Navigating PPOP-IN

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual business personal property tax forms online. You must have an Access Indiana account and have registered on PPOP-IN before you can log in and use PPOP-IN. This Quick Reference Guide (QRG) provides information on how to navigate the PPOP-IN portal. For detailed step-by-step instructions, see the corresponding Job Aids.

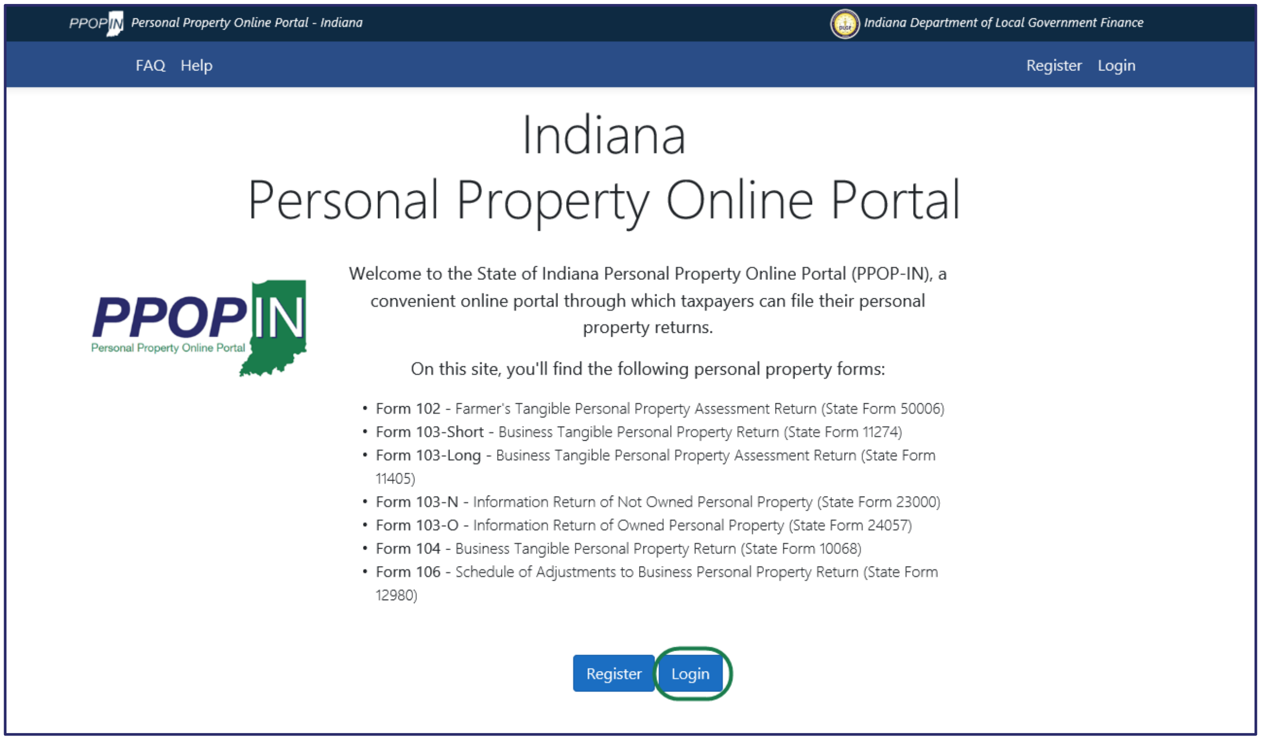
For instructions on how to register, see the *Registering for PPOP-IN* Job Aid.

For instructions on how to log in, see the *Logging Into PPOP-IN* Job Aid.

Click the *Help* hyperlink on the blue navigation bar to access Job Aids, QRGs, and other documents.

Begin by logging into PPOP-IN (https://www.ppopin.in.gov) (see Figure 1).

Figure 1: PPOP-IN Landing Page

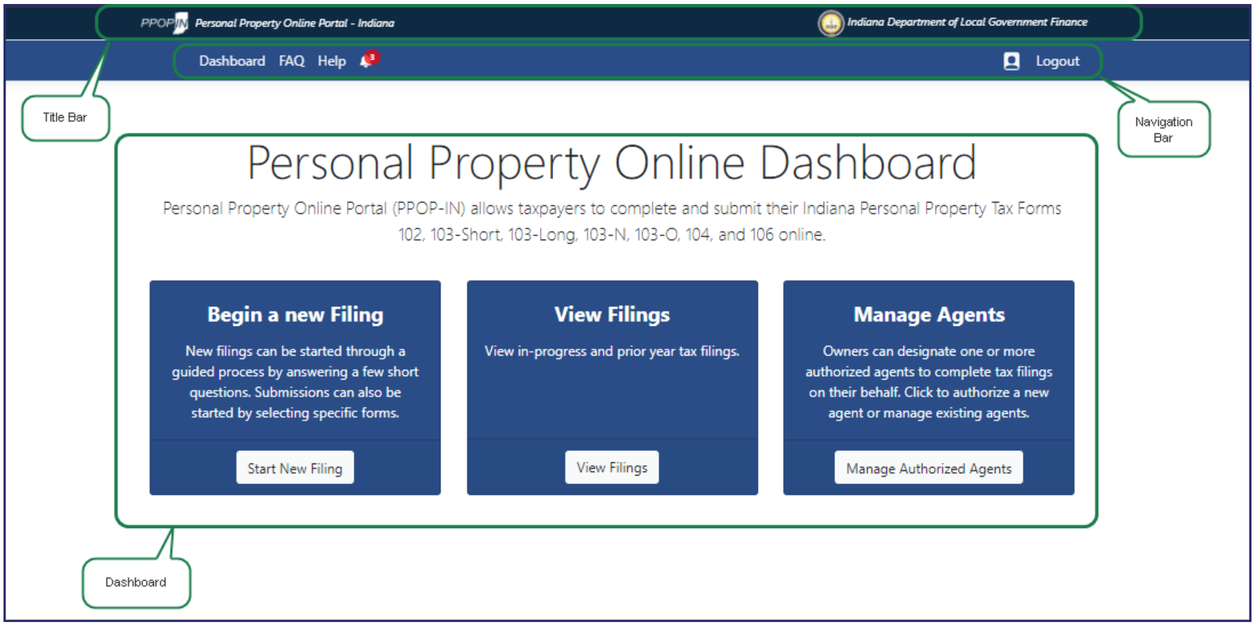


NOTE: When accessing PPOP-IN, please use Google Chrome or Microsoft Edge. Other browsers are not supported at this time.

The *Personal Property Online Dashboard* page appears (see Figure 2: Personal Property Online Dashboard Page – Three Main Navigational Areas). This page has three main navigational areas (see Figure 2):

- Title Bar
- Navigation Bar
- Dashboard

Figure 2: Personal Property Online Dashboard *Page – Three Main Navigational Areas*



Title Bar

The Title Bar is located at the top of the page and contains two hyperlinks (see Figure 3):

- *PPOP-IN Personal Property Online Portal - Indiana* – Located at the top left of the page, this hyperlink takes you back to the PPOP-IN landing page where you logged in.
- *Indiana Department of Local Government Finance* – Located at the top right of the page, this hyperlink takes you to the Indiana Department of Local Government Finance (DLGF) Web site in a new window.

Figure 3: Title Bar

Navigation Bar

The Navigation bar is located under the Title Bar and includes the following hyperlinks (see Figure 4):

- *Dashboard* – This hyperlink takes you back to the main Dashboard when you are on another page.
- *FAQ* – This hyperlink takes you to the *Frequently Asked Questions* page.
- *Help* – This hyperlink takes you to the *Help* page where you can search for help topics and access PPOP-IN training materials.
- **Notification** Icon – This hyperlinked icon takes you to your Notifications page, an index of filings with unread comments.
- **Profile** Icon – This hyperlinked icon takes you to your online profile.
- *Logout* – This hyperlink logs you out of PPOP-IN.

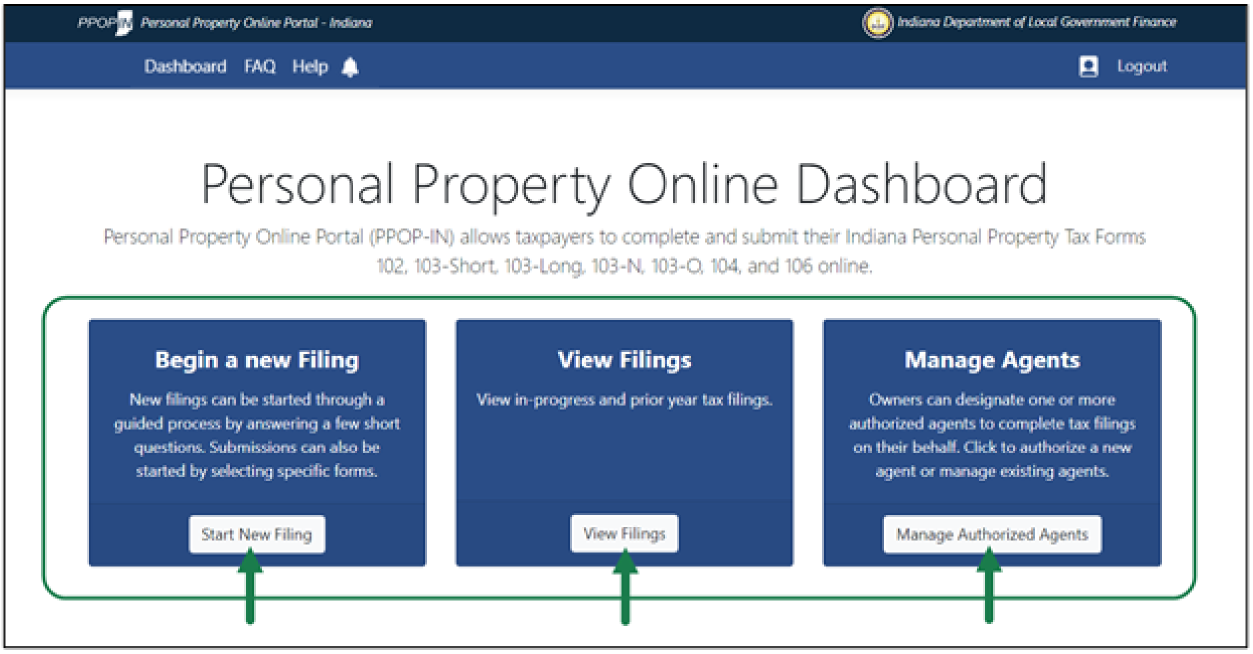
Figure 4: Navigation Bar

Dashboard

The Dashboard contains the following three buttons (see Figure 5):

- **Start New Filing** button – Clicking this button allows you to start a new tax filing.
- **View Filings** button – Clicking this button allows you to view in-progress tax filings.
- **Manage Authorized Agents** button – Clicking this button authorizes agents to file on your behalf.

Figure 5: Taxpayer Dashboard



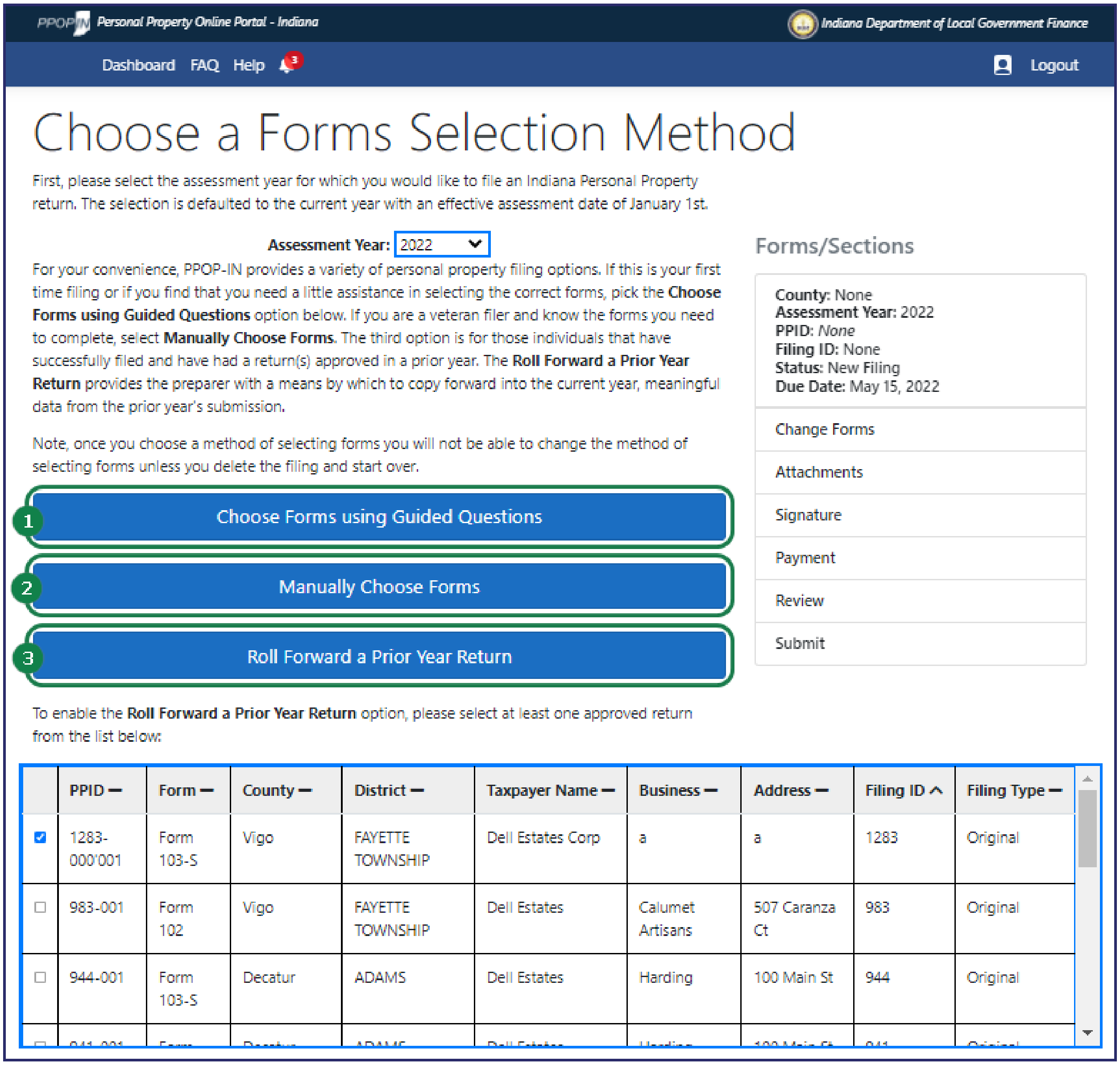
Start New Filing Button

Clicking the **Start New Filing** button takes you to the *Choose a Forms Selection Method* page (see Figure 6). Once you've selected the desired year for the filing, you may choose one of the following three ways to start your tax filing:

1. Use a guided process that asks questions and guides you through the tax form selection process.
2. Manually choose the forms on your own.
3. Select a filing approved in the prior year and roll the contents forward to the desired assessment year.

However, once you choose a method, you will not be able to change to the other method unless you delete the filing and start over.

Figure 6: Choose a Forms Selection Method *Page*



For more information on how to use these tax filing methods, view the *Starting a New Property Tax Filing* QRG available in the *Help* section.

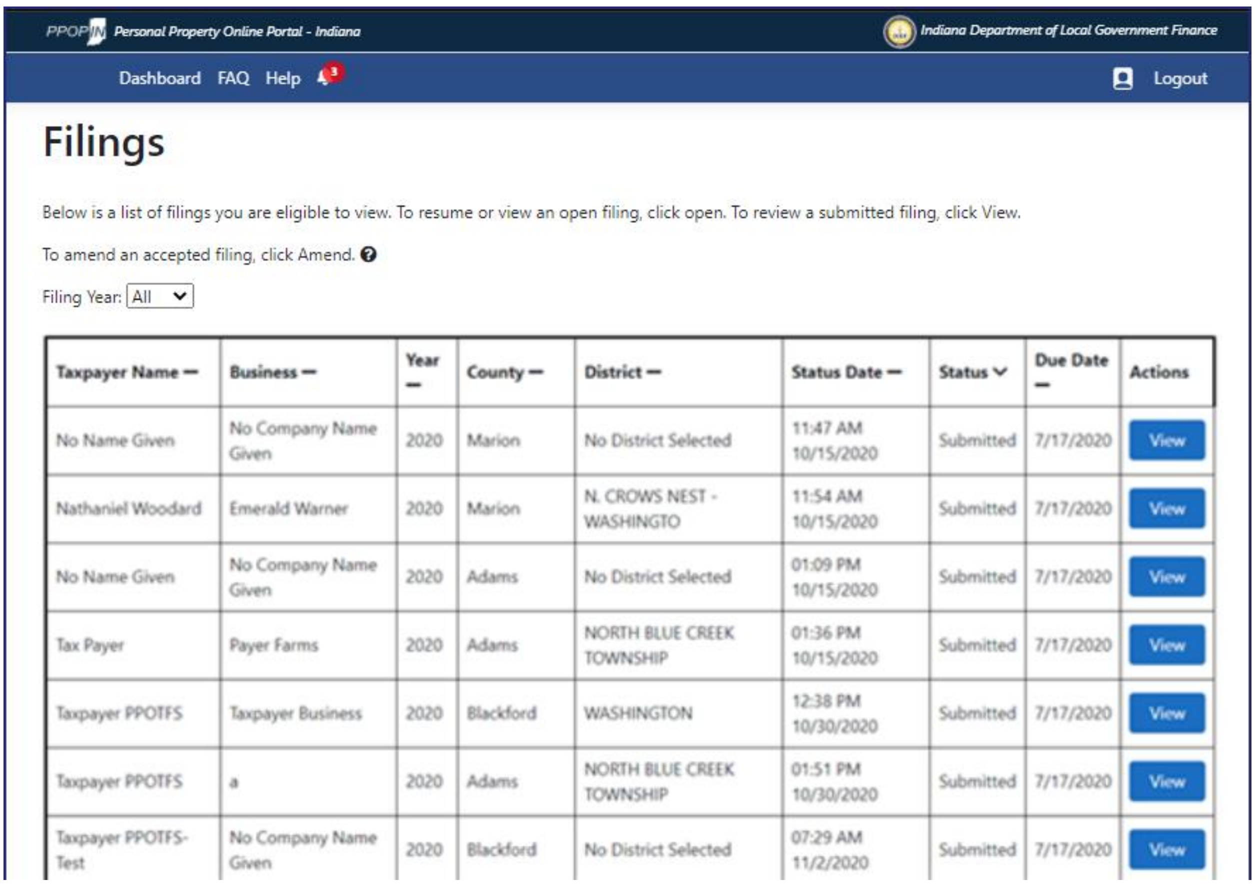
View Filings Button

Clicking the **View Filings** button takes you to the *Filings* page where you can view your new, in-progress, and prior-year tax filings for your business or businesses (see Figure 7).

On the *Filings* page, you may:

- Open and view past tax filings.
- Complete your in-progress tax filings.
- Delete tax filings.

Figure 7: Filings *Page*



Taxpayer Name	Business	Year	County	District	Status Date	Status	Due Date	Actions
No Name Given	No Company Name Given	2020	Marion	No District Selected	11:47 AM 10/15/2020	Submitted	7/17/2020	View
Nathaniel Woodard	Emerald Warner	2020	Marion	N. CROWS NEST - WASHINGTO	11:54 AM 10/15/2020	Submitted	7/17/2020	View
No Name Given	No Company Name Given	2020	Adams	No District Selected	01:09 PM 10/15/2020	Submitted	7/17/2020	View
Tax Payer	Payer Farms	2020	Adams	NORTH BLUE CREEK TOWNSHIP	01:36 PM 10/15/2020	Submitted	7/17/2020	View
Taxpayer PPOTFS	Taxpayer Business	2020	Blackford	WASHINGTON	12:38 PM 10/30/2020	Submitted	7/17/2020	View
Taxpayer PPOTFS	a	2020	Adams	NORTH BLUE CREEK TOWNSHIP	01:51 PM 10/30/2020	Submitted	7/17/2020	View
Taxpayer PPOTFS-Test	No Company Name Given	2020	Blackford	No District Selected	07:29 AM 11/2/2020	Submitted	7/17/2020	View

For more information on viewing in-progress and prior-year tax filings, view the *Completing and Submitting a Property Tax Filing* QRG available in the *Help* section.

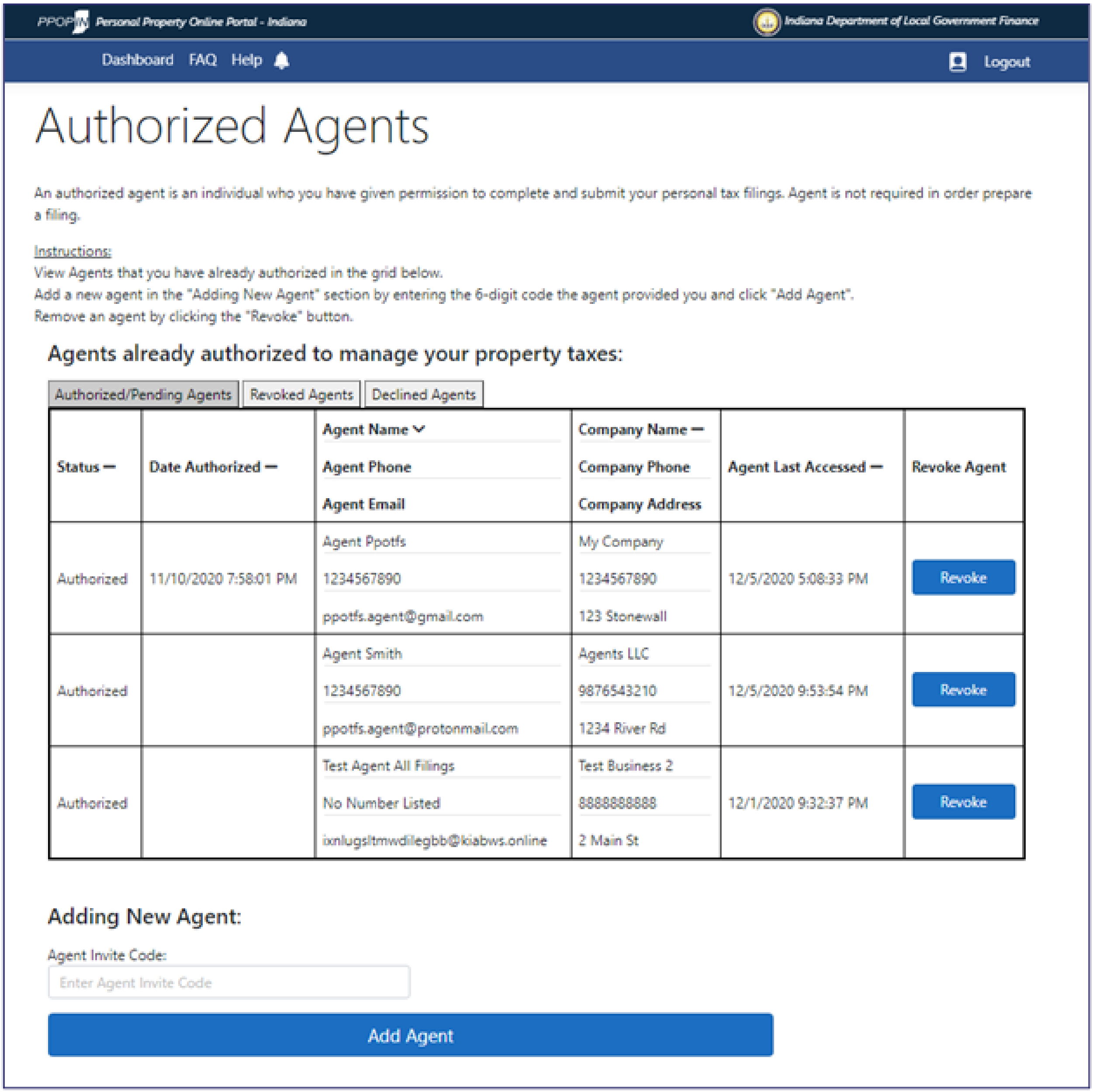
Manage Authorized Agents Button

Clicking the **Manage Authorized Agents** button takes you to the *Authorized Agents* page where you can designate one or more authorized agents to complete your tax filings for you (see Figure 8). An authorized agent is an individual (e.g., accountant, Certified Public Accountant [CPA], or other business professional) you have permitted to complete and submit your personal tax filings. You are not required to authorize an agent; you may complete and submit your tax filings on your own.

On the *Authorized Agent* page, you may:

- View your authorized agents.
- Add a new agent.
- Remove an agent.

Figure 8: Authorized Agents *Page*



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Dashboard FAQ Help | Logout

Authorized Agents

An authorized agent is an individual who you have given permission to complete and submit your personal tax filings. Agent is not required in order prepare a filing.

Instructions:
View Agents that you have already authorized in the grid below.
Add a new agent in the "Adding New Agent" section by entering the 6-digit code the agent provided you and click "Add Agent".
Remove an agent by clicking the "Revoke" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents | Revoked Agents | Declined Agents

Status	Date Authorized	Agent Name / Agent Phone / Agent Email	Company Name / Company Phone / Company Address	Agent Last Accessed	Revoke Agent
Authorized	11/10/2020 7:58:01 PM	Agent Ppotfs 1234567890 ppotfs.agent@gmail.com	My Company 1234567890 123 Stonewall	12/5/2020 5:08:33 PM	Revoke
Authorized		Agent Smith 1234567890 ppotfs.agent@protonmail.com	Agents LLC 9876543210 1234 River Rd	12/5/2020 9:53:54 PM	Revoke
Authorized		Test Agent All Filings No Number Listed ixnlugsltmwdilegbb@kiabws.online	Test Business 2 8888888888 2 Main St	12/1/2020 9:32:37 PM	Revoke

Adding New Agent:

Agent Invite Code:
Enter Agent Invite Code

Add Agent

**For more information on viewing, adding, or removing an agent,
view the *Managing Authorized Agents* Job Aid available in the *Help* section.**