


IRS Online Account Registration - Client Friendly

Please use the below steps to assist you in creating an online account for the IRS website

Allow 20 minutes for each registration

****You will need to have a government issued photo ID ready and a smartphone or a digital copy (between 40 KB and 16MB) saved on the device you are registering with****

1. Visit <https://www.irs.gov/payments/your-online-account>

2. Click on  then

Create a new account

 ID.me Create an account

3. Enter your email address and create a password. Confirm the password again and click on Create ID.Me

4. Capture the email used and the created password in a secure place

5. Go to your email to confirm your email address

6. Follow the prompts and enter the information requested to secure your account

7. Capture the backup code generated and keep in a secure place

8. Click 'Continue' and chose which government issued ID, passport or passport card you would like to upload and click on 'Start Now'

9. Acknowledge the terms of the ID.me Biometric Information Privacy Policy and click 'Continue'

10. Follow the prompts to upload your photo ID and verify your identity with the video selfie and enter the information being asked

11. Click to attest all information is correct and accept the use of the Fair Credit Reporting Act then click 'Yes'

12. Review the checked boxes. Click 'Allow' to authorize the Internal Revenue Service to receive the data checked

13. You will then be pushed back to the IRS.gov website to your Account Home Page

14. In the Records Section click on 'View Tax Records' which will bring you to a page that will summarize your last tax year data

15. Print this page or copy all data and save to a Word document or email and send to your Accountant when pulling tax records together

16. This process will need to be done for each filer

17. The Registered will receive a MAILED letter confirming the online access. This will come from the IRS.