

Registering for PPOP-IN

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual 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.

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 will guide you through the process. To register for an Access Indiana Account, follow these steps:

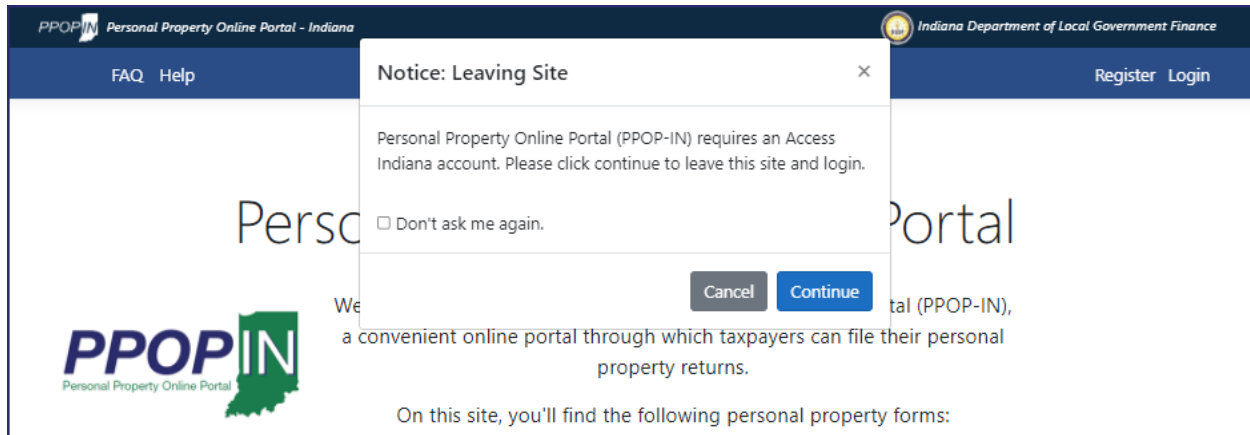
1. Go to PPOP-IN (<https://www.ppopin.in.gov/>).
2. Click the **Register** button on the PPOP-IN landing page (see Figure 1).

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 on the left and the text 'Personal Property Online Portal - Indiana' and 'Indiana Department of Local Government Finance' 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' and a welcome message: '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.' Below this, it lists the types of forms available: 'On this site, you'll find the following personal property forms:'. A list of forms follows, 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 green border.

The site navigation notice appears (see Figure 2).

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

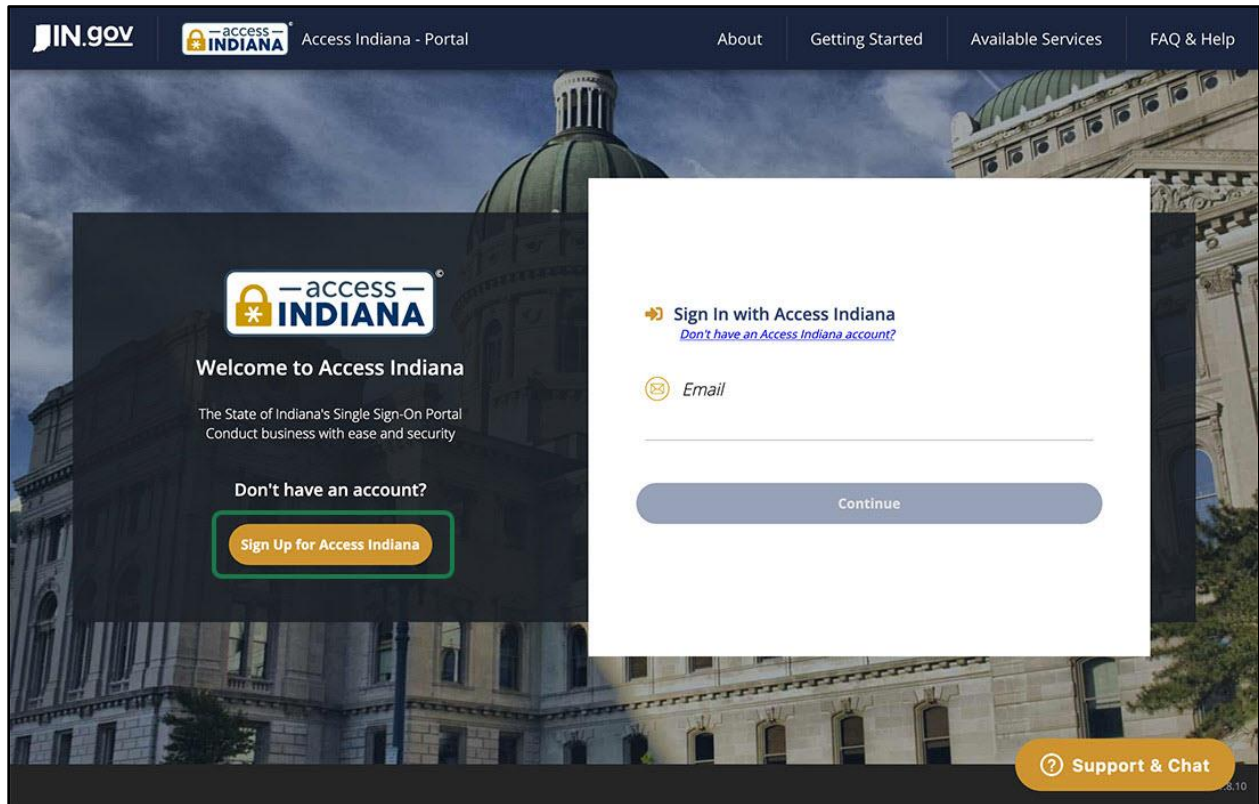


3. Click the **Continue** button to be routed to Access Indiana.

The *Welcome to Access Indiana* page appears.

4. Click the **Sign Up for Access Indiana** button (see Figure 3).

Figure 3: Welcome to Access Indiana Page – Signup



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

5. Enter your email address and click the **Send Verification Code** button. A code will be sent to your email address.

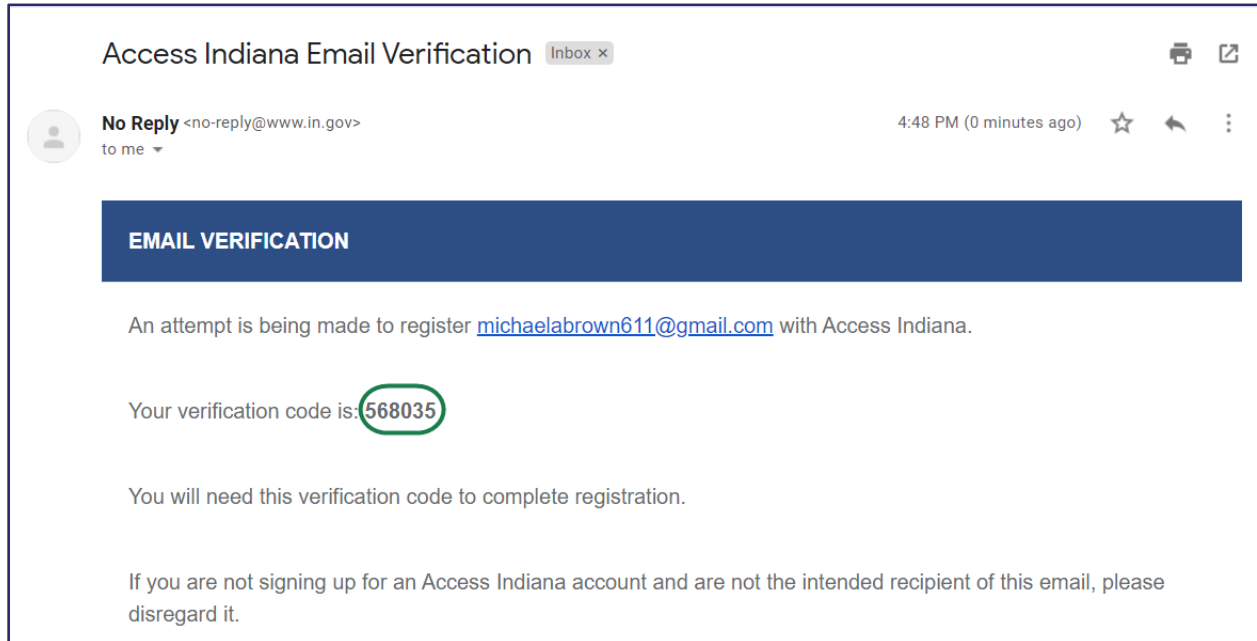
Figure 4: Sign Up for Access Indiana Page – Email

The screenshot shows the 'Sign Up for Access Indiana' page. The top navigation bar includes 'IN.gov', 'Access Indiana - Portal', and links for 'About', 'Getting Started', 'Available Services', and 'FAQ & Help'. The main content area features a white sign-up form titled 'Sign Up: Email' with the instruction 'Verify your Email Address to create your Access Indiana Account.' The form has an 'Email' input field containing 'testing@gmail.com' and a prominent 'Send Verification Code' button. Below the form is a 'Sign In Instead' button. To the right of the form is a dark overlay with the 'access INDIANA' logo and the heading 'Sign Up for Access Indiana'. It contains 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. At the bottom right of the page is a 'Support & Chat' button.

6. Check your email in a separate new browser tab or window for the verification code. (Important: Do not close the Access Indiana Sign-up page)

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

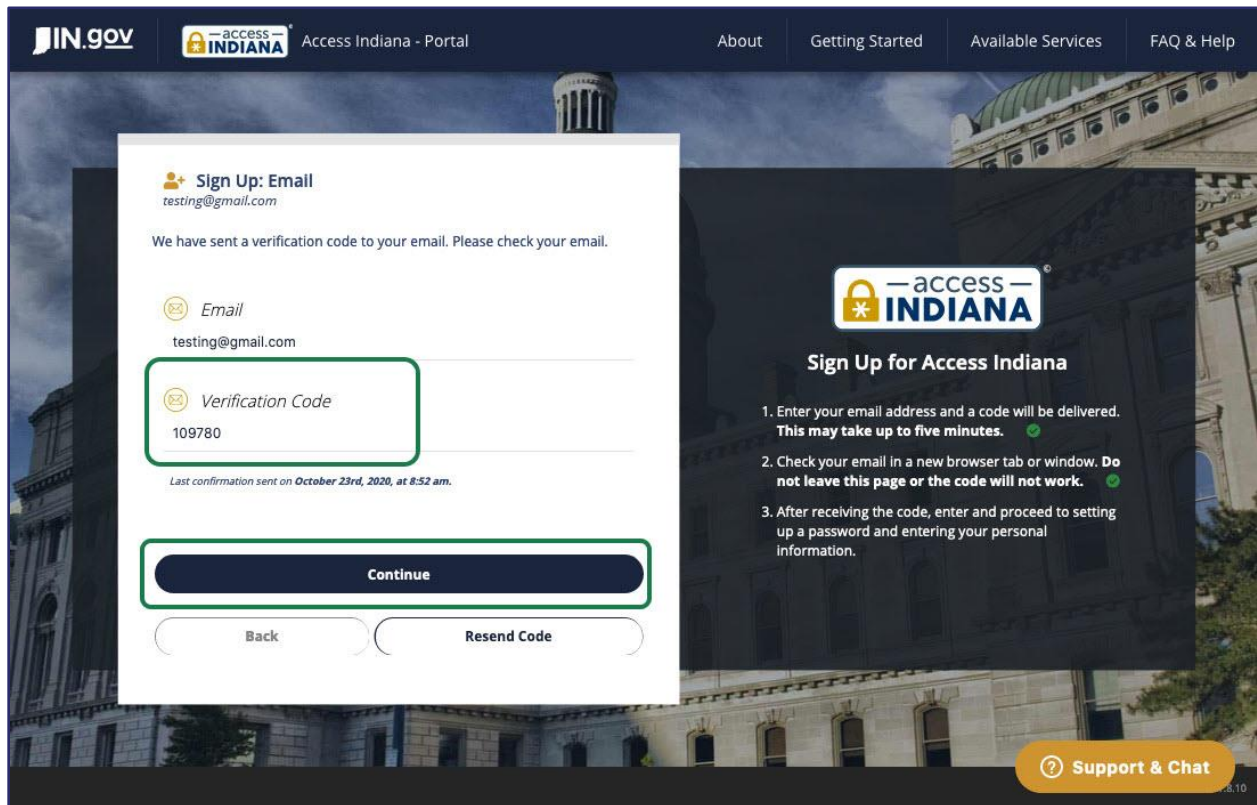
Figure 5: Verification Code in Email



8. Go back to the *Sign Up for Access Indiana* page (see Figure 6).

9. Enter your verification code on the *Sign Up for Access Indiana* page under the **Verification Code** (see Figure 6).
10. Click the **Continue** button.

Figure 6: Sign Up for Access Indiana - Verification Code



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

11. Create a password for your account.

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.

12. Confirm your password by entering it again. If they match, the **Continue** button will become active.

13. Click the **Continue** button.

Figure 7: Sign Up: Password

The screenshot shows the 'Sign Up: Password' page on the Access Indiana portal. The page has a dark blue header with the IN.gov logo and navigation links. The main content area is white with a green border. It features a 'Sign Up: Password' form with two password input fields: 'Password' and 'Confirm Password'. Below the fields is an attention message and a 'Continue' button. To the right, there is a 'Password Requirements' section with a list of requirements and a 'Support & Chat' button at the bottom right.

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).

14. Enter your name, phone, and organization name in the spaces provided.
15. Click the **Create Account** button.

Figure 8: Sign Up: Profile

IN.gov **access INDIANA** Access Indiana - Portal [About](#) [Getting Started](#) [Available Services](#) [FAQ & Help](#)

Sign Up: Profile
testing@gmail.com

First Name
John

Phone
(317) 555-5555

Middle Name
(Optional)

Organization Name ⓘ
(Optional)

Last Name
Doe

Create Account

Cancel

Sign Up for Access Indiana

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**.

Support & Chat

The *Sign Up: Two-Step Verification* page appears (see Figure 9). You have the option to set up an extra layer of security to your account. Once enabled, you will need to enter both your password and a verification code each time you login to PPOP-IN.

Note: If you do not want to set up two-step verification, go to the Sign Up: Recovery Email section in this Job Aid.

Set Up: Two-Step Verification (Optional)

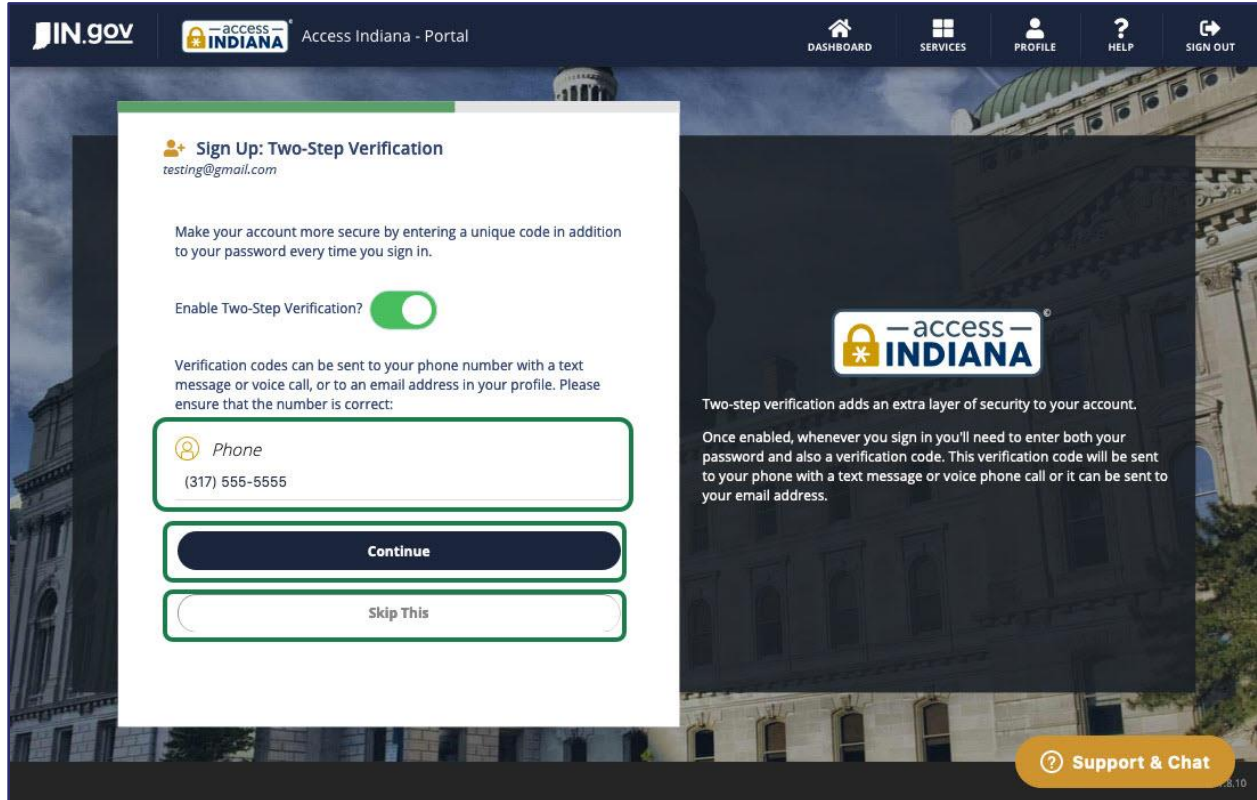
To set up two-step verification, follow these steps:

- Enter your phone number in the space provided.
- Click the **Continue** button to proceed to the next step.

OR

- Click the **Skip This** button if you do not want to set up two-step verification.

Figure 9: Sign Up: Two-Step Verification Page



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

Select whether you want to receive your verification code by phone or by email by following these steps:

1. By phone:
 - a. Select **Text** or **Voice**
2. By email:
 - a. Click the radio button next to the email address you want to use.
3. Click the **Continue** button.

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 is titled 'Sign Up: Two-Step Verification' and shows the email address 'testing@gmail.com'. The user is prompted to 'Choose how you want to receive your verification code'. There are two main options: 'By phone' and 'By email'. Under 'By phone', there are two radio buttons: 'Text' (which is selected) and 'Voice'. Under 'By email', there is a radio button next to the email address 'testing@gmail.com'. A verification code '576894' is displayed with a checkmark icon. At the bottom of the form, there is a 'Continue' button, a 'Cancel' button, a 'Skip This' button, and a 'Resend Code' button. The 'Continue' button is highlighted with a green box and a '3' in a circle. The page also features a navigation bar at the top with 'IN.gov', 'Access Indiana - Portal', and various service icons. A 'Support & Chat' button is visible in the bottom right corner.

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

Sign Up: Recovery Email

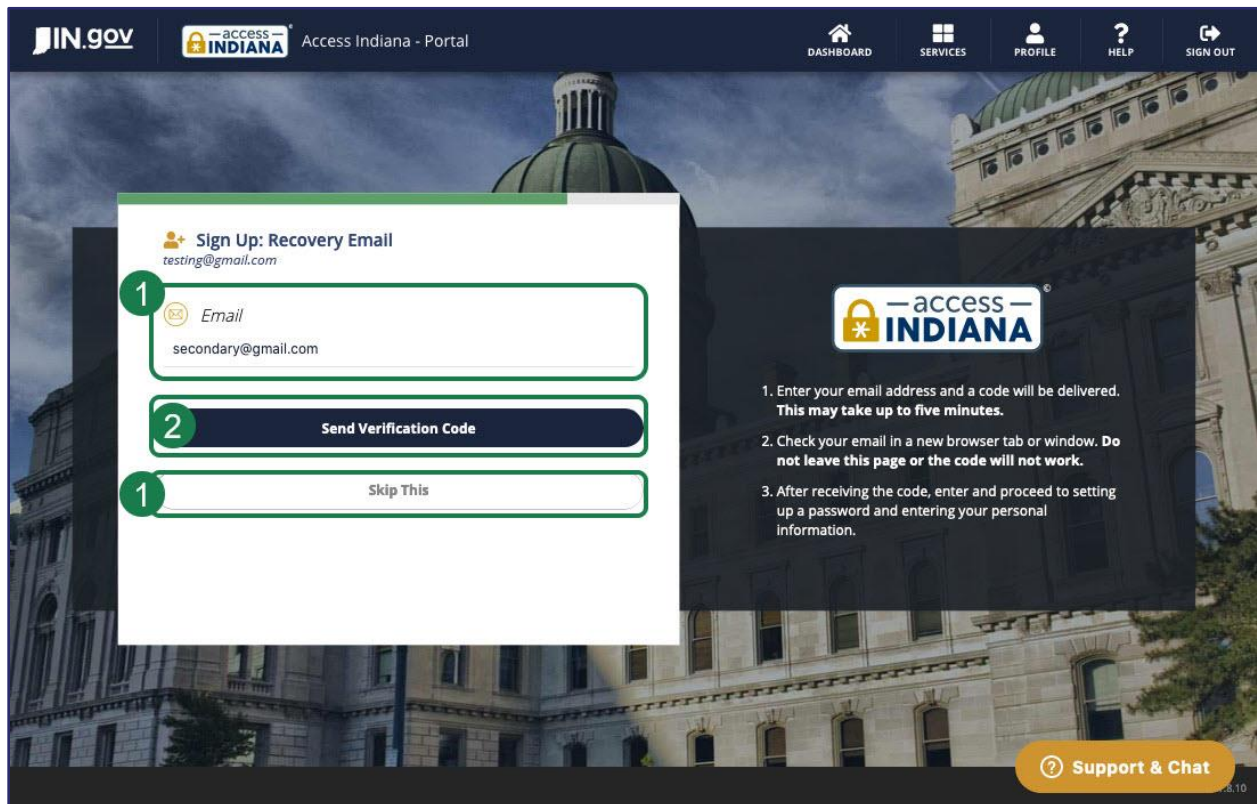
To set up a recovery email, follow these steps:

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

OR

1. Click the **Skip This** button if you do not want to set up a recovery email.

Figure 11: *Sign Up: Recovery Email*



You are taken to the *Register* page on PPOP-IN (see Figure 12).

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:

2. Enter your email address.
3. Select your role as: **“I am an Indiana resident or property owner.”**
4. Click **Register**.

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

2

Which role applies to you?

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

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

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

Figure 13: PPOP-IN Landing Page – Access

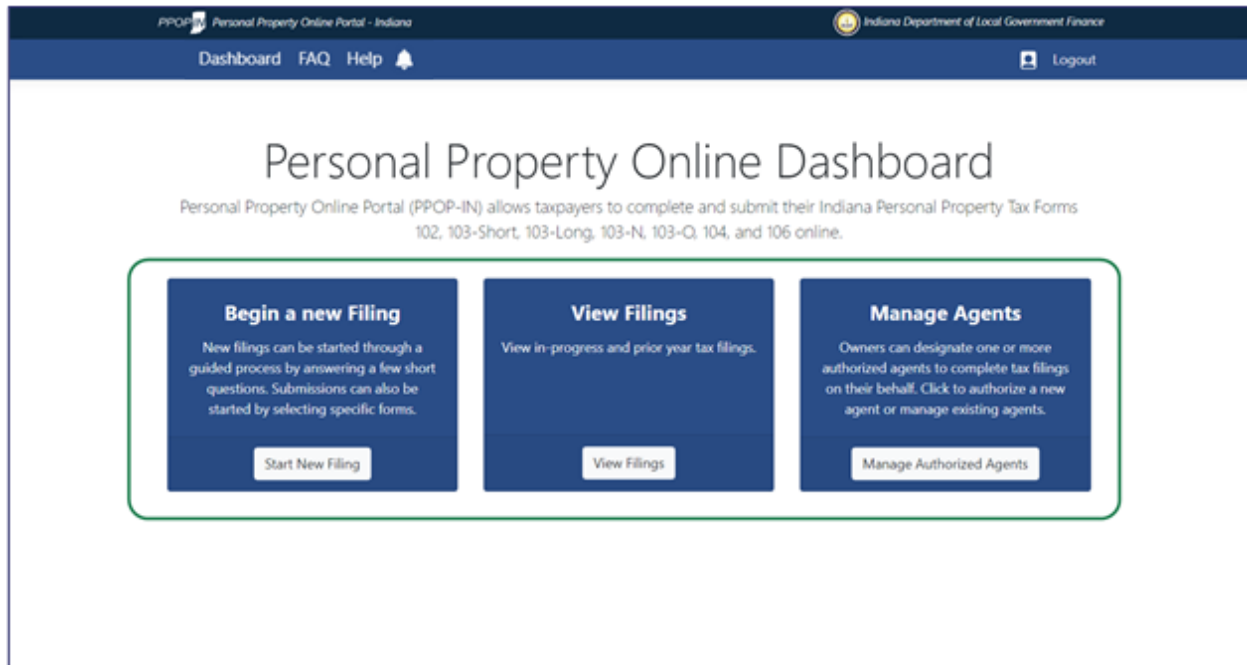


Dashboard

Your PPOP-IN Dashboard appears (see Figure 14). From your Dashboard, you can do the following tasks:

- Start a New Filing,
- View Filings, and
- Manage Authorized Agents.

Figure 14: Taxpayer Dashboard



For information on logging into to PPOP-IN, view the Logging into PPOP-IN Job Aid.

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