State of Indiana Personal Property Online Portal (PPOP-IN) Training

Assessors Virtual Class
Welcome and Overview

Assessors PPOP-IN Training
Module 1: PPOP-IN Overview
Class Instructions

• Class materials: Assessor User Guide
• Virtual classroom features
  • Microphones
  • Chat feature
  • Other features

Note: Please use Google Chrome or Microsoft Edge Web browsers when accessing PPOP-IN. Other browsers are not supported at this time.
Module 01 Agenda

- Welcome and Overview
- Background
- Accessing PPOP-IN
  - Demo
  - Practice activity
- Navigating in PPOP-IN
  - Demo
  - Practice activity
- Accessing Online Help
  - Demo
  - Practice Activity
- Wrap-up
Learning Objectives

By the end of this training, you should be able to do the following:

• State the purpose of PPOP-IN
• Describe how to access PPOP-IN
• Describe the basic features of PPOP-IN
• Explain how to navigate PPOP-IN
• Describe how to access Online Help
Background

PPOP-IN Assessor Training
Indiana Personal Property Online Portal (PPOP-IN)

- Allows taxpayers and authorized agents to submit annual business personal property tax forms online
  - Seven property tax forms available
    - Form 102
    - Form 103 Short
    - Form 103 Long
    - Form 103-N
    - Form 103-O
    - Form 104
    - Form 106
PPOP-IN Users

• Taxpayers
• Authorized Agents
• Assessors
  • Elected county assessors and their designated deputy assessors
  • Elected township assessors and their designated deputy assessors
• Department of Local Government Finance (DLGF) Staff
Accessing PPOP-IN

Registration and Login
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.

On this site, you’ll find the following personal property forms:

- Form 102 - Farmer's Tangible Personal Property Assessment Return (State Form 50008)
- Form 103-Short - Business Tangible Personal Property Return (State Form 11274)
- Form 103-Long - Business Tangible Personal Property Assessment Return (State Form 11403)
- Form 103-N - Information Return of Not Owned Personal Property (State Form 23000)
- Form 103-O - Information Return of Owned Personal Property (State Form 24057)
- Form 104 - Business Tangible Personal Property Return (State Form 10068)
- Form 106 - Schedule of Adjustments to Business Personal Property Return (State Form 12080)
Demonstration – Log in to PPOP-IN

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<td>N/A</td>
<td>Create an Access Indiana Account</td>
<td>12-25</td>
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<tr>
<td>Log in to PPOP-IN</td>
<td>Log In</td>
<td>25-29</td>
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</table>
Practice – PPOP-IN Access

Practice what you have learned:

• Log In
Navigating PPOP-IN
Assessor Dashboard

Personal Property Online Portal (PPOP-IN) allows taxpayers to complete and submit their Indiana Personal Property Tax Forms 102, 103-Short, 103-Long, 103-N, 103-Q, 104, and 106 online.
## Demonstration – Navigation

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<td>Assessor Dashboard</td>
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<tr>
<td>Title Bar</td>
<td>Assessor Dashboard / Title Bar</td>
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<td>Navigation Bar</td>
<td>Assessor Dashboard / Navigation Bar</td>
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<td>Tiles</td>
<td>Assessor Dashboard / Tiles</td>
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<tr>
<td>Buttons</td>
<td>Assessor Dashboard / Buttons</td>
<td>31-32</td>
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</table>
Practice – Navigating PPOP-IN

Practice what you have learned:

• Access the Assessor Dashboard
• Explore the links on the dark blue Title Bar.
  • Click on the PPOP-IN link.
    • Where does it take you when you click the link on the left side of the Title Bar?
    • Once on the PPOP-IN landing page, what button must you click to get back to your Dashboard?
  • Click on the DLGF link.
    • Which column includes a link for Assessors on the DLGF homepage?

• Explore the links on the blue Navigation Bar.
  • Write down an answer you found in the FAQs.
  • What resources did you find in Help?
  • View your profile and update, if necessary.

• Locate how to log out of PPOP-IN

Practice what you have learned:
Accessing Online Help
Access Online Help

Personal Property Online Dashboard
# Demonstration – Access Online Help

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<th>Demonstration Topic</th>
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<td>FAQs</td>
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<tr>
<td>Help Page</td>
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<td>Help Documents</td>
<td>Access Online Help &gt; Help Page &gt; Help Documents</td>
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<tr>
<td>Help Text – Taxpayer Only</td>
<td>Access Online Help &gt; Help Page &gt; Online Help Text</td>
<td>72</td>
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</table>
Practice – Accessing Online Help

Practice what you have learned:

• FAQs – read FAQs
• Help Link – Job Aids, User Guide, Tutorials
  • View Job Aids, User Guides, Tutorials
  • Practice using the Search function
• Onscreen Help Text (Assessors)
Review

- State the purpose of PPOP-IN.
- Describe how to access PPOP-IN.
- Describe the basic features of PPOP-IN.
- Explain how to navigate PPOP-IN.
- Describe how to access Online Help.
Thank you!
State of Indiana Personal Property Online Portal (PPOP-IN) Training

Assessors Virtual Class
Welcome and Overview

Assessors PPOP-IN Training
Module 2: Managing Submissions
Class Instructions

• Class materials
  • Assessor User Guide
  • Running Reports Job Aid

• Virtual classroom features
  • Microphones
  • Chat feature
  • Other features

Remember: Please use Google Chrome or Microsoft Edge Web browsers when accessing PPOP-IN. Other browsers are not supported at this time.
Module 02 Agenda

- Welcome and Overview
- Accessing Submissions
- Reviewing Filings
- Accepting/Rejecting/Pending Filings
- Viewing Reports
- Searching Filings
- Exporting Data
- Wrap-up
Learning Objectives

By the end of this training, you should be able to do the following:

• List the types of Personal Property Forms in PPOP-IN.
• Explain the process to access submitted forms.
• Explain the process to review submitted filings.
• Describe how to accept/reject filings.
• Describe how to notify taxpayers of an accepted/rejected filing.
• Describe how to access reports in PPOP-IN.
• Describe how to search taxpayer filings.
• Explain the process to export PPOP-IN data into CAMA systems.
Accessing Submissions
# Seven Types of Tax Forms in PPOP-IN

<table>
<thead>
<tr>
<th>Tax Form Title</th>
<th>Tax Form Number</th>
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<tbody>
<tr>
<td>Farmer's Tangible Personal Property Assessment Return</td>
<td>Form 102 (State Form 50006)</td>
</tr>
<tr>
<td>Business Tangible Personal Property Return</td>
<td>Form 103-Short (State Form 11274)</td>
</tr>
<tr>
<td>Business Tangible Personal Property Assessment Return</td>
<td>Form 103-Long (State Form 11405)</td>
</tr>
<tr>
<td>Information Return of Not Owned Personal Property</td>
<td>Form 103-N (State Form 23000)</td>
</tr>
<tr>
<td>Information Return of Owned Personal Property</td>
<td>Form 103-O (State Form 24057)</td>
</tr>
<tr>
<td>Business Tangible Personal Property Return</td>
<td>Form 104 (State Form 10068)</td>
</tr>
<tr>
<td>Schedule of Adjustments to Business Personal Property Return</td>
<td>Form 106 (State Form 12980)</td>
</tr>
</tbody>
</table>
Email Notification Process

• Taxpayer submits filing in PPOP-IN.
• PPOP-IN routes the filing to appropriate assessor.
• Assessor(s) notified of submission via daily email.
Review Process in PPOP-IN

- Select taxpayer from the general Filings page.
- Review submitted tax forms from the Review Filing page.
- Leave notes, as necessary.
Demonstration – Review Property Tax Submissions

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<td>Review Taxpayer Filings</td>
<td>Review Property Tax Submissions &lt; Review Process</td>
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<tr>
<td>Add Notes</td>
<td>Review Property Tax Submissions &lt; Review Process &lt; Assessor Notes Page</td>
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Accepting/Rejecting/Pending Filings
## Demonstration – Accepting, Rejecting, or Pending Filings

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<td>Change File Status</td>
<td>Review Property Tax Submissions &lt; Change File Status</td>
<td>49-52</td>
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</table>
Practice – Reviewing Taxpayer Filings in PPOP-IN

Practice what you have learned:

• Review taxpayer filings
• Add notes
• Change the status of a file
Viewing Reports
Demonstration – View Reports

<table>
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<tr>
<td>View Reports in PPOP-IN</td>
<td>View Reports in PPOP-IN</td>
<td>53-54</td>
</tr>
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Dashboard | FAQ | Help

Personal Property Online Dashboard

Personal Property Online Portal (PPOP-IN) allows taxpayers to complete and submit their Indiana Personal Property Tax Forms 102, 103-Short, 103-Long, 103-N, 103-C, 104, and 106 online.

- View Submission Queue
- View Reports
- Search and review account for taxpayer.
- Export Data

Log out
Practice – View Reports

Practice what you have learned:

• View Reports in PPOP-IN
Demonstration – Searching for and Reviewing Previously-Accepted Filings

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<thead>
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Demonstration – Export Data

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<td>Exporting PPOP-IN Data</td>
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Personal Property Online Dashboard

Personal Property Online Portal (PPOP-IN) allows taxpayers to complete and submit their Indiana Personal Property Tax Forms 102, 103-Short, 103-Long, 103-N, 103-O, 104, and 106 online.
Practice – Export Data

Practice what you have learned:
• Exporting PPOP-IN Data
Wrap-up
Review

• List the types of Personal Property Forms in PPOP-IN.
• Explain the process to access submitted forms.
• Explain the process to review submitted filings.
• Describe how to accept/reject filings.
• Describe how to notify taxpayers of an accepted/rejected filing.
• Describe how to search taxpayer filings.
Q & A
Thank you!