

Managing Authorized Agents

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit business personal property tax forms online. An authorized agent is someone such as your accountant, CPA, or other business professional you authorize to file business personal property taxes on your behalf.

This Job Aid provides step-by-step instructions on how to add, authorize, and remove an authorized agent in PPOP-IN.

Adding an Authorized Agent

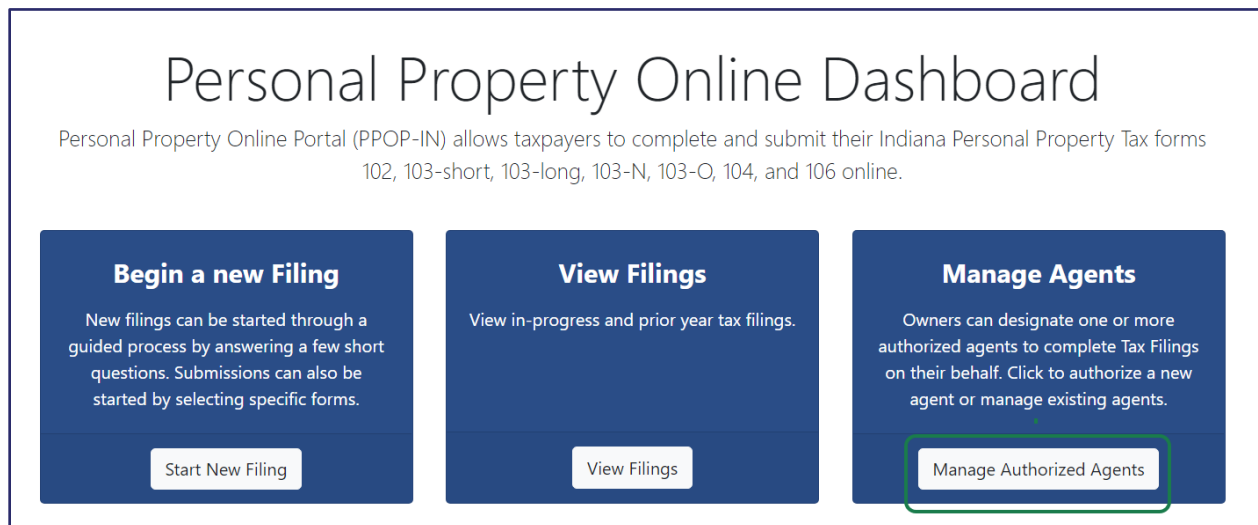
Your agent must first register on PPOP-IN. Upon registering, your agent will receive an auto-generated Agent ID. You will need this Agent ID to add and authorize the agent to file on your behalf.

For detailed instructions on how to register as an Agent on PPOP-IN, view the Registering as an Authorized Agent Quick Reference Guide (QRG).

To add an authorized agent, follow these steps:

1. Login to PPOP-IN.
2. Click the **Manage Authorized Agents** button on your Dashboard (see Figure 1).

Figure 1: Dashboard - Manage Authorized Agents Button



The *Authorized Agents* page appears (see Figure 2). Under the **Adding New Agent** section, follow these steps:

3. Enter the **Agent Invite Code**. The Agent Invite Code is the 6-digit code your agent received when registering for PPOP-IN.
4. Click the **Add Agent** button.

Figure 2: Authorized Agents Page

Authorized Agents

An authorized agent is an individual who you have given permission to complete and submit your personal tax filings. Agent is not required in order prepare a filing.

Instructions:
View Agents that you have already authorized in the grid below.
Add a new agent in the "Adding New Agent" section by entering the 6-digit code the agent provided you and click "Add Agent".
Remove an agent by clicking the "Remove Agent" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents
Revoked Agents
Declined Agents

Status —	Date Authorized —	Agent Name ▼ Agent Phone Agent Email	Company Name — Company Phone Company Address	Agent Last Accessed —	Revoke Agent
Authorized		Agent Pethes 3332223333 ppotfs.agent@gmail.com	x 4444444444 y	10/6/2020 7:29:53 PM	Revoke

Adding New Agent:

Agent Invite Code:

3

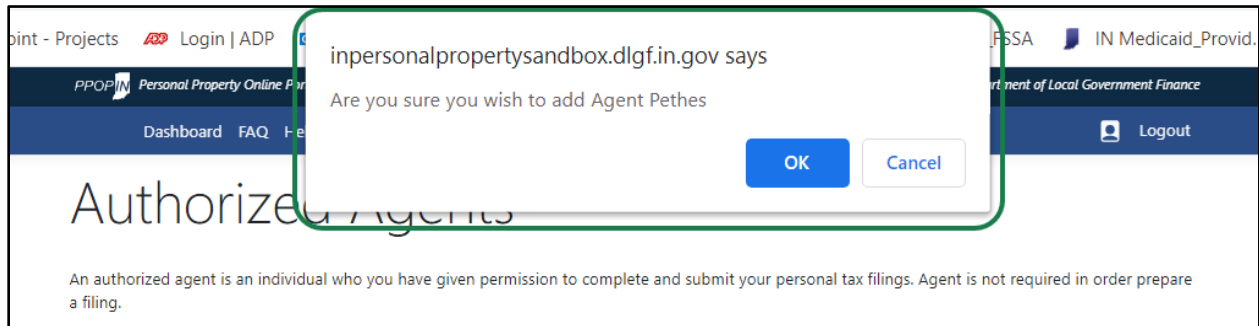
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Disable form restrictions (Developer only)

A confirmation message appears asking if you want to add the agent (see Figure 3).

5. Click the **OK** button.

Figure 3: Add Agent Confirmation Message



The agent is added to your agents list with a status of Pending. Your agent must now login to PPOP-IN and accept your invitation. Then, your agent is authorized to file business personal property tax filings on your behalf.

Removing an Authorized Agent

To remove an authorized agent, follow these steps:

1. Click the **Manage Authorized Agents** button on your Dashboard (see Figure 1).
2. Locate the agent you want to remove on your list of agents on the *Authorized Agents* page (see Figure 4).
3. Click the **Revoke** button on the row that lists the agent you want to remove.

Figure 4: Authorized Agents Page - Revoke Button

Authorized Agents

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Remove an agent by clicking the "Remove Agent" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents
Revoked Agents
Declined Agents

Status —	Date Authorized —	Agent Name — Agent Phone Agent Email	Company Name — Company Phone Company Address	Agent Last Accessed —	Revoke Agent
Authorized		Agent Pethes 3332223333 ppotfs.agent@gmail.com	x 4444444444 y	10/6/2020 7:29:53 PM	<div style="border: 2px solid green; padding: 5px; display: inline-block; background-color: #007bff; color: white; border-radius: 5px;">Revoke</div>

A message appears asking you to confirm that you want to revoke the agent (see Figure 5).

4. Click the **Confirm** button.

Figure 5: Remove Agent - Confirm Button

The screenshot shows a web browser window with the PPOPIN Personal Property Online Portal - Indiana interface. A modal dialog box titled "Notice: Confirm Action" is open in the center. The dialog contains the text "Are you sure you want to Revoke Agent Ppotfs?". At the bottom of the dialog, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a green border, indicating it is the target of the instruction.

The agent's name and information are moved to the Revoked Agents table on the *Authorized Agents* page (see Figure 6).

Figure 6: Revoked Agents Table

Authorized Agents

An authorized agent is an individual who you have given permission to complete and submit your personal tax filings. Agent is not required in order prepare a filing.

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Add a new agent in the "Adding New Agent" section by entering the 6-digit code the agent provided you and click "Add Agent".
Remove an agent by clicking the "Revoke" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents
Revoked Agents
Declined Agents

Agent Name ▾	Company Name —	Agent Status	Reauthorize Agent
Agent Phone	Company Phone	Date Revoked —	
Agent Email	Company Address	Last Accessed Date —	
Agent Ppots	My Company	Revoked	<div style="border: 2px solid green; border-radius: 10px; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-decoration: none; font-weight: bold; padding: 5px 15px;">Reinitialize</div>
1234567890	1234567890	11/10/2020 7:40:01 PM	
ppots.agent@gmail.com	123 Stonewall	11/9/2020 9:43:02 PM	

Reauthorize an Agent

To reauthorize an agent, follow these steps:

1. Click the **Reinitialize** button on the Revoked Agents table (see Figure 7).

Figure 7: Revoked Agents Table - Reauthorize Button

Authorized Agents

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Instructions:
View Agents that you have already authorized in the grid below.
Add a new agent in the "Adding New Agent" section by entering the 6-digit code the agent provided you and click "Add Agent".
Remove an agent by clicking the "Revoke" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents
Revoked Agents
Declined Agents

Agent Name ▾	Company Name —	Agent Status	
Agent Ppotfs	My Company	Revoked	<div style="border: 2px solid green; padding: 5px; display: inline-block;">Reinitialize</div>
Agent Phone 1234567890	Company Phone 1234567890	Date Revoked — 11/10/2020 7:40:01 PM	
Agent Email ppotfs.agent@gmail.com	Company Address 123 Stonewall	Last Accessed Date — 11/9/2020 9:43:02 PM	

A *Notice: Confirm Action* message appears (see Figure 8).

2. Click the **Confirm** button.

Figure 8: Confirm Action Message

The agent is removed from your Revoked Agents table and appears on your Authorized/Pending Agents table (see Figure 9).

Figure 9: Authorized Agents Table – Reauthorized

Authorized Agents

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Remove an agent by clicking the "Remove Agent" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents
Revoked Agents
Declined Agents

Status —	Date Authorized —	Agent Name ▾ Agent Phone Agent Email	Company Name — Company Phone Company Address	Agent Last Accessed —	Revoke Agent
Authorized		Agent Pethes 3332223333 ppotfs.agent@gmail.com	x 4444444444 y	10/6/2020 7:29:53 PM	Revoke

Declining Authorization

If an agent declines your invitation to become your authorized agent, the agent's name and information appear on the Declined Agents table on the *Authorized Agents* page (see Figure 10).

Figure 10: Declined Agents Table

Authorized Agents

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Instructions:
View Agents that you have already authorized in the grid below.
Add a new agent in the "Adding New Agent" section by entering the 6-digit code the agent provided you and click "Add Agent".
Remove an agent by clicking the "Revoke" button.

Agents already authorized to manage your property taxes:

Authorized/Pending Agents	Revoked Agents	Declined Agents
Agent Name ▼ <input type="text"/>	Company Name — <input type="text"/>	Revoke Authorization
Agent Phone <input type="text"/>	Company Phone <input type="text"/>	
Agent Email <input type="text"/>	Company Address <input type="text"/>	

If your authorized agent has questions about how to register for PPOP-IN, refer your agent to the Registering as an Authorized Agent Quick Reference Guide (QRG).

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