HOW TO ACCESS THE SITE

RREAL IN is available at: http://www.in.gov/apps/in_rreal/Login.aspx

HOW TO CHANGE YOUR PASSWORD

- On the home page, click the "Forgot Password" link below the login button.

- Provide the e-mail address associated with your account, and click submit.

- In your e-mail inbox, click the "reset password" link on the RREAL IN e-mail.

- Create a new password, confirm it and click submit.

HOW TO SUBMIT A SINGLE FILING

- Log In

- Click the intended transaction type button

- Type in all necessary information into the form

- Click Complete Filing

HOW TO REVIEW PREVIOUS FILINGS

- Log In

- Click the menu button in the top-left corner

- Click Filings

- You can filter by keywords and date using the "Filter" Button at the bottom of the page

HOW TO SUBMIT BULK FILING

- Log in

- Click the "import filings" button at the bottom of the page

- Select download the csv template if you need a copy, otherwise upload filing csv if your file is ready.

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