Service Bureau

MyTax Registration with PIN and system capabilities
Click Sign Up Now
Service Bureau First Time Sign in

Activation Summary
Select the taxpayer ID type you want to use to activate your MyTax Illinois account:

- FEIN
- EIN
- Tax Account ID
- License Number

Service Bureau ID
Service Bureau Fin
Zip Code/First 5 Numbers

Web Contact Information:
- Your Name
- Contact Phone
- Email
- Alternate Phone

Web Logon Information:
Pick a username, you'll use this to login to MyTax Illinois:
- Username

Pick your password:
- Password
- Confirm Password

Password Rules:
- Minimum 8 characters, no more than 30
- Passwords must contain both letters and numbers
- Passwords must be mixed case

In case you forget your password:
- Type Your Answer

Confirm important information:
- Confirm Email
- Confirm Password
The first user will **be** assigned as the Master login

Submit Activation Summary for: Algie Crivens?

Important: If you are establishing your first MyTax Illinois logon, you are considered the primary user of your account with 'Master' control capabilities. This means that you will have control of your MyTax Illinois account and will have the responsibility of granting access to any other person(s) you choose (e.g., CPA). By using the authorization code that is issued for the initial login, you assume responsibility for all actions taken on your MyTax Illinois account.
Confirmation message

Congratulations! You have submitted all the necessary information for your MyTax Illinois account activation.

Your confirmation number is 2-022-752-704.

Submitted on: 1/31/2018 11:35:31 AM (Central Time)
Request type: MyTax Illinois Activation
Activation request for: Algie Crivens

You should receive an e-mail shortly with additional information about accessing the MyTax Illinois account for which you submitted activation information.

If you have questions, please visit our website at tax.illinois.gov or call us at 217 785 3707.

Reference the confirmation number provided above.

Printable View

OK
Activation Email with Activation Code

From: MyTaxIllinois [mailto:REV.DeNotReply@illinois.gov]
Sent: Monday, August 14, 2017 12:22 PM
To: REV.MyTaxTesting <REV.MyTaxTesting@illinois.gov>
Subject: Testing: ILS Authorization code for MyTax Illinois on behalf of: test@illinois.gov

You have successfully activated your MyTax Illinois account for:
Service Bureau Info

Your authorization code is xxxxxx. This authorization code, along with the username and password that you created, will be needed to login to your MyTax Illinois account for the first time.

Important: If you are establishing your first MyTax Illinois logon, you are assuming the role of primary user with “master” control capabilities. By using this authorization code for the initial logon, you (as primary user) assume responsibility for all actions taken on the MyTax Illinois account. Using that logon profile, you will have “master” control of the MyTax Illinois account and will have the responsibility of maintaining all access granted from this point forward.

Click here to login to MyTax Illinois

Do not reply to this email. You will not receive a response. If you have questions, you can find contact information at the following:
http://tax.illinois.gov/AboutUs/ContactUs.htm
Enter User name and Password

Quick Links  (No login needed)

Start your IL-1040
Make an Individual Income Tax payment
Retrieve a return, application, or payment

Login to MyTax Illinois

Username
Forgot?
Password
Forgot?
Not already signed up?
Sign up Now!
Log in

Authentication Guide for activating a MyTax Illinois account
Enter Authorization Code received via email
MyTax options for Service Bureaus
Service Bureau level activities

I Want To

- Upload ICESA File
- Request a Filing Extension for Power of Attorney Clients
- Upload Monthly CSV File
- Add Access to an Existing Tax Account
- Manage Payments and Returns
- Manage SIDES Profile For Clients
- All Power of Attorney Activities
- Rate Exchange (Clients UI Rates)
File UI Quarterly ICESA

Attach ICESA File

- Files must contain only Illinois Department of Employment Security Quarterly Contribution & Wage Reports in the ICESA (Interstate Conference of Employment Security Agencies) format.
- Once attached, you'll be able to review validation results on the next page.
- Learn more about the ICESA format here

Select ICESA file to attach

You must upload a file in order to proceed.

Filename

Choose File

Cancel

Next
Service Bureau Bulk Extension

REQUEST A FILING EXTENSION FOR POWER OF ATTORNEY CLIENTS

This is a request for a bulk filing extension for clients whom you hold a Power of Attorney with Illinois Department of Employment Security.

Note: If your client has a previously granted extension that is greater than the date requested on this request, their due date will not be effected by this request.
For clients who are Annual Filers, the Quarterly Wage Report extension grants a 30 day filing extension towards the Annual Filers due date, which applies to all four quarters.

Wage Report:
Month 1 Wage Report

Filing Period:
3/31/2018

Current Due Date:
2/28/2018

Requested Filing Extension Date:
3/15/2018

Enter the reason for the filing extension

[Required]
Upload Monthly CSV File

Attach Monthly CSV File

- Files must contain only Illinois Department of Employment Security Monthly Wage Reports in the Monthly CSV format.
- Once attached, you’ll be able to review validation results on the next page.
- Learn more about the Monthly CSV file format here.

Select Filing Period and Month

Filing Period

Month

Required
Manage Payments

Do you want to pay by:

- **Bank Account Debit**
  Choosing this option will take you to the MyTax Illinois payment screen where you can submit a debit taken directly from your checking or savings account. There is no fee for this.

- **Payment by Mail Voucher**
  Choosing this option will take you to the MyTax Illinois voucher that you can print out and mail in with your payment. Do not send a copy of your return filed through MyTax Illinois. You have already submitted your return electronically.

**Period 9/20/2017**

- **Unemployment Insurance**
- **Balance:** 8,425,725.95

**Payment Channel**

- **Type:** Direct Debit
- **Bank Account Type:** Business Checking
- **Routing Number:** Required
- **Account Number:** Required
- **Confirm Account Number:** Required
- **Save this payment channel for future use:** No

**Payment**

- **Payment Date:** 9/20/2017
- **Pay Balance of:** 8,425,725.95
- **Amount:** 8,425,725.95
- **Required:** Yes
- **Format:** 0000000000

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Note: The image contains a screenshot of a payment management interface with detailed options for managing payments, including direct debit and mail voucher options.
# Upload SIDES Profile

## Update SIDES Profile

Welcome to the State Information Data Exchange System (SIDES). This will allow employers to perform the following SIDES functions:

1. Reset your SIDES PIN
2. Change your Receipt/Response Type
3. Update the email address you used to receive SIDES information

<table>
<thead>
<tr>
<th>Receipt Type</th>
<th>SIDES Email</th>
<th>SIDES Pin</th>
<th>Response Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:ides@test.com">ides@test.com</a></td>
<td>867669806584</td>
<td>Email</td>
</tr>
</tbody>
</table>

- Email
  - ides@test.com
- Confirm Email
  - ides@test.com
- Receipt Type
  - e-Response
- Response Type
  - e-Response
- Generate Pin
  - 

[Submit] [Previous] [Cancel]
All Power of Attorney Activities

Manage Power of Attorney for your clients

Add Client
By adding a Client you would get access to your client’s Unemployment Insurance tax account and you will be able to file, view and pay online.

Update Client Information
Manage different forms that you want to receive for your client or change power of attorney to view only.

Add/Change POA Address
Add/Change your Power Of Attorney Address

Add/Change POA Contacts
Add/Change your Power Of Attorney Contacts

Upload File for Client Management
Upload a file to add multiple clients. You will be able to file and pay unemployment insurance tax for clients after submitting this request. By adding clients through this request you acknowledge you have valid power of attorney (POA) on file.

Request a Filing Extension for Clients
Add Individual POA

Details about Client

Client's UI Account Number

Client's FEIN

Required

Disclaimer

We have been authorized by the Employer to represent the Employer before the Director in any and all matters, to act in the Employer's stead with the same consequences as the Employer, and to receive any and all information requested by said Representative pertaining to the Employer's liability for the payment of contributions, interest and penalties under the Illinois Unemployment Insurance Act (except that I understand that notices pertaining to a Determination and Assessment or Refund/Adjustment shall be sent to the employing unit at its principal place of business or its last known place of business or residence), until such time as the appointment is terminated. I understand that my Representative shall be provided information only to the extent that it is requested for one of the purposes set forth in Section 1800 of the Illinois Unemployment Insurance Act [820 ILCS 405/1900].
Bulk Upload POA with MOU

Add an attachment

To request power of attorney for more than one client, you must Attach a File.

File Instructions and Sample File

Only one file may be attached and uploaded at a time. Your file must be in the correct format for us to accept it.

Please choose an attachment

You must upload a file in order to proceed.

Filename

Choose File

Disclaimer

We have been authorized by the Employer to represent the Employer before the Director in any and all matters, to act in the Employer’s stead with the same consequences as the Employer, and to receive any and all information requested by said Representative pertaining to the Employer’s liability for the payment of contributions, interest and penalties under the Illinois Unemployment Insurance Act (except that I understand that notices pertaining to a Determination and Assessment or Refund/Adjustment shall be sent to the employing unit at its principal place of business or its last known place of business or residence), until such time as the appointment is terminated. I understand that my Representative shall be provided information only to the extent that it is requested for one of the purposes set forth in Section 1900 of the Illinois Unemployment Insurance Act [520 ILCS 405/1900].
Request Rate Exchange File

Rate Exchange

The Rate Exchange is a process for the Illinois Department of Employment Security (IDES) to electronically share Employer current year Unemployment Insurance Contribution Rate and Account Balance information with Service Bureaus. For Services Bureaus to participate in the Rate Exchange they must have an Employer signed Power of Attorney and Special Mailing Form (LE-10 & UI-11M) for the Rate Notice (UI-5A/UI5B) and/or the Employer Contribution & Wage Report (UI-3/40) on file with IDES for all employers they represent.

After submitting this request, you will receive a web message with an attachment in your e-services profile in 1-2 Business Days.

The attachment file will contain:

1. Rate
2. Rate year (current year)
3. UI Account Number
4. FEIN
5. Client’s Name
6. Client’s Address
7. Account Balance
SB Account Level activities

Account Alerts
- Pay outstanding balance: $452.25
- There are 4 unread letters

I Want To
- File a Return/Wage Report
- Manage Payments and Returns
- Upload ICES&I File
- Request a Filing Extension
- Upload Monthly CSV File
- Request a Refund
- File or Manage a Protest
- Setup a Deferred Payment Agreement

Account Maintenance
- Update Contacts
- Request to Close Account
- FUTA Certification Letter
  <See All...>

Account Maintenance
- Update Contacts: Manage your contacts' names, email addresses, and phone numbers.
- Request to Close Account: You can request to close your UI account.
- File Additional UI Schedules: File or update your existing UI, UI S&P, or Voluntary Coverage Schedules.
- Attach 501c3: Attach 501c3 if you are treated as Non-Profit Organization.
- Request to Become a PEO: Request professional employer organization status to add a client.