

# Creating an e-Services Account

Another critical number that professional tax preparers need is an electronic filing identification number (EFIN). The IRS assigns this number to preparers who they have approved for the federal and state e-file program.

Unlike the PTIN, an EFIN does not expire or require renewal. However, if the name of your tax office or Employer Identification Number (EIN) changes, you will either need to replace your EFIN or update it through the online portal.

The first step to obtaining an Electronic Filing Identification Number (EFIN), is creating an creating an IRS e-Services account on the [IRS website](#).

To create an IRS e-Services account:

Go to: <https://www.irs.gov/tax-professionals/e-file-provider-services>

Click on the Access e-File Application button.

### E-file Application

Use our online e-file application to [become an authorized e-file provider or view and update existing applications](#).

It is only through an approved e-file application that tax professionals, who are [Electronic Return Originators \(EROs\)](#), [Circular 230 Practitioners](#), or [Reporting Agents \(RAs\)](#), can gain access to the Transcript Delivery System. EROs must e-file five or more returns in a tax season to be eligible. Circular 230 Practitioners need only apply and be approved.

[Access e-file Application](#)

\*requires login credentials

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

1. Do one of the following:
  - Sign in with ID.me.
  - Create an ID.me account .
2. For the purpose of this lesson, click ID.me Create an account button.



## Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

### Sign in with an existing account

Sign in with **ID.me**

OR


### Create a new account

**ID.me** Create an account

3. On the Create an ID.me account page, enter your email and password, and then rekey your password for confirmation.
4. Do the following:
  - Select the **Remember Me** checkbox if you want to this device to remember your credentials. For security reasons, select only on your devices.
  - Select that you accept the ID.me Terms of Service and Privacy Policy
5. Click **Create account**.

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## Create an ID.me account

 If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)

\* Indicates a required field

Email \*

Password \*

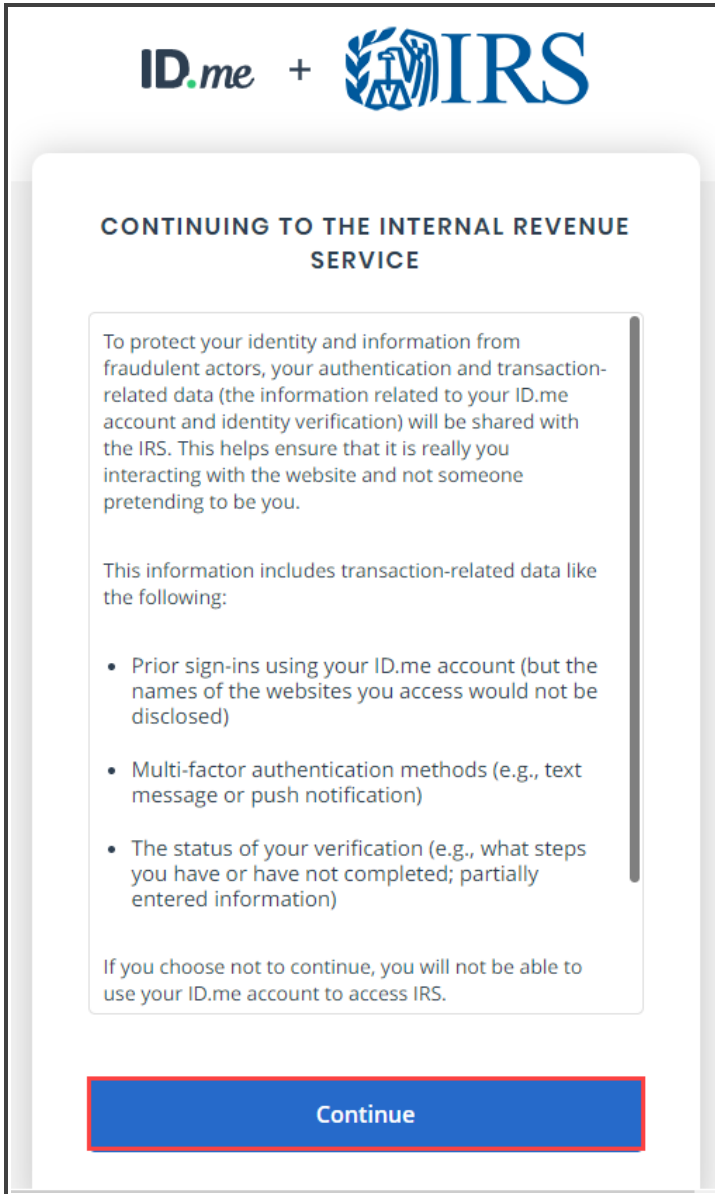
Confirm Password \*

Remember me  
For your security, select only on your devices.

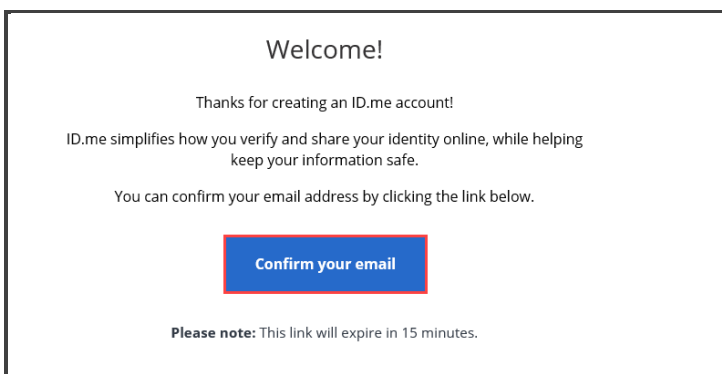
I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) \*

**Create account**

- To protect your identity from fraudulent actors, your authentication and transaction-related data will be shared with the IRS. This helps ensure that it is really you are interacting with the website and not someone pretending to be you. Click **Continue**.



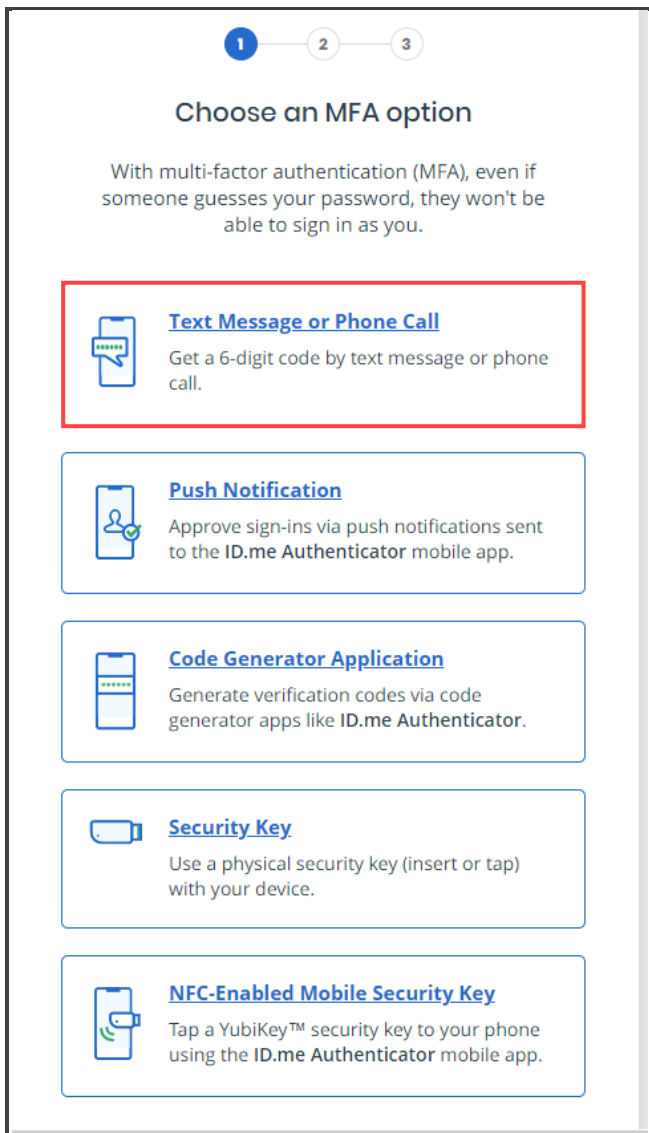
7. Once your ID.me account has been created, you will receive an email. To proceed, click **Confirm your email**.



8. You will be directed to the Secure Your Account page. Choose your MFA option. Options include:

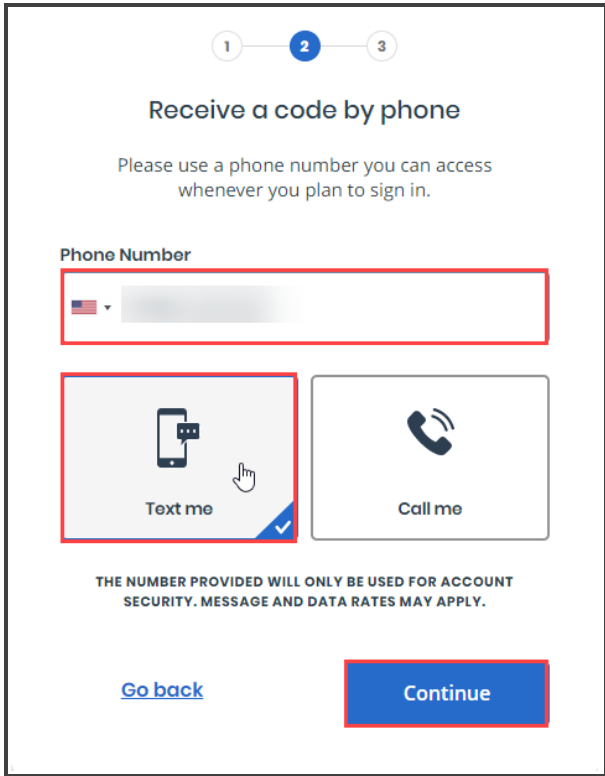
- Text Message or Phone Call
- Push Notification
- Code Generator Application
- Security Key
- NFC-Enabled Mobile Security Key

9. For the purpose of this lesson, I used Text Messages or Phone Call.

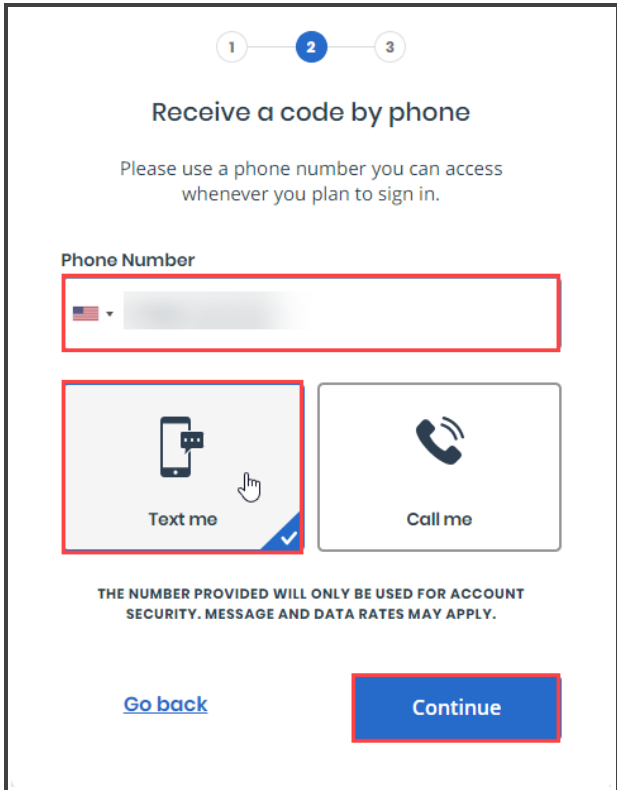


10. Enter your phone number and select if you want to receive a text or a phone call.

11. For the purpose of this lesson select Text me and click **Continue**.

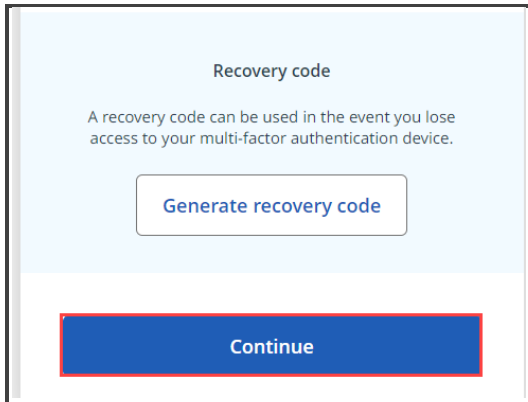


12. Retrieve the 6-digit code from your phone and enter it in the appropriate fields. Click Continue.



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13. Your phone number can now be used for multifactor authentication. Click **Continue**.




Next step is verifying your identity. You can use one of two options.

- **Self-Service** – Requires Driver’s License/State ID, passport, or passport card and selfie and will take 5 to 10 minutes.
- **Video Chat Agent** - Requires Driver’s License/State ID, passport, or passport card and a 5-minute recorded video chat and will take 10 to 15 minutes.

For the purpose of this lesson select **Self-Service** and click **Continue**.

14. For the purpose of this lesson select **Self-Service** and click **Continue**.

**ID.me** + 

**VERIFYING IS FAST AND EASY**

Choose how you verify your identity:

**Self-Service** (Fastest Option)

- Requires Driver's License / State ID, Passport, or Passport Card and a selfie
- Takes 5 - 10 minutes
- Selfie and biometric data will be deleted

**Video Chat Agent**

- Requires a Driver's License / State ID, Passport, or Passport Card and a 5 minute recorded video chat
- No selfie or biometric data collected
- Video will be deleted
- Takes 10 - 15 minutes

**Continue**

[I don't have any of the documents listed above](#)

15. Next you must provide consent for ID.me to collect the biometric data and sensitive personal information. Click the checkbox next to the I acknowledge statement and click **Continue** to proceed.

**Consent for ID.me to collect Biometric Data and Sensitive Personal Information**

**CONSENT FOR ID.ME TO COLLECT BIOMETRIC INFORMATION AND SENSITIVE PERSONAL INFORMATION**

In the event of any discrepancy between a non-English version of this document and the English version of this document, the English version shall prevail in all respects.

**BIOMETRIC INFORMATION PRIVACY STATEMENT**

ID.me will not sell, rent, or trade your Biometric Information, and after verification you may request we delete your Biometric Information. Your Biometric Information will only be used by ID.me to verify your identity in accordance with the guidelines published by the National Institute for Standards and Technology or as required for the prevention of fraud. ID.me will transfer your Biometric Information to our third party partners only when required by a subpoena, warrant, or other court ordered legal action.

**Notice and Consent**

This Notice and Consent for the collection of Biometric Information, Personal Information and Sensitive Personal Information ("Consent") describes how ID.me

I acknowledge that I have received, read, and agreed to these terms

Continue

16. Next, enter the mobile phone number. ID.me will text you a link to take photos of your identity document. Your smart phone must have a camera and web browser. Enter your mobile number and click **Continue**.

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### Take photos of your identity document

Enter a mobile phone number, then we'll text you a link to take photos of your identity document.

**Identity Document**

Driver's License [Change document](#)

**Mobile Phone Number**



**Your smartphone must have a camera and a web browser.**

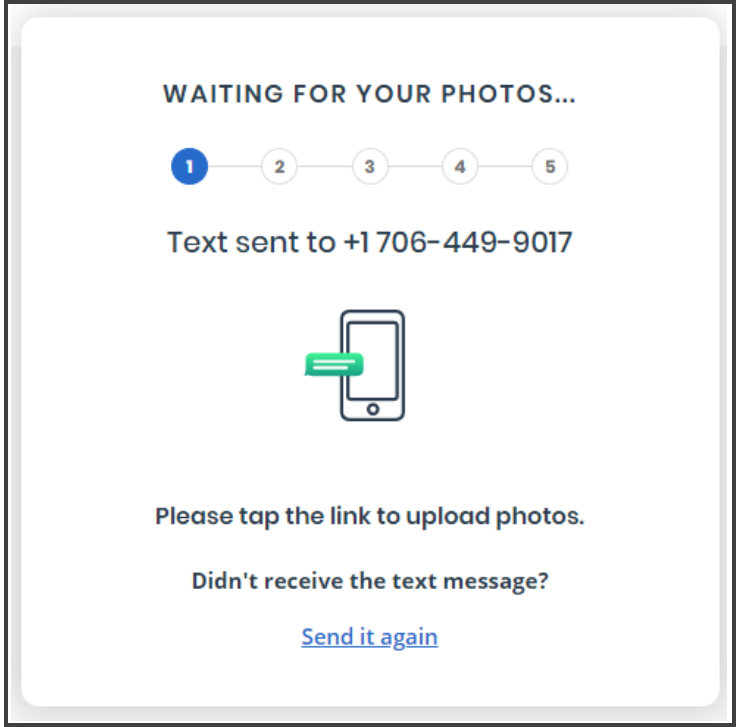
By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.

**Continue**

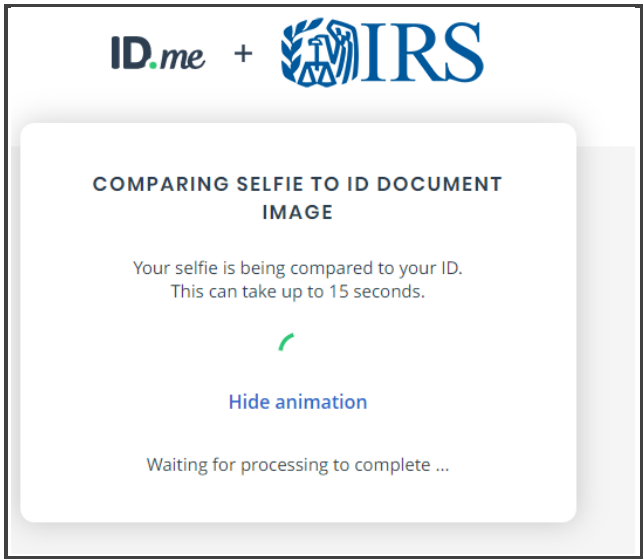
[I don't have a smartphone](#)

[I don't have a US phone number](#)


17. You will receive a text with a link for you to follow and upload your photos and then take a selfie.



18. Once you upload your Identity document and your selfie, ID.me will compare them.



19. Once the verification is complete, you will be prompted to enter your Social Security number and click **Continue**.



**VERIFY YOUR IDENTITY**

1 — 2 — 3 — **4** — 5

Enter your Social Security number

Social Security Number (#####) \*

.....

The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

[Back](#) **Continue**

[I don't have a Social Security Number](#)

20. ID.me displays the information that will be used to verify your identity against trusted sources. Select the checkbox to indicate that the information provided is correct and click **Yes**.

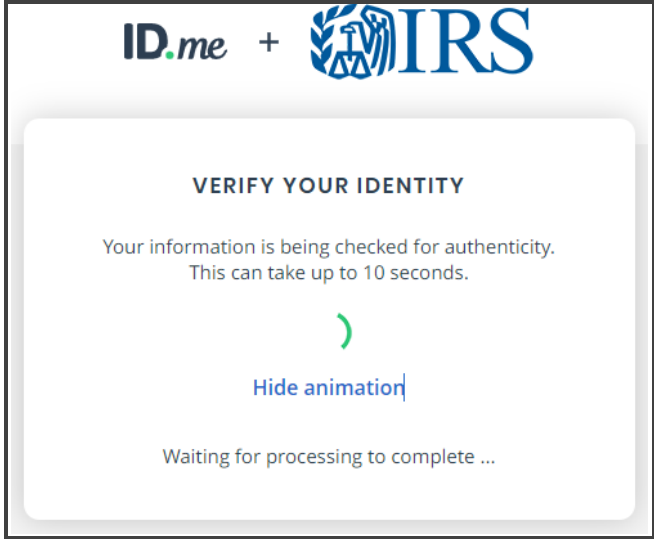
The information I've provided is correct, and I accept the use of [Fair Credit Reporting Act](#) data to verify my identity.

What is The Federal Fair Credit Reporting Act? ^

No **Yes**

See our [Privacy Policy](#) for how we treat your data.

21. ID.me verifies the information you provided.



22. Once the information is verified you must authorize ID.me to release this information to the Internal Revenue Service. To proceed, click **Allow**.

## AUTHORIZE THE INTERNAL REVENUE SERVICE

Before we send you back to **The Internal Revenue Service**, we need your permission to share your verified identity information.

Please note that only information obtained from the verification process will be shared.

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The Internal Revenue Service will receive:

- |               |               |
|---------------|---------------|
| ✓ First Name  | ✓ Middle Name |
| ✓ Last Name   | ✓ Email       |
| ✓ SSN         | ✓ Birth Date  |
| ✓ Phone       | ✓ Street      |
| ✓ City        | ✓ State       |
| ✓ Postal Code |               |

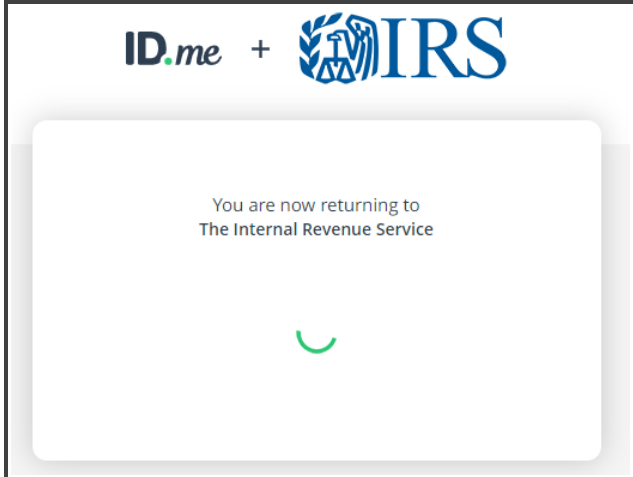
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You can remove this access at any time by changing your **ID.me** account settings.

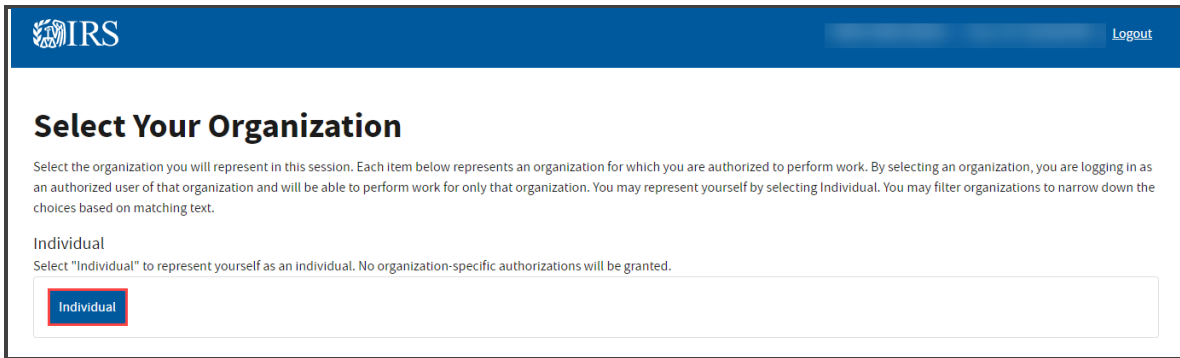
**Allow**

[Deny](#)

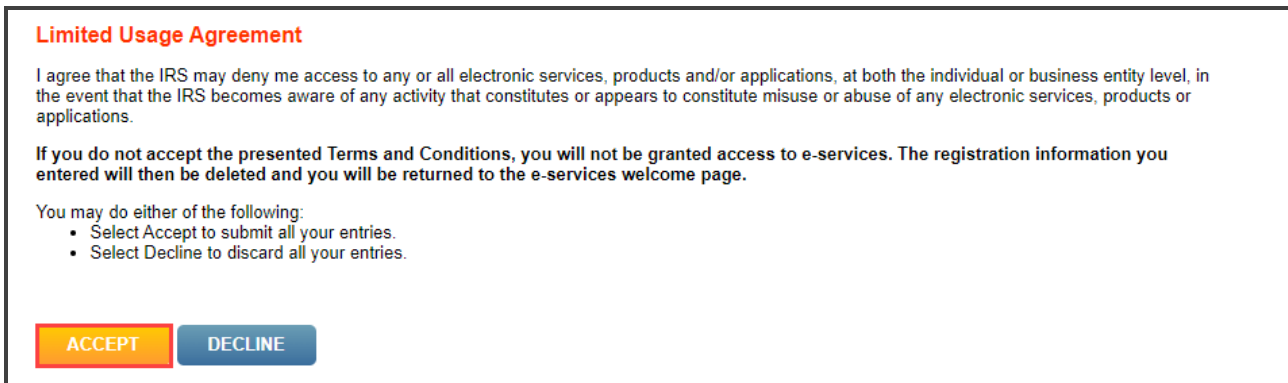
23. You are now redirected to The Internal Revenue Service page.



24. From the IRS.gov page, select the organization you will represent in this session. By selecting an organization, you are logging in as an authorized user of the organization and will be able to perform work for only that organization. For the purpose of this lesson, select Individual.

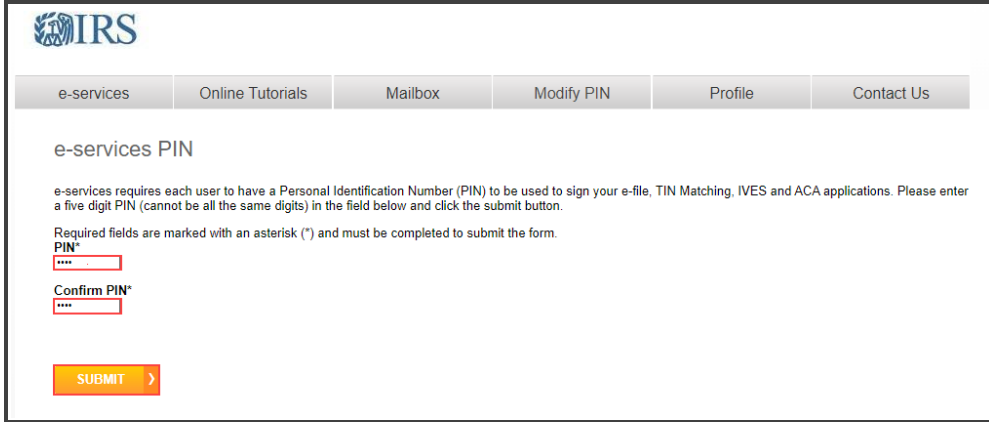


25. IRS displays the Terms of Service. Read the terms and at the bottom of the page, select **Accept** to submit all your entries.



26. On the e-Services PIN page, enter and rekey to confirm your 5-digit PIN, and click, Submit.

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The screenshot shows the IRS e-services PIN setup page. At the top left is the IRS logo. A navigation bar contains links for e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. The main heading is "e-services PIN". Below it, a paragraph states: "e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVES and ACA applications. Please enter a five digit PIN (cannot be all the same digits) in the field below and click the submit button." A note below reads: "Required fields are marked with an asterisk (\*) and must be completed to submit the form." There are two input fields: "PIN\*" and "Confirm PIN\*", both containing four asterisks. At the bottom is a yellow "SUBMIT" button with a right-pointing arrow.

27. You receive a confirmation message that you are now at the External services Authorization Management Web Application.