



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

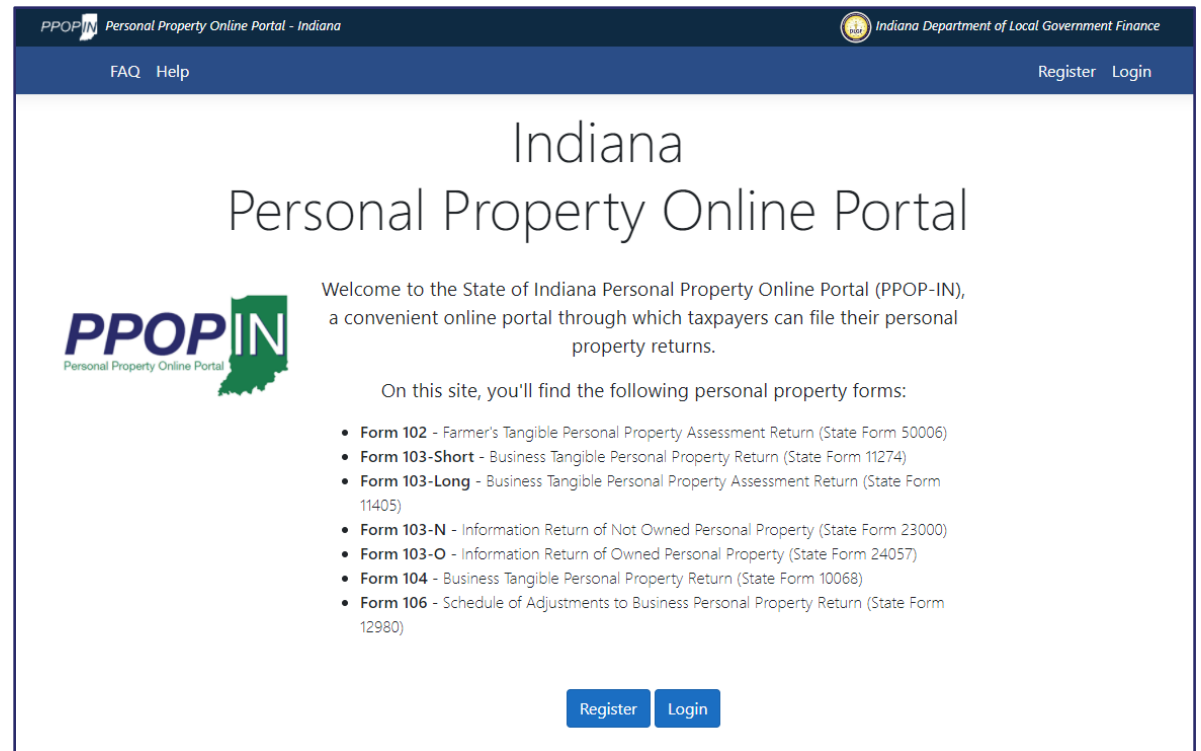


Background

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



PPOP-IN Landing Page


 **PPOP-IN** Personal Property Online Portal - Indiana

 Indiana Department of Local Government Finance

FAQ Help

Register Login

Indiana Personal Property Online Portal

**PPOP-IN**
Personal Property Online Portal

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 50006)
- Form 103-Short - Business Tangible Personal Property Return (State Form 11274)
- Form 103-Long - Business Tangible Personal Property Assessment Return (State Form 11405)
- 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 12980)

Register

Login



Demonstration – Log in to PPOP-IN

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
N/A	Create an Access Indiana Account	12-25
Log in to PPOP-IN	Log In	25-29





Practice – PPOP-IN Access

Practice what you have learned:

- Log In

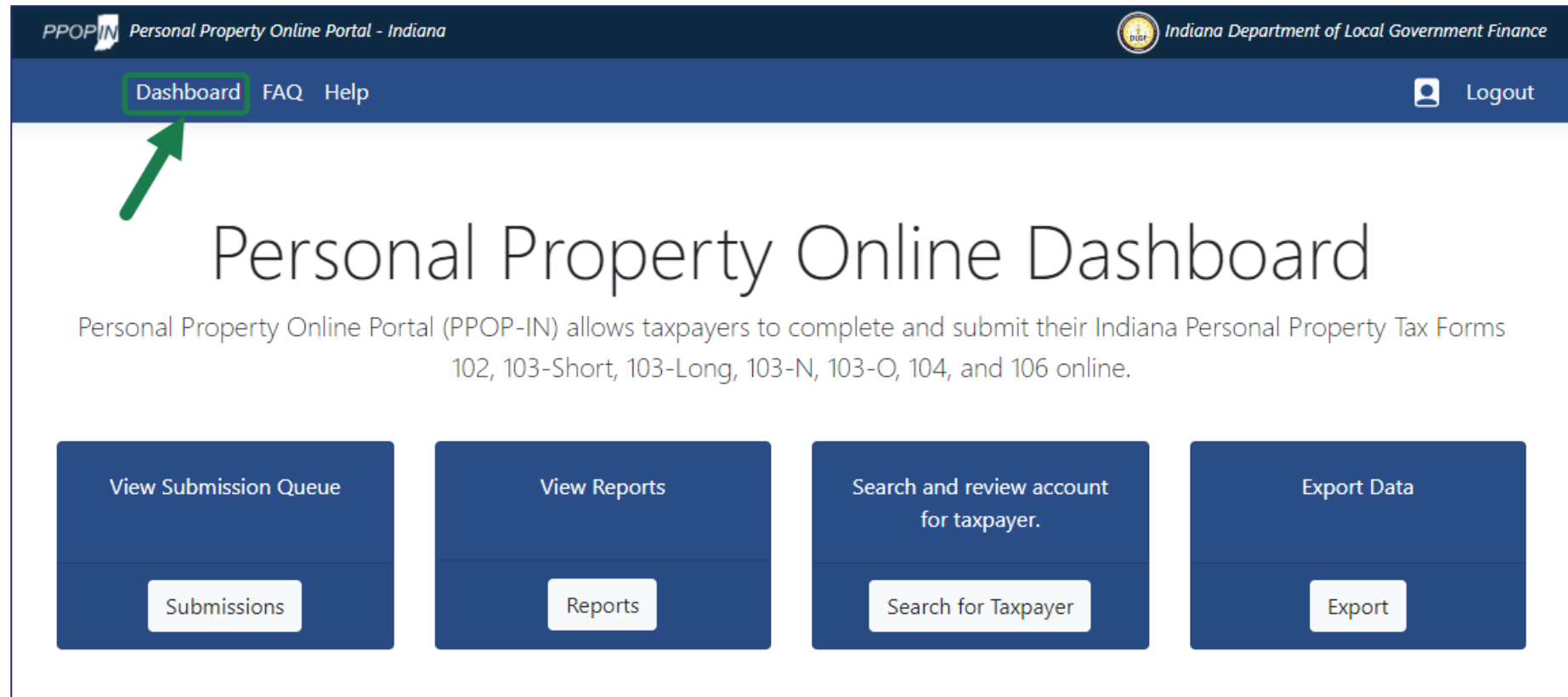




Navigating PPOP-IN



Assessor Dashboard



PPOP-IN Personal Property Online Portal - Indiana

Indiana Department of Local Government Finance

Dashboard FAQ Help

Logout

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.

View Submission Queue

Submissions

View Reports

Reports

Search and review account for taxpayer.

Search for Taxpayer

Export Data

Export



Demonstration – Navigation

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
Assessor Dashboard	Assessor Dashboard	30
Title Bar	Assessor Dashboard / Title Bar	30
Navigation Bar	Assessor Dashboard / Navigation Bar	30
Tiles	Assessor Dashboard / Tiles	31
Buttons	Assessor Dashboard / Buttons	31-32



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



Accessing Online Help



Access Online Help





Demonstration – Access Online Help

Demonstration Topic	Section in User Guide	Page #s in the User Guide
FAQs	Access Online Help > FAQ Page	65
Help Page	Access Online Help > Help Page	66
Help Documents	Access Online Help > Help Page > Help Documents	67 - 71
Help Text – Taxpayer Only	Access Online Help > Help Page > Online Help Text	72



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)





Wrap-up





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.



Q & A





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

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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

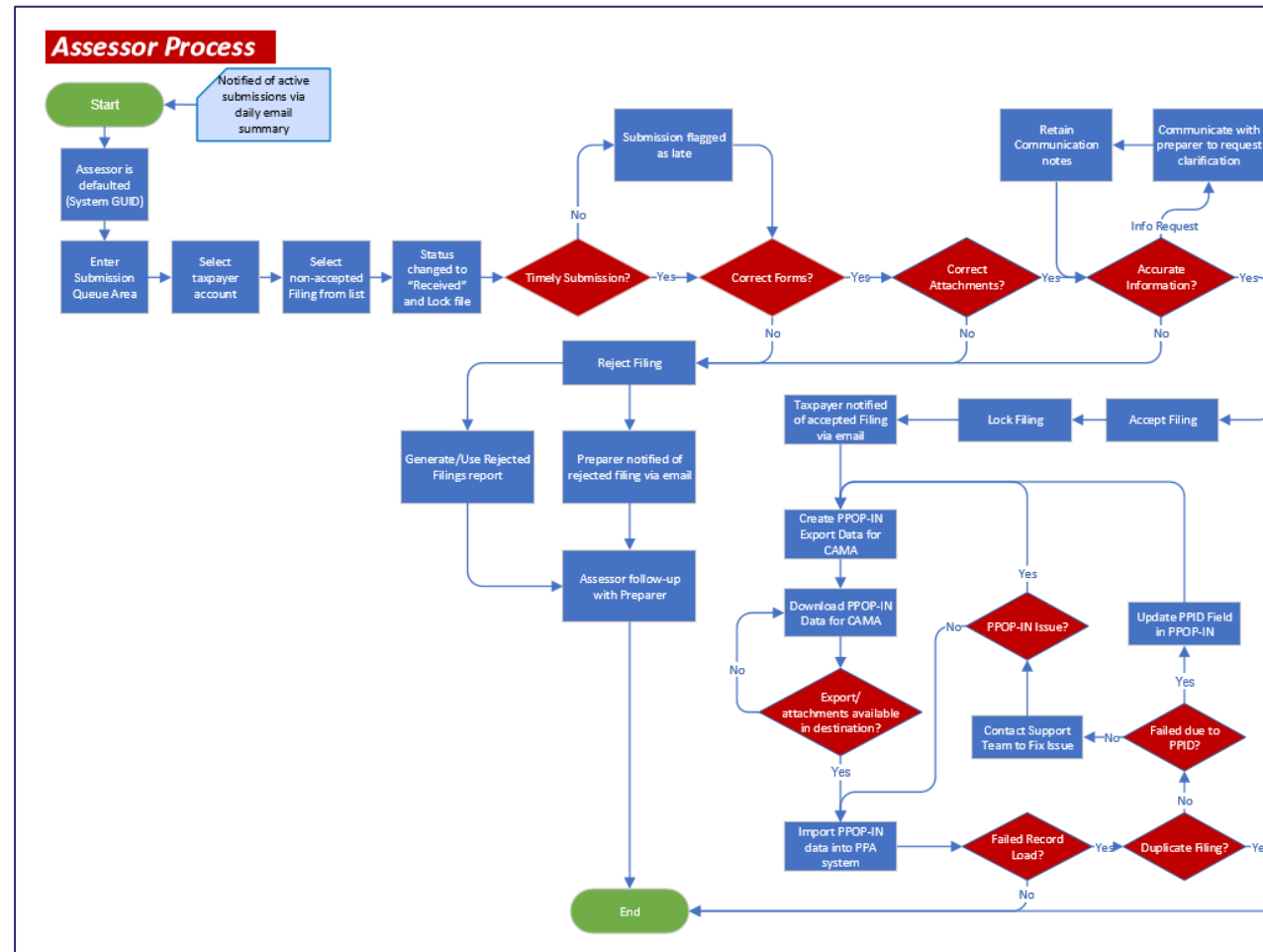




Seven Types of Tax Forms in PPOP-IN

Tax Form Title	Tax Form Number
Farmer's Tangible Personal Property Assessment Return	Form 102 (State Form 50006)
Business Tangible Personal Property Return	Form 103-Short (State Form 11274)
Business Tangible Personal Property Assessment Return	Form 103-Long (State Form 11405)
Information Return of Not Owned Personal Property	Form 103-N (State Form 23000)
Information Return of Owned Personal Property	Form 103-O (State Form 24057)
Business Tangible Personal Property Return	Form 104 (State Form 10068)
Schedule of Adjustments to Business Personal Property Return	Form 106 (State Form 12980)

Assessor Process Flowchart



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.





Reviewing Filings



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

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
Review Taxpayer Filings	Review Property Tax Submissions < Review Process	35 - 45
Add Notes	Review Property Tax Submissions < Review Process < Assessor Notes Page	46 - 48



Accepting/Rejecting/Pending Filings





Demonstration – Accepting, Rejecting, or Pending Filings

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
Change File Status	Review Property Tax Submissions < Change File Status	49-52





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

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
View Reports in PPOP-IN	View Reports in PPOP-IN	53-54

Dashboard

FAQ

Help

Logout

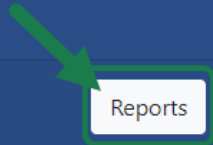
Personal Property Online Dashboard

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.

View Submission Queue

Submissions

View Reports

 Reports

Search and review account for taxpayer.

Search for Taxpayer

Export Data

Export





Practice – View Reports

Practice what you have learned:

- View Reports in PPOP-IN





Searching Filings





Demonstration – Searching for and Reviewing Previously-Accepted Filings

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
Search Previously-Accepted Filings	Search Filings	55 - 58






Exporting Data





Demonstration – Export Data

Demonstration Topic	Topic in the Assessor User Guide	Page #s in the User Guide
Exporting PPOP-IN Data	Exporting PPOP-IN Data	59 - 64

[Dashboard](#) [FAQ](#) [Help](#)  [Logout](#)

Personal Property Online Dashboard

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View Submission Queue

Submissions

View Reports

Reports

Search and review account for taxpayer.

Search for Taxpayer

Export Data

Export





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!

