



Create an INTIME Logon

Individual Income Tax Customers

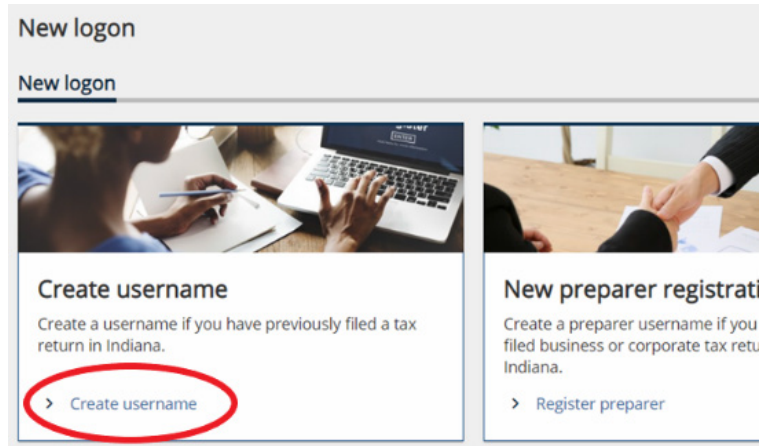
Individual Income tax customers can create an INTIME logon with the following items:

- Name and ID: Social Security Number (SSN) or Individual Tax Identification Number (ITIN)
- Letter from DOR with the unique Letter ID (upper-right hand corner of the letter)
OR
- Recent tax return line item
OR
- Refund amount

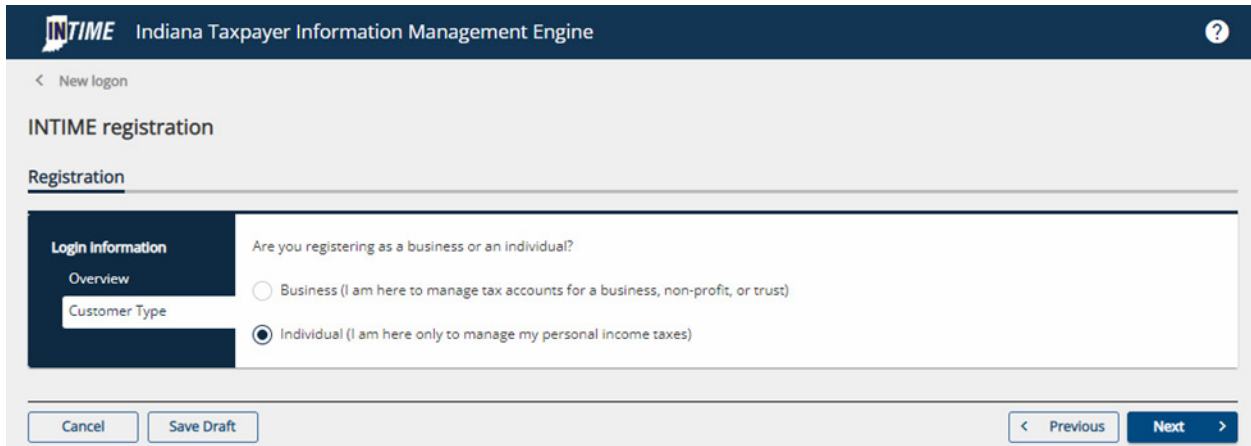
Step 1: Navigate to INTIME at intime.dor.in.gov and click on the “New to INTIME? Sign Up” hyperlink to create a logon username and password.

The screenshot displays the INTIME (Indiana Taxpayer Information Management Engine) website. At the top, there is a navigation bar with the INTIME logo and the text "Indiana Taxpayer Information Management Engine". Below this is a large banner image of the Indiana State Capitol building. On the right side of the banner, there is a login form with fields for "Username" and "Password", a "Log In" button, and a link for "Forgot username or password?". A red circle highlights the "Now to INTIME? Sign Up" link. Below the banner, the website is organized into a grid of service tiles. The tiles include: "Registration" (with sub-options for creating an INTIME logon and new tax registration), "Payments" (with sub-options for making a payment and managing scheduled payments), "Where's my refund?" (with a sub-option for checking refund status), "Reinstate your corporation" (with a sub-option for requesting reinstatement), "Request for dissolution" (with a sub-option for requesting corporate dissolution), and "Consumer use tax" (with a sub-option for filing form ST-115).

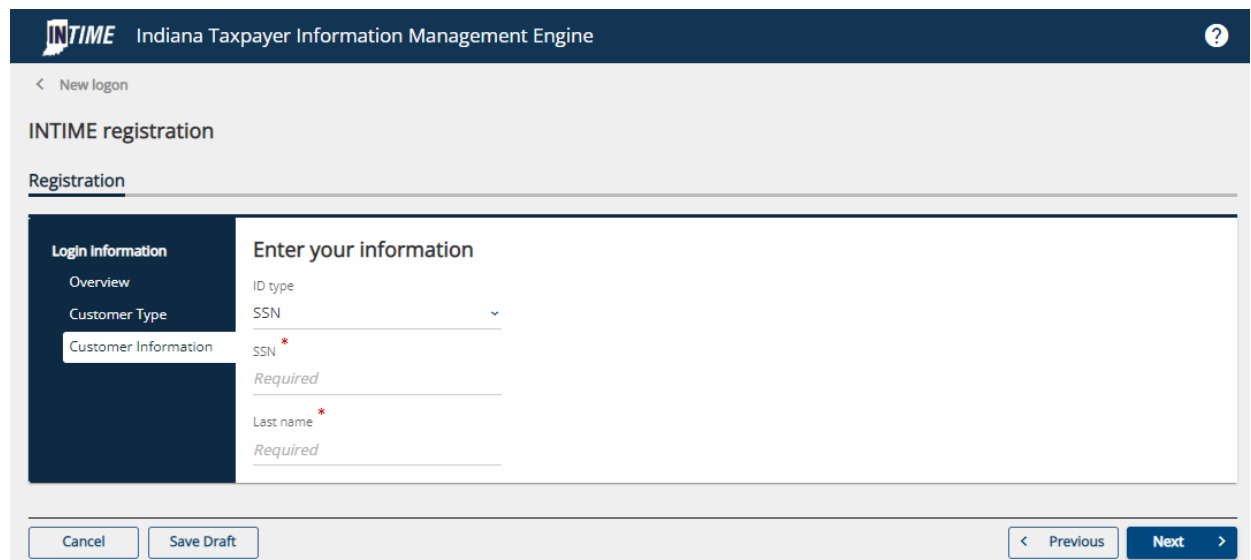
Step 2: Go to the "Create Username" panel and click on the hyperlink.



Step 3: Select the "Individual (I am here only to manage my personal income taxes)" option.



Step 4: Select an ID type, then enter ID information and last name.



Step 5: To validate access to the account, an individual customer has the option to enter the letter ID (image below), a refund amount, or a return line item.

Note: If these items are not available, a welcome letter can be requested and will be mailed to the customer to complete the registration. This is an essential step in protecting an individual customer's sensitive information.

Step 6: Once the account access has been validated, create a unique username (may be an email address) and password. Note that the password:

- Must be at least eight characters long;
- Must include at least one uppercase letter;
- Must include at least one special character; and
- Cannot be the username or email address.

Create your INTIME login

Username (at least 6 characters) *
Required

Password * Required

Confirm password *
Required

Secret question *
Required

Secret answer *
Required

Confirm secret answer *
Required

The password:

- must be at least 8 characters long
- must include at least one uppercase letter
- must include at least one special character
- cannot be the username or email address

Cancel Save Draft < Previous Next >

Step 7: Enter all required contact information. A review screen will provide the chance to verify and confirm that all the information is correct before submitting. A confirmation message will be displayed once complete. A printable view option is available to save a copy to your computer or print a copy for your records. Once logon has been created, an email acknowledgement will be sent to the email you provided.

Enter your contact information

First name *
Required

Last name * Required

Email *
Required

Confirm email *
Required

Phone type *
Required

Country
USA

Phone number

Cancel Save Draft < Previous Next >

Step 8: Once the username creation process has been completed, you will be directed back to the INTIME homepage to log in for the first time. Enter your new username and password.

Step 9: DOR knows the importance of customer account security and uses the two-step verification method for access to INTIME. This means that you will be required to choose a preferred two-step verification method to get a unique verification security code. The one-time security code becomes invalid as soon as it is used or when another is requested. The verification method options include:

- text message
- email
- use of an authentication app

Note: *This process of verifying access with a security code will be repeated for each INTIME login unless, when logging in, the option to "Trust this device" is selected. This option will allow you to bypass the two-factor authentication when logging into INTIME on that device only. A new authentication will be required each time when logging in with a computer that had never logged in to the account before, when switching browsers, or after cookies have been deleted.*