

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 autogenerated 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

Autho	orize	d Ag	gents			
authorized ag ling.	ent is an individ	dual who you	have given permission to cor	nplete and submit your pe	rsonal tax filings. Agent is not r	equired in order prepar
<u>ructions:</u> w Agents that d a new agent nove an agen	you have alrea in the "Adding t by clicking the	dy authorized New Agent" "Remove Ag	l in the grid below. section by entering the 6-dig ent" button.	it code the agent provided	you and click "Add Agent".	
gents al	ready autł	norized to	o manage your pro	perty taxes:		
Authorized/Pe	ending Agents	Revoked Ag	pents Declined Agents		1	
			Agent Name 🗸	Company Name —	-	
Status —	Date Author	rized —	Agent Phone	Company Phone	Agent Last Accessed —	Revoke Agent
			Agent Email	Company Address		
			Agent Pethes	x	-	
Authorized			3332223333	44444444	10/6/2020 7:29:53 PM	Revoke
			ppotfs.agent@gmail.com	у		
Adding N gent Invite Co EUE9Q9	ew Agent:	:	3		4	
			Add Agent			



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

bint - Projects 🙉 Login ADP t PPOPI <mark>N</mark> Personal Property Online P vr	inpersonalpropertysandbox.dlgf.in.gov says Are you sure you wish to add Agent Pethes	F5SA rt nent of Loca	IN Medicaid_Provid.
Dashboard FAQ Fe Authorize		J	Logout
An authorized agent is an individu a filing.	al who you have given permission to complete and submit your personal tax filings. Agent is	not required	in order prepare

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

Autho	orized A	gents			
authorized ag iling.	gent is an individual who yo	u have given permission to con	nplete and submit your pe	rsonal tax filings. Agent is not r	equired in order prepa
tructions: w Agents that d a new agent move an agen Agents al	you have already authoriz in the "Adding New Agent t by clicking the "Remove A ready authorized	ed in the grid below. " section by entering the 6-digi gent" button. to manage your pro	t code the agent provided	you and click "Add Agent".	
Authorized/Pe	ending Agents Revoked A	Agents Declined Agents			
Authorized/Pe	ending Agents Revoked A	Agents Declined Agents Agent Name	Company Name —	_	
Authorized/Pe	ending Agents Revoked / Date Authorized —	Agents Declined Agents Agent Name Agent Phone	Company Name — Company Phone	Agent Last Accessed —	Revoke Agent
Authorized/Pe	Date Authorized —	Agents Declined Agents Agent Name Agent Phone Agent Email	Company Name — Company Phone Company Address	Agent Last Accessed —	Revoke Agent
Authorized/Pe	Date Authorized —	Agents Declined Agents Agent Name Agent Phone Agent Email Agent Pethes	Company Name — Company Phone Company Address	Agent Last Accessed —	Revoke Agent
Authorized/Pe	Date Authorized —	Agents Declined Agents Agent Name Agent Phone Agent Email Agent Pethes 3332223333	Company Name — Company Phone Company Address X 444444444	Agent Last Accessed —	Revoke Agent

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

PPOP Personal Property Online Portal - Indiana		🕕 Indiana Departm
Dashboard FAQ Help 🌲	Notice: Confirm Action ×	
Authorized A	Are you sure you want to Revoke Agent Ppotfs?	
An authorized agent is an individual who yo a filing.	Cancel	ngs. Agent is not i



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.

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:

Agent Name ∨	Company Name -	Agent Status	
Agent Phone	Company Phone	Date Revoked —	Reauthorize Agent
Agent Email	Company Address	Last Accessed Date —	
Agent Ppotfs	My Company	Revoked	
1234567890	1234567890	11/10/2020 7:40:01 PM	Reinitialize
ppotfs.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

AULHONZEC	l Agents		
authorized agent is an individu ling.	al who you have given permission to co	omplete and submit your personal tax fil	lings. Agent is not required in order prepa
<u>tructions:</u> w Agents that you have already d a new agent in the "Adding N move an agent by clicking the "	/ authorized in the grid below. Iew Agent" section by entering the 6-di Revoke" button.	git code the agent provided you and cli	ck "Add Agent".
Agents already autho	prized to manage your pro	operty taxes:	
Agents already author Authorized/Pending Agents	Revoked Agents Declined Agents Company Name –	operty taxes:	
Agents already author Authorized/Pending Agents Agent Name ~ Agent Phone	Revoked Agents Declined Agents Company Name – Company Phone	Agent Status Date Revoked —	Reauthorize Agent
Agents already author Authorized/Pending Agents Agent Name ~ Agent Phone Agent Email	Revoked Agents Declined Agents Company Name - Company Phone Company Address	Agent Status Date Revoked — Last Accessed Date —	Reauthorize Agent
Agents already author Authorized/Pending Agents Agent Name ~ Agent Phone Agent Email Agent Ppotfs	Revoked Agents Declined Agents Company Name – Company Phone Company Address My Company	Agent Status Date Revoked — Last Accessed Date — Revoked	Reauthorize Agent
Agents already author Authorized/Pending Agents Agent Name ~ Agent Phone Agent Email Agent Ppotfs 1234567890	Company Name – Company Name – Company Address My Company 1234567890	Agent Status Date Revoked — Last Accessed Date — Revoked 11/10/2020 7:40:01 PM	Reauthorize Agent

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

2. Click the **Confirm** button.

Figure 8: Confirm Action Message

PPOPM Personal Property Online Portal - Indiana		Indiana Department of Local Government Finance
Dashboard FAQ Help 🌲	Notice: Confirm Action	Logout
Authorized A	Are you sure you want to Reinitialize Agent Ppotfs?	
An authorized agent is an individual who yo	Cancel) Jgs. Agent is not required in order prepare
An authorized agent is an individual who yo a filing.	Cancel)gs. Agent is not required in order prepare



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 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 Agent Name 🗸 Company Name -Status — Date Authorized -Agent Phone **Company Phone** Agent Last Accessed -**Revoke Agent** Agent Email Company Address Agent Pethes Authorized 444444444 10/6/2020 7:29:53 PM 3332223333 Revoke

ppotfs.agent@gmail.com



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 Ag	gents	
An authorized agent is an individual who you a filing.	have given permission to complete and submit yo	our personal tax filings. Agent is not required in order prepare
Instructions: View Agents that you have already authorized Add a new agent in the "Adding New Agent" Remove an agent by clicking the "Revoke" bu Agents already authorized to	d in the grid below. section by entering the 6-digit code the agent pro tton. o manage your property taxes:	vided you and click "Add Agent".
Authorized/Pending Agents Revoked Ag	gents Declined Agents	
Agent Name ✓	Company Name -	
Agent Phone	Company Phone Revoke Authorization	
Agent Email	Company Address	

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.