

## Registering for PPOP-IN

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual business property tax forms online. You must have an Access Indiana account before you can use PPOP-IN. This Quick Reference Guide (QRG) provides step-by-step instructions on how to sign up for an Access Indiana account and register for PPOP-IN. Once you are registered as an authorized agent for your client in PPOP-IN, you may file business personal property tax filings on the client's behalf.

**NOTE: Please use Google Chrome or Microsoft Edge browsers when accessing PPOP-IN. Other browsers are not supported at this time.**

### *Register for an Access Indiana Account*

If you do not have an Access Indiana account, PPOP-IN registration will guide you through the process. To register for an Access Indiana Account, follow these steps:

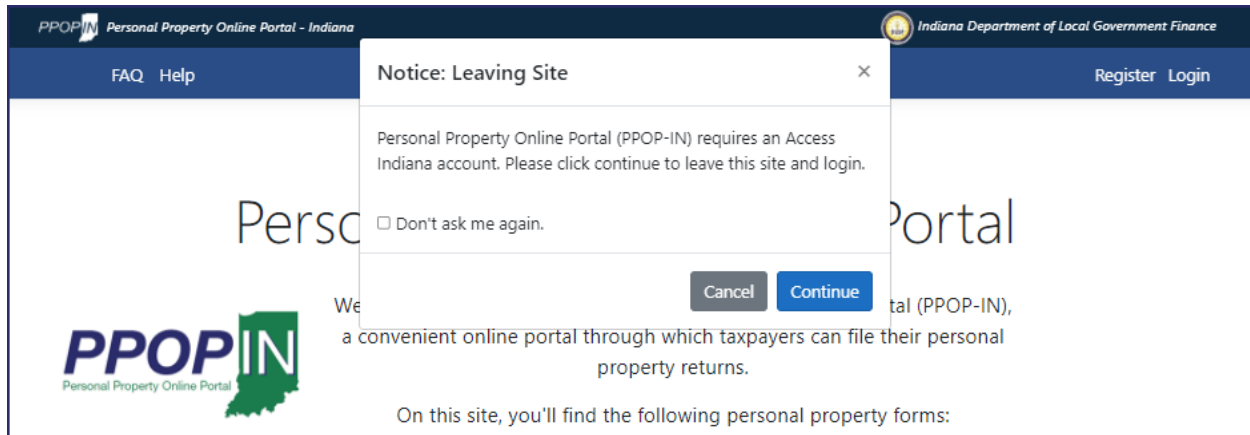
1. Navigate to PPOP-IN (<https://www.ppopin.in.gov/>).
2. Click the **Register** button on the PPOP-IN landing page (see Figure 1).

*Figure 1: PPOP-IN Landing Page – Register Button*

The screenshot shows the PPOP-IN landing page. At the top, there is a navigation bar with the PPOP-IN logo and the text "Personal Property Online Portal - Indiana" on the left, and the Indiana Department of Local Government Finance logo on the right. Below the navigation bar, there are links for "FAQ" and "Help" on the left, and "Register" and "Login" on the right. The main content area features the title "Indiana Personal Property Online Portal" in large text. Below the title, there is a sub-header "Welcome to the State of Indiana Personal Property Online Portal (PPOP-IN), a convenient online portal through which taxpayers can file their personal property returns." To the left of this text is the PPOP-IN logo. To the right, there is a list of personal property forms available on the site, including Form 102, Form 103-Short, Form 103-Long, Form 103-N, Form 103-O, Form 104, and Form 106. At the bottom of the page, there are two buttons: "Register" and "Login". The "Register" button is highlighted with a red circle.

The site navigation notice appears (see Figure 2).

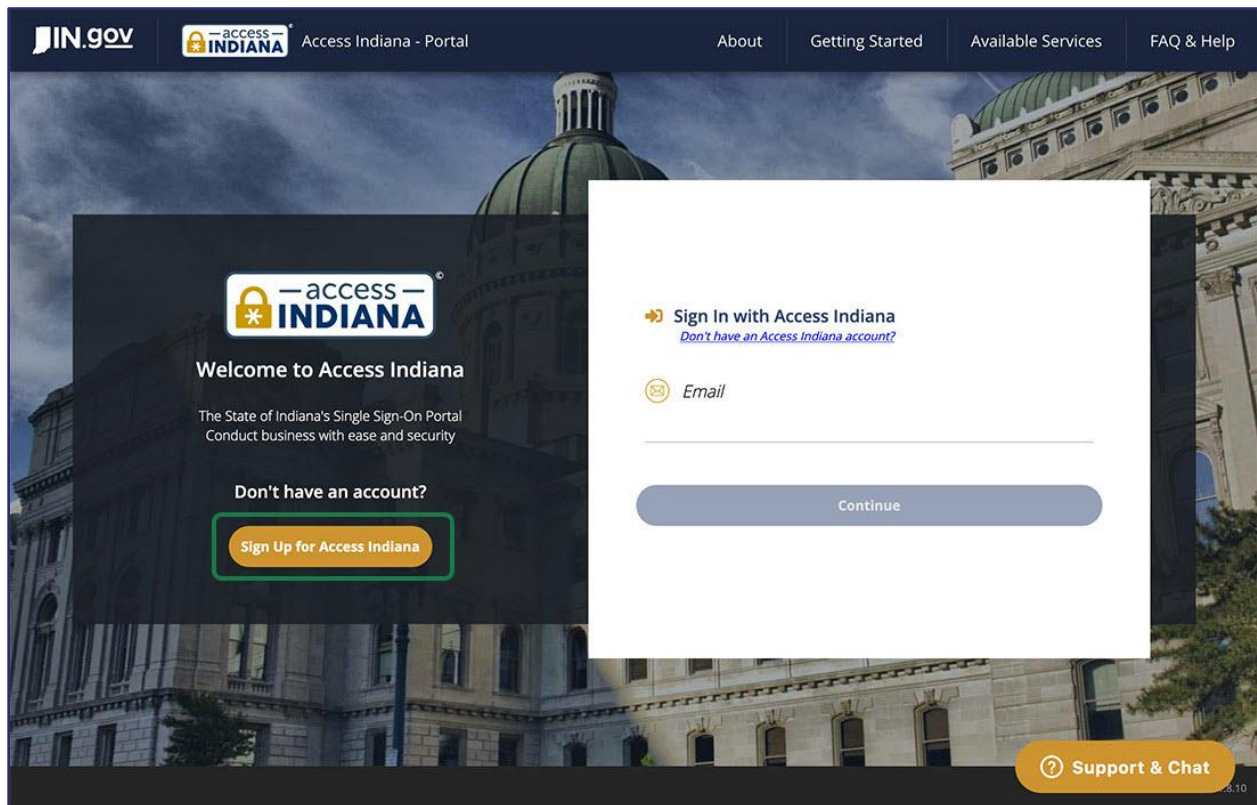
Figure 2: Site Navigation Notification (*Access Indiana*)



3. Click the **Continue** button to be routed to Access Indiana.

The *Welcome to Access Indiana* page appears (see Figure 3).

Figure 3: Welcome to Access Indiana Page – Sign Up



4. Click the **Sign Up for Access Indiana** button.

The *Sign Up for Access Indiana* page appears (see Figure 4).

Figure 4: Sign Up: Email Page

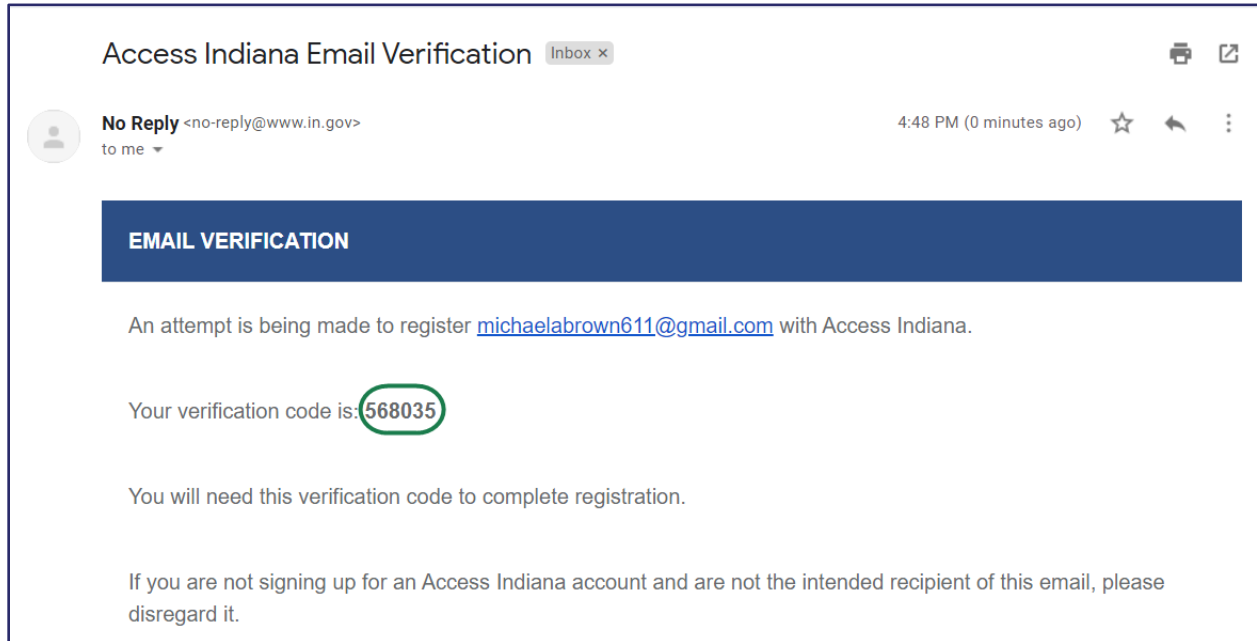
The screenshot shows the 'Sign Up: Email' page on the Access Indiana portal. The page has a dark blue header with the 'IN.gov' logo, 'Access Indiana - Portal' text, and navigation links for 'About', 'Getting Started', 'Available Services', and 'FAQ & Help'. The main content area features a white sign-up form on the left and a dark blue informational panel on the right. The form includes a title 'Sign Up: Email', a sub-header 'Verify your Email Address to create your Access Indiana Account.', an email input field with the placeholder 'Email' and the text 'testing@gmail.com', a 'Send Verification Code' button, and a 'Sign In Instead' button. The informational panel contains the 'access INDIANA' logo, the title 'Sign Up for Access Indiana', and three numbered steps: 1. Enter your email address and a code will be delivered. This may take up to five minutes. 2. Check your email in a new browser tab or window. Do not leave this page or the code will not work. 3. After receiving the code, enter and proceed to setting up a password and entering your personal information. A 'Support & Chat' button is located in the bottom right corner of the page.

5. Type your e-mail address in the **Email** field.
6. Click the **Send Verification Code** button. A code will be sent to your e-mail address.
7. Check your e-mail in a separate new browser tab or window for the verification code.

**Important: Do not close the *Sign Up for Access Indiana* page.**

- Copy or write down the verification code sent to your e-mail (see Figure 5). You will need this code to complete your registration on the *Sign Up for Access Indiana* page.

*Figure 5: Verification Code in E-Mail*



9. Return to the *Sign Up for Access Indiana* page (see Figure 6).

Figure 6: Sign Up: Email Page – Verification Code

The screenshot shows the 'Sign Up: Email' verification code page on the Access Indiana portal. The page features a dark blue header with the 'IN.gov' logo, 'access INDIANA' logo, and navigation links for 'About', 'Getting Started', 'Available Services', and 'FAQ & Help'. A white modal window is centered on the page, displaying the following information:

- Sign Up: Email**  
testing@gmail.com
- We have sent a verification code to your email. Please check your email.
- Email**  
testing@gmail.com
- Verification Code**  
109780
- Last confirmation sent on October 23rd, 2020, at 8:52 am.
- Continue** button
- Back** and **Resend Code** buttons

In the background, a dark overlay contains the 'access INDIANA' logo and the text 'Sign Up for Access Indiana'. Below this, three numbered steps are listed:

1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

A 'Support & Chat' button is visible in the bottom right corner of the page.

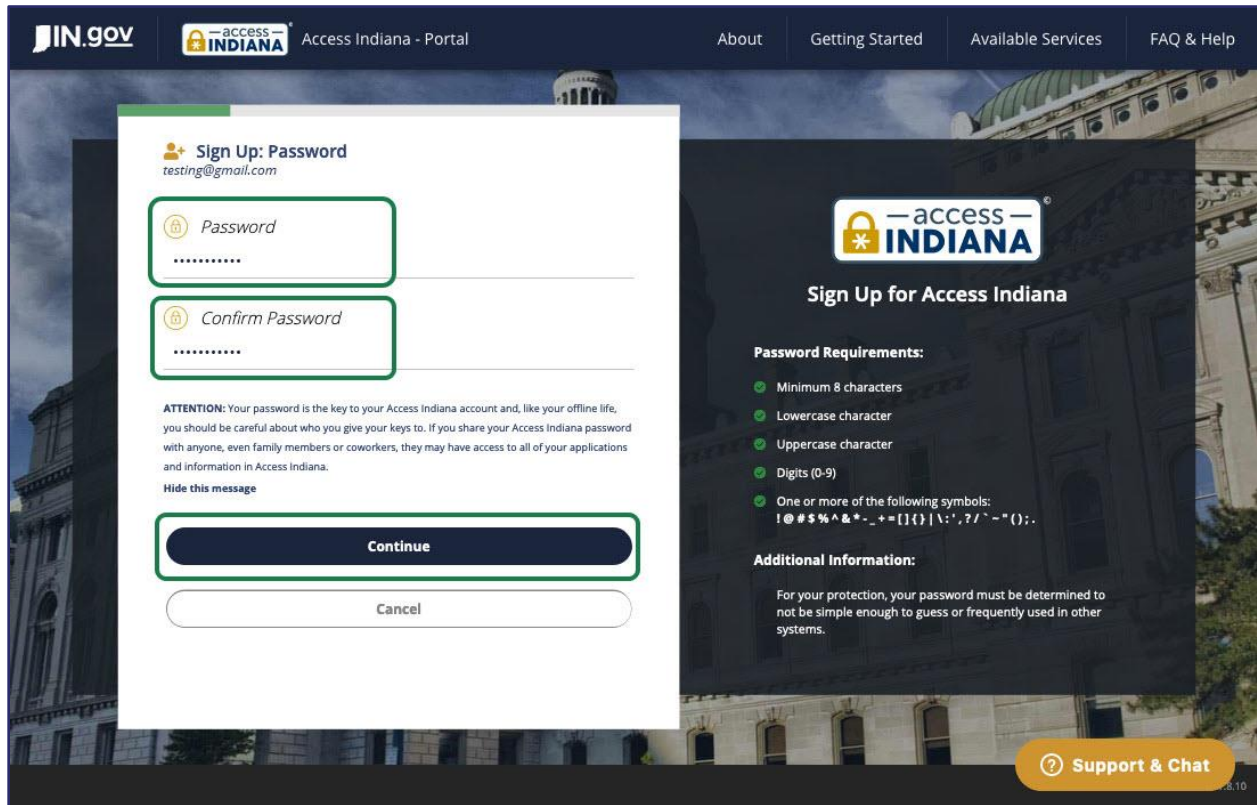
10. Type your verification code in the **Verification Code** field.

11. Click the **Continue** button.



The *Sign Up: Password* page appears (see Figure 7).

Figure 7: Sign Up: Password Page



12. Create a password for your account and type it in the **Password** field.

**Note: The password you create must have at least eight characters, a lowercase letter, an uppercase letter, numbers (0 – 9), and at least one of the approved symbols shown on the page.**

13. Confirm your password by typing it in the **Confirm Password** field. If the two fields match, the **Continue** button will become active.

14. Click the **Continue** button.

**Note: You may receive a pop-up message from your browser or password-saving application asking if you want to save your password. Respond to the message and return to Access Indiana to continue your registration.**

The *Sign Up: Profile* page appears (see Figure 8).

Figure 8: Sign Up: Profile Page

The screenshot displays the 'Sign Up: Profile' page on the IN.gov website. The page header includes the IN.gov logo, the 'access INDIANA' logo, and navigation links for 'About', 'Getting Started', 'Available Services', and 'FAQ & Help'. The main content area features a 'Sign Up: Profile' form with the following fields:

- First Name:** John
- Phone:** (317) 555-5555
- Middle Name:** (Optional)
- Organization Name:** (Optional)
- Last Name:** Doe

Below the form is a prominent 'Create Account' button and a 'Cancel' button. To the right of the form, there is a 'Sign Up for Access Indiana' section with the following instructions:

1. Please enter your full middle name, not an initial for it.
2. We use your phone number in Two-Step Verification if you choose to opt-in for added account security.
3. If this will be a business account, please identify the company that this account will be related to in **Organization Name**.

A 'Support & Chat' button is located in the bottom right corner of the page.

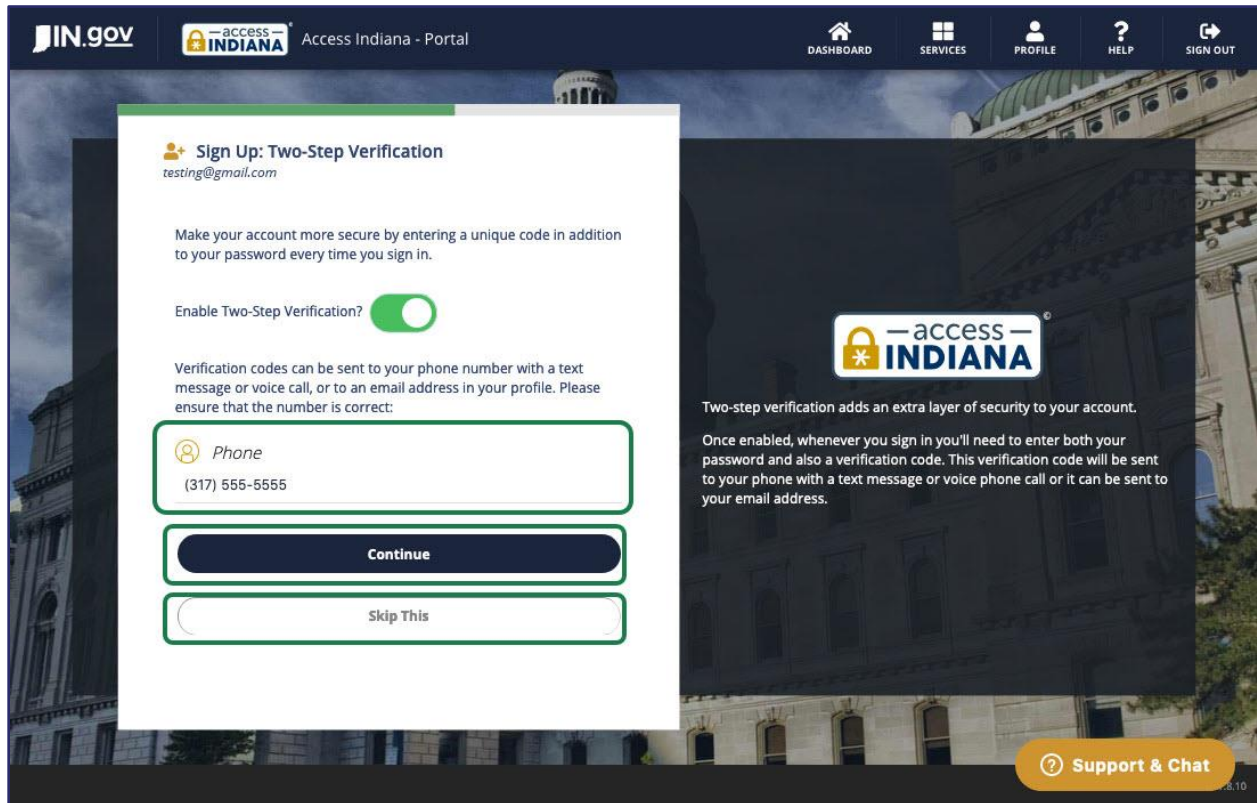
15. Type your name, phone number, and organization name in the fields provided.

16. Click the **Create Account** button.



The *Sign Up: Two-Step Verification* page appears (see Figure 9).

Figure 9: Sign Up: Two-Step Verification Page



### *Set Up: Two-Step Verification (Optional)*

You have the option to set up an extra layer of security for your account. Once enabled, you will need to enter both your password and a verification code when logging in to PPOP-IN. The verification code can be sent to your phone in a text message, as a voice phone call, or to your e-mail address. To set up two-step verification, follow these steps:

1. Type your phone number in the space provided.
2. Click the **Continue** button. Follow the instructions on each page.

If you do not want to set up two-step verification, click the **Skip This** button.

**NOTE: If you do not want to set up two-step verification, skip ahead to the [Set Up: Recovery E-Mail](#) section in this QRG.**

If you chose two-step verification, a verification screen appears asking how you want to receive your verification code (see Figure 10).

*Figure 10: Sign Up: Two-Step Verification Page – How to Receive Verification Code*

The screenshot shows the 'Sign Up: Two-Step Verification' page on the IN.gov portal. The page has a dark blue header with the IN.gov logo and 'Access Indiana - Portal' text. Navigation links for Dashboard, Services, Profile, Help, and Sign Out are visible. The main content area is a white modal window with a green border. It contains the following elements:

- Step 1:** A section titled 'By phone:' with a phone number '(317) 555-5555' and two radio buttons: 'Text' (selected) and 'Voice'.
- Step 2:** A section titled 'By email:' with a radio button next to the email address 'testing@gmail.com'.
- Step 3:** A section titled 'Verification Code' with a checkmark icon and the code '576894'.
- Buttons:** A large blue 'Continue' button is highlighted with a green border. Below it are three smaller buttons: 'Cancel', 'Skip This', and 'Resend Code'.
- Background:** A dark blue background with the 'access INDIANA' logo and a text box explaining two-step verification: 'Two-step verification adds an extra layer of security to your account. Once enabled, whenever you sign in you'll need to enter both your password and also a verification code. This verification code will be sent to your phone with a text message or voice phone call or it can be sent to your email address.'
- Footer:** A yellow 'Support & Chat' button is located in the bottom right corner.

3. Select whether you want to receive your verification code by phone or by e-mail by doing one of the following:
  - a. By phone – Click to select the **Text** or **Voice** radio buttons.
  - b. By email – Click the radio button next to the e-mail address you want to use.
4. Click the **Continue** button.

The *Sign Up: Recovery Email* page appears (see Figure 11). You have the option to set up a recovery e-mail address.

### *Set Up: Recovery E-Mail*

To set up a recovery e-mail, follow these steps:

1. Type your recovery email address in the **Email** field.
2. Click the **Send Verification Code** button. A verification code will be sent to the e-mail address you entered. The *Sign Up: Recovery Email* page refreshes with a **Verification Code** text box for you to enter the verification code.

If you do not want to set up a recovery e-mail, click the **Skip This** button.

*Figure 11: Sign Up: Recovery Email*

**IN.gov** | **access INDIANA** | Access Indiana - Portal

DASHBOARD | SERVICES | PROFILE | HELP | SIGN OUT

### Sign Up: Recovery Email

testing@gmail.com

- 1   
secondary@gmail.com
- 2 **Send Verification Code**
- 1 **Skip This**

**access INDIANA**

1. Enter your email address and a code will be delivered. **This may take up to five minutes.**
2. Check your email in a new browser tab or window. **Do not leave this page or the code will not work.**
3. After receiving the code, enter and proceed to setting up a password and entering your personal information.

**Support & Chat**

The *Register* page on PPOP-IN appears (see Figure 12).

Figure 12: Register Page

PPOP IN Personal Property Online Portal - Indiana Indiana Department of Local Government Finance

FAQ Help Register Login

## Register

Associate your Access Indiana account.

You've successfully authenticated with **Access Indiana**. Please enter an email address for this site below and click the Register button to finish logging in.

1 Email  
michaelabrown611@gmail.com

First Name Middle Name Last Name  
Michael A Brown

Personal Phone  
(555) 555-1212

Which role applies to you?

2  I am an Indiana resident or property owner  
 I am an agent representing one or more Indiana property owners  
 I am a county official  
 I am a member of the DLGF

3 Register

## Register for PPOP-IN

On the PPOP-IN *Register* page, some of your information is pre-populated. To complete your PPOP-IN registration, follow these steps:

1. Type your e-mail address in the **Email** field.
2. Type your name and phone number in the other applicable fields.
3. In the *Which role applies to you?* Section, click to select the radio button next to “I am an agent representing one or more Indiana property owners.”
4. Click the **Register** button.

The PPOP-IN landing page appears (see Figure 13).

*Figure 13: PPOP-IN Landing Page – Access Site*



5. Click the **Access Site** button.

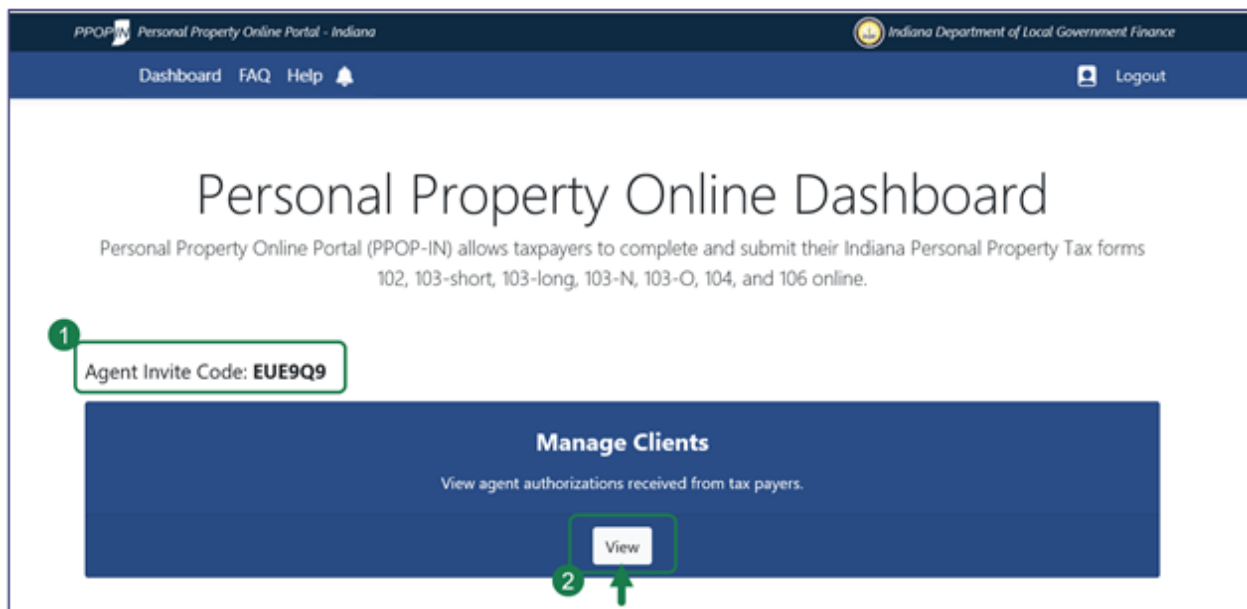


### *Agent Dashboard*

Your PPOP-IN Dashboard appears (see Figure 14). From your Dashboard, you may view your Agent Invite Code and click the **View** button to view your clients and their tax filings as follows:

- **Agent Invite Code** – This is a unique code generated by the system which you must provide to your client(s) so they can authorize you to complete and submit their tax filings on their behalf.
- **View Button** – Click this button to view and work on your client tax filings.

*Figure 14: Agent Dashboard*



For information on managing clients, view the *Managing Clients Job Aid*.

For information on filling out tax forms for a client, view the *Starting a New Property Tax Filing QRG*.

For information on completing and submitting an in-progress tax filing for a client, view the *Completing and Submitting a Property Tax Filing QRG*.

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