or withholding payments to the Illinois Department of Employment Security or the Illinois Department of Revenue on behalf of an employer is advised to register with IDES Employer Services as an IDES “Service Bureau”.

Registering as an IDES “Service Bureau” will simplify the filing and payment processes for multi-account filers. You will be able select from a list of registered employers, easily switching from client to client.

Please send the following documentation to IDES Employer Services via fax, 312-793-6296. If you have further questions concerning these forms, please call 1-800-247-4984 Option 2:

- A letter, on company letterhead, requesting multi-account registration.
- Power of Attorney, (POA), documentation for each company you are representing. IDES POA forms, **LE-10 and UI-1M**, can be obtained at http://www.ides.illinois.gov/poa. TaxNet references Power of Attorney documents to protect your client’s information. If POA documents have already been filed with IDES, simply submit a letter listing the companies and account numbers for verification.

Upon receipt of your IDES Service Bureau ID proceed to the User Set-up Instructions.
USER SET-UP INSTRUCTIONS

Step 1: USER REGISTRATION

1. On the TaxNet home page, click on “I want to sign up as a new TaxNet user”.

2. Create a User Name and Password.

   Only ONE user name and password is needed per individual. You may register more than one client/business through TaxNet under the same User Name and Password.

   You need a unique and valid email address to register, and you will create a security question and answer to retrieve your password. For your password:
   - Do not use spaces or symbols.
   - The password is case sensitive, it must contain 5-17 characters, and at least one must be alpha and at least one numeric.
   - The security question and answer will be required to retrieve your user name and password. Keep it simple!
   - Print the SignUp page and retain for your records.

   * It’s the responsibility of the user to add the Illinois.gov domain in your email list of approved senders or your trusted sites. Please remember your user name and password for continued use of TaxNet.

3. Click “Create User”
4. The next screen will state, “Your TaxNet user account has been successfully created. Click “Continue”
5. You have now successfully registered your user name and password. Your user name and password must be used whenever you log on to the system. Be sure to keep a record of the user name, password, email address and security question and answer in a secure place.

You will now need to register your business. Please proceed to Step 2 below.

STEP 2: BUSINESS REGISTRATION

A. UI Account Number Registration

1. Logon using your newly created user name and password.

2. You will have two options:
   - If you have a UI account number choose “Click this button for Tax Filing and Tax Payments” and skip to #6 below.
   - If you do not have a UI account number choose “Click this Button to obtain a new UI account number” and proceed to #3.

3. You are required to fill out the UI-1 form, Report to Determine Liability Under the Illinois Unemployment Insurance Act, to obtain a UI account number. Proceed to complete the online UI-1 form and click to sign form. If you are a new employer you can go to www.ides.illinois.gov or www.business.illinois.gov for information on the UI-1 form and other Illinois business requirements.
4. You will receive your new UI account number immediately upon acceptance of your online application.

If you do not receive the UI account number immediately, call the TaxNet Help line for assistance, 866-274-5697.

This process has established you as a Super User on TaxNet. The Super User privileges include reporting, paying and viewing IDES and/or IDOR reports, maintaining the company profile and bank accounts and other TaxNet user privileges within the organization.

TaxNet allows you to register a bank account for making payments to IDES and/or IDOR through ACH debit.

If you would like to register a bank account:

a. Click “Log Off”
b. Click “Home”
c. Identify your organization by entering the new UI account number
d. Click “Administration”
e. Click “Add Bank Account”
f. Proceed to Section C of these instructions on page 5.

If you do not wish to register a bank account, click “Log Off”. Your super user and business registration is complete. You may proceed to use TaxNet.

5. Log in using your newly created user name and password.

6. Select the organization ID type from the drop down menu: UI Account, FEIN or Service Bureau and enter the number in the box. Click “Logon to TaxNet”.

7. Confirm that the information on this “Organization Confirmation Screen” is correct and click “Next”.

8. Read the explanations on the “Email and Printer Verification” page and click “Next”.

9. Enter your IL TaxNet Registration PIN. The 9 digit PIN can be found on your UI-3/40 Employers Contribution and Wage Report, the UI-3/40M Quarterly Electro-Magnetic Filing Notice, the UI-HA Return for Household Employers or your enrollment letter. Click “Next”.

If you do not have a PIN, request an enrollment letter by clicking the link designated on this page. The PIN will be mailed in 7 business days, at which time you will be able to complete the registration process. The enrollment letter is sent to the business address.

B: Super User Registration

You will now register yourself as the “Super User” for the business. The Super User privileges include reporting, paying and viewing IDES and/or IDOR reports, maintaining the company profile and bank accounts and other TaxNet user privileges within the organization. On this screen you will enter your name, official title, telephone and fax numbers, email address and direct mailing address. Click “Next”.

1. Enter the name, title, and phone number of an authorizing officer within the company who will authorize your access to the confidential information through TaxNet. When complete, click “Next”.

2. View and print the Super User Registration form. This form will require the signature of the Super User and the Authorizing Officer. Send this signed form via fax or regular mail to IDES to enable the account. You will receive an email confirmation when the account is enabled. Click “Next”.

*If you do not have a PIN, request an enrollment letter by clicking the link designated on this page. The PIN will be mailed in 7 business days, at which time you will be able to complete the registration process. The enrollment letter is sent to the business address.*
3. TaxNet allows you to register a bank account for making payments to IDES and/or IDOR through ACH debit.

If you would like to register a bank account, click “Next” and proceed to Section C.

If you do not wish to register a bank account, click “Exit”. Your super user and business registration is complete. Simply fax/mail the Super User Registration form and await your email confirmation of account accessibility. Once you receive the confirmation email you may use TaxNet.

C: Bank Account Registration
To set up use of ACH debit you will need a voided company check and the following:

If the account you are registering does not use checks, you must submit a letter from the bank, on bank letterhead, with the bank routing number and account number.

Bank Account Name: You can select a name for this account for your easy identification and use. For example: business name, payroll account, general account, etc.

Bank Routing Number: The routing number entered on TaxNet must exactly match the routing number on the check. If your bank has a routing number designated specifically for ACH debits you must submit a letter from the bank, on bank letterhead, with the account and routing number in lieu of a check.

Bank Account Number: The account number entered on TaxNet must match exactly the account number on the check.

Account Type: Choose the account type: checking or savings and corporate or individual.

Tax Type: You may choose to pay Withholding IL-501 and/or Unemployment Insurance UI-3/40 taxes through TaxNet.

Proceed to register:

1. Enter information above and click “Next”.
2. Enter the Officer Name, Title and telephone number and click “Next”.
3. Confirm the bank account details. If displayed information is correct, click “next”; if not, click “previous” and make corrections.
4. View and print the Bank Authorization for ACH Debits form. This form will require the signature of the Authorizing Officer. Send this signed form via fax or regular mail with either a voided check or bank verification letter to IDES to enable the account. Click “Next” to add another bank account or click “Exit”.
5. Your super user, bank account and business registrations are now complete. Simply fax/mail the Super User Registration, if applicable, and Bank Authorization for ACH Debits forms along with a voided check or bank letter and await your email confirmation of account accessibility. Once you receive the confirmation email you may use TaxNet.