



# Sheriff Portal Quick Start Guide

Updated July 2024

## What is the Sheriff Portal

The electronic exchange of tax warrant and lien information with the Indiana Department of Revenue (DOR) through the Indiana Tax System (ITS) includes the Sheriff Portal, which is available to Indiana counties that administer and process tax warrant collections. Each county may register for access to the Sheriff Portal by completing the [Sheriff Portal Registration form](#), which is then submitted [by email](#).

Sheriff Portal registration is available for counties to access electronic notices and vouchers, and make electronic payments to DOR. Among the benefits are direct correspondence with DOR, including secure messaging, tax warrant information and letters, and the ability to confirm balances due.

The Sheriff Portal can be used to make electronic payments even if the electronic warrant exchange is made with other systems (Automated Tax Warrant System (ATWS) application or other DOR-approved proprietary systems.)

DOR offers one-on-one guidance upon request after users are registered for portal access. Contact Michele Todd at [mtodd1@dor.in.gov](mailto:mtodd1@dor.in.gov) for assistance.

## DOR's Two Primary Systems

**Indiana Tax System (ITS)** – DOR's internal tax processing software enables more efficient operations and services.

**INTIME**– DOR's e-services portal (Indiana Taxpayer Information Management Engine) enables businesses and individuals to view account information and correspondence, register tax accounts, and manage and pay taxes online.

## Sheriff Portal Features

- Consolidation of warrants by tax type and tax period
- Debt management
- Electronic access to warrants and payment remittances
- Emergency lien release
- Real-time payment status

## Portal User Abilities

- Add a sheriff customer
- Change an address
- Report collected payments and remit payment electronically to DOR
- Respond to a recall request
- Search all liens in a county
- Search for all liens in a particular stage
- Update warrant status
- View and search for a lien

This Sheriff Portal Quick Start Guide will walk you through the process of logging in and navigating the portal.

**Do not share your username and password.**

# Sheriff Portal

## First Time Logon

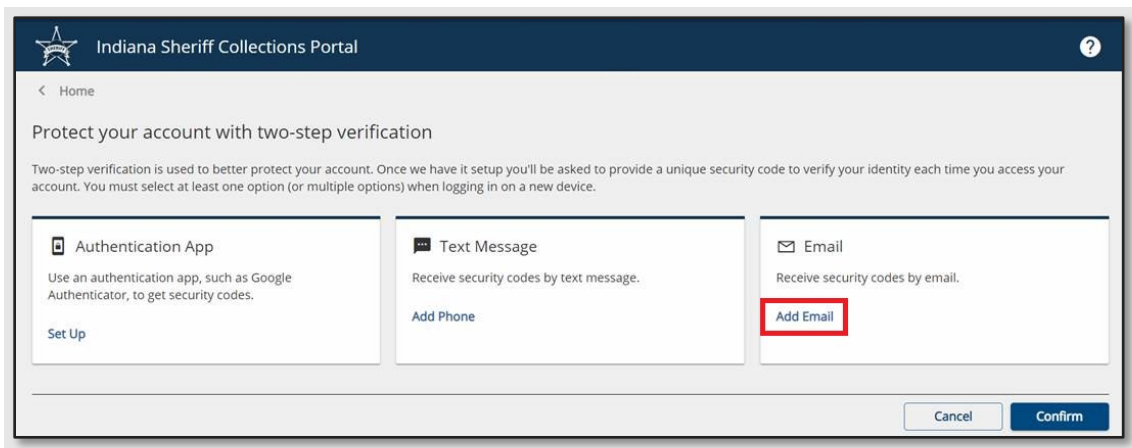
When you log in to the portal for the first time, you will be asked to set up two-step verification, which is used to protect your account. While there are different ways to provide verification, the steps below are for the email option:

Step 1: Go to the [Sheriff Portal](#)



- a. Enter the username you provided on the registration form
- b. When logging in for the first time, use password: Testing123!
- c. Change the password once you are logged in
- d. Complete two-step verification
- e. You will receive an email to complete registration

Step 2: Select "Add Email"



Step 3: Enter your email address and select "Save." A security code will be sent to this email address.

✉ Add Email

A security code will be sent via email when trying to access your account. Add Do\_Not\_Reply@dor.in.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email

\* Required

Step 4: Enter the security code provided from the email and select "Confirm." Upon logging in for the first time, you may also be prompted to provide additional profile information, such as a security question used to unlock the account.

✉ Verify Security Code

An email with your security code was sent to marioncounty@email.com. If you don't see the message, check your junk folder for an email from Do\_Not\_Reply@dor.in.gov.

Security Code

129181

Didn't receive your security code? Resend

Step 5: Complete the required fields, then select "Save"

Web Profile

|  |  |  |
|--|--|--|
| <p>🔍 Profile information required</p> <p>Logon</p> <p>marioncounty</p> <p>Name</p> <p>* Required</p> <p>Email</p> <p>marioncounty@sheriff.com</p> <p>Secret question</p> <p>New question</p> <p>* Required</p> <p>Answer</p> <p>Confirm answer</p> | <p>📞 Primary phone number</p> <p>Country</p> | <p>📞 Secondary phone number</p> <p>Country</p> |
|--|--|--|

Save

# Update Warrant Status

To update a warrant's status, follow the instructions below:

Step 1: Go to the [Sheriff Portal](#)

Step 2: On the "Active Warrants" tab, select "Update Warrant Status"

| Warrant # | Notice # | Taxpayer TID | Taxpayer Type | Taxpayer Name         | Tax      | Status   | Notice Due  | Action to Complete        |
|-----------|----------|--------------|---------------|-----------------------|----------|----------|-------------|---------------------------|
| 30097003  | 38653    | 0164543481   | Business      | BOUQUETS FOR ALGERNON | 0.00     | Recalled | 20-Oct-2019 | Respond to recall request |
| 30022006  | 36301    | 0164536990   | Business      | HOUSE OF FALL LEAVES  | 4,997.00 | New      | 19-Nov-2019 | Update warrant status     |

Step 4: From the "Response Reason" drop-down, select the appropriate reason code

Update warrant status

MARION COUNTY SHERIFF  
AGT049-00298

Respond

Update Status

Update warrant status

Response Reason \* Required

Required

Cancel Previous Next

Step 5: Select "Next"

Step 6: Review the warrant, then select "Submit"

Step 7: Select "OK" to confirm

**Note:** Once the nightly job runs, the lien will update in ITS.

Confirmation

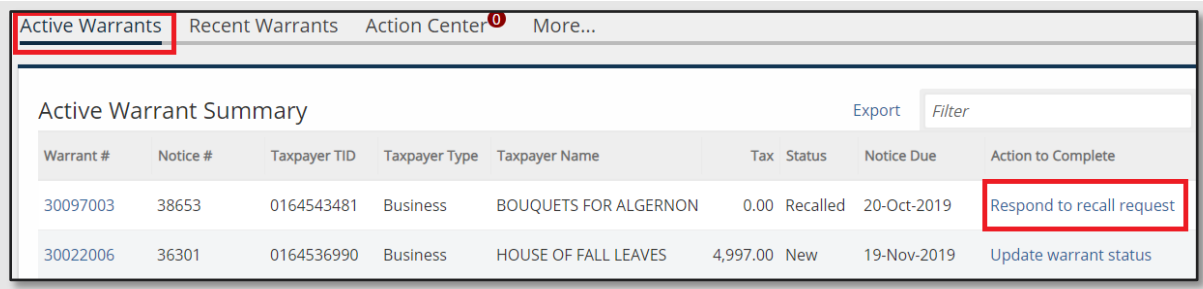
By clicking OK, I understand that the status of this warrant will be updated and returned to the Department of Revenue.

Cancel OK

# Respond to a Recall Request

If DOR requests that the warrant be returned, the "Update Warrant Status" link will be replaced by a link to "Respond to Request."

- Step 1: Go to the [Sheriff Portal](#)
- Step 2: On the "Active Warrants" tab, select "Respond to recall request," if available.

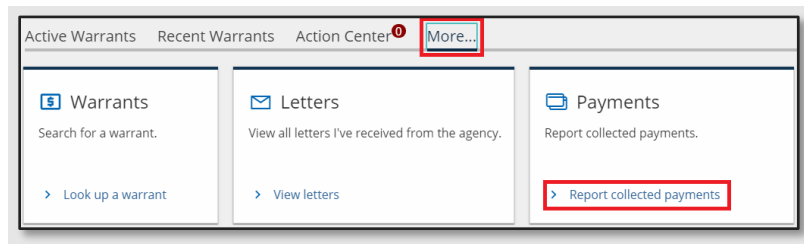


- Step 3: Review the information, then select the "Submit" button.
- Step 4: Select OK to confirm

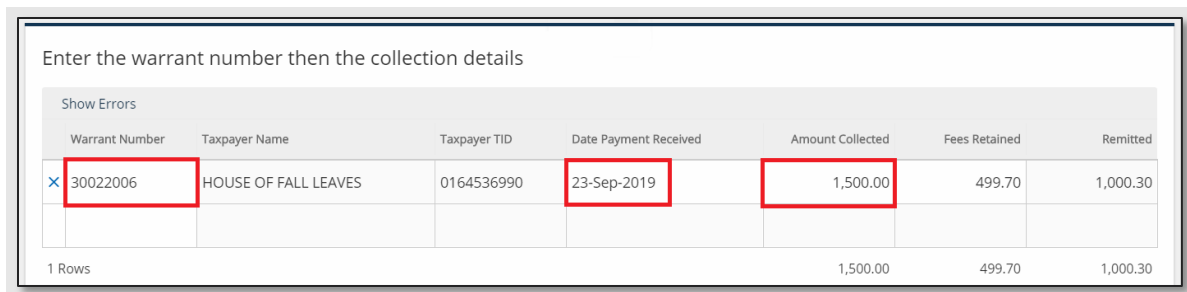
# Report Collected Payments

Beginning January 1, 2025, payments to DOR for collected tax warrants are required to be made electronically. Additionally, the frequency of those payments will increase to twice a month and will be due on the fifth and twentieth day of each month.

- Step 1: Go to the [Sheriff Portal](#) and select the "More" tab.
- Step 2: Select "Report collected payments"



- Step 3: Enter the lien number. The Taxpayer Name and TID will populate.
- Step 4: Enter the date received
- Step 5: Enter the amount of the payment



Step 6: Enter banking information and confirm the payment amount

The screenshot shows a payment form with two main sections: "Payment method" and "Payment".

**Payment method section:**

- Bank account type: \* Required (dropdown menu)
- Routing number: \* Required
- Account number: \* Required
- Confirm account number: \* Required
- Save this payment method for future use:  No  Yes

**Payment section:**

- Payment Date: 23-Sep-2019
- Amount: 1,000.30
- Confirm amount: \* Required

At the bottom of the form, there are three buttons: "Cancel", "< Previous", and "Next >".

Step 7: Select "Next"

Step 8: Select "Submit"

Step 9: Select "OK" to confirm

## Tax Warrant Balance Inquiry

[Check a tax lien balance](#) using a warrant number and ID.

## Contact Us

- **Sheriff Portal Assistance:** [psaa@dor.in.gov](mailto:psaa@dor.in.gov)
- **Sheriff Direct Customers with Questions:** 317-232-2240
- **Corporate Income Tax Customers:** 317-232-0129
- [DOR News & Notices](#)
- DOR's [Tax Bulletin](#)