

# 2021



State of Illinois  
Department of Revenue

## **MYDEC COUNTY ASSESSOR ACCESS PROCEDURES APPENDIX B - HOW TO LOCATE AND WITHDRAW SAVED DECLARATIONS**

## **MyDec Assessor Access**

<https://mytax.illinois.gov/mydec/>

# Locating and Withdrawing Saved Paper Declarations

## Assessor Action:

The actions below must be performed by the person *who originally saved the document*. At this time, only the person in the account who saved the declaration can see it prior to its submission! Once submitted, all users in the account will see it in the “Attention Needed” tab. If another user attempts to enter the same declaration they will get the error “Document Already Exists”.

1. Go to the Customer Summary screen, “Menu” tab:

The screenshot shows the MyTaxIllinois interface. At the top left is the MyTaxIllinois logo. Below it, the text reads "COUNTY OF <County Name>". To the right, a user is logged in as "Test IDOR" with the message "Welcome, Test IDOR" and "You last logged in on Friday, Jun 25, 2021 1:36:30 PM". A "Manage My Profile" link is visible. Below the user information, there are three tabs: "Menu" (selected), "Attention Needed" (with a red notification badge '5'), "Finalized" (with a red notification badge '0'), and "Not yet Finalized" (with a red notification badge '1'). A search bar contains the text "What are you looking for?". The main content area is divided into five panels: "Declarations" (with sub-items: Add Recorded Declaration, Search for Declaration), "Reporting" (with sub-item: View Reporting Options), "Submissions" (with sub-item: Search Submissions), "Messages" (with sub-item: View Messages), and "Other" (with sub-items: Invite a New User, Update Township Assessor Access, View Township Assessor Access).

- Click “Search Submissions” in the “Submissions” action box:

The screenshot shows the MyTax Illinois dashboard. At the top left is the MyTax Illinois logo. Below it, there's a header for the county: "COUNTY OF <County Name>". To the right, it says "Welcome, Test IDOR" and "You last logged in on Friday, Jun 25, 2021 1:36:30 PM". Below that is a "Manage My Profile" link. A navigation bar shows "Menu", "Attention Needed" (with a red '5' badge), "Finalized" (with a red '0' badge), and "Not yet Finalized" (with a red '1' badge). A search bar contains the text "What are you looking for?". Below the search bar are five main action boxes: "Declarations", "Reporting", "Submissions", "Messages", and "Other". The "Submissions" box is highlighted with a red border and contains a red-bordered button labeled "Search Submissions".

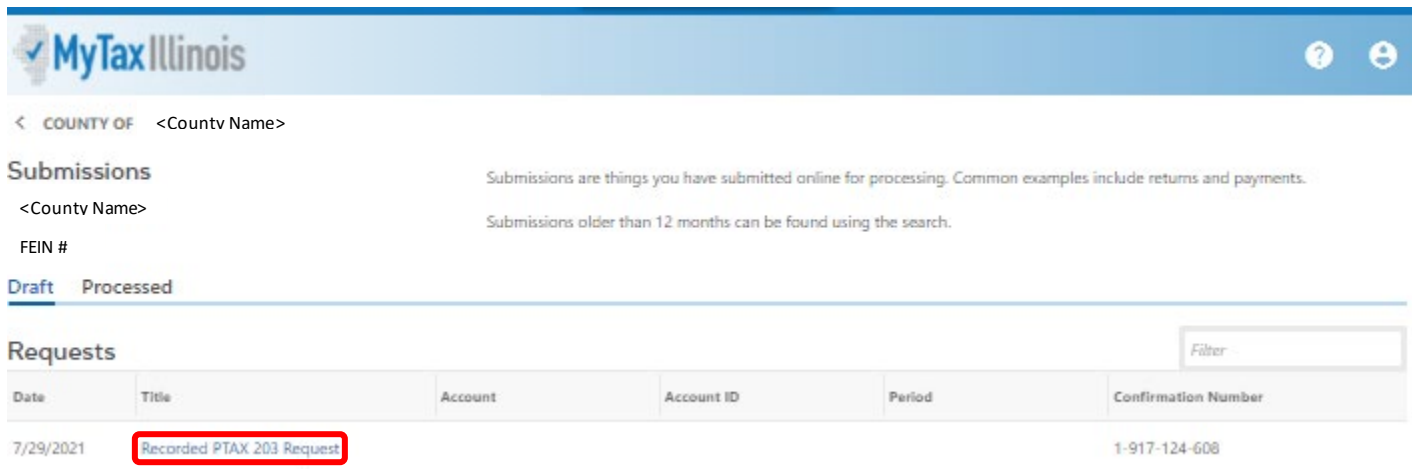
- This takes you to the “Draft” tab on the “Submissions” screen:

The screenshot shows the MyTax Illinois "Submissions" screen. At the top left is the MyTax Illinois logo. Below it, there's a header for the county: "COUNTY OF | <County Name>". The main heading is "Submissions" with a sub-heading "<County Name>". Below that is the FEIN #. There are two tabs: "Draft" (selected) and "Processed". A description of submissions is provided: "Submissions are things you have submitted online for processing. Common examples include returns and payments. Submissions older than 12 months can be found using the search." Below the tabs is a "Requests" section with a "Filter" input field. A table lists the requests:

Date	Title	Account	Account ID	Period	Confirmation Number
7/29/2021	Recorded PTAX 203 Request				1-917-124-608

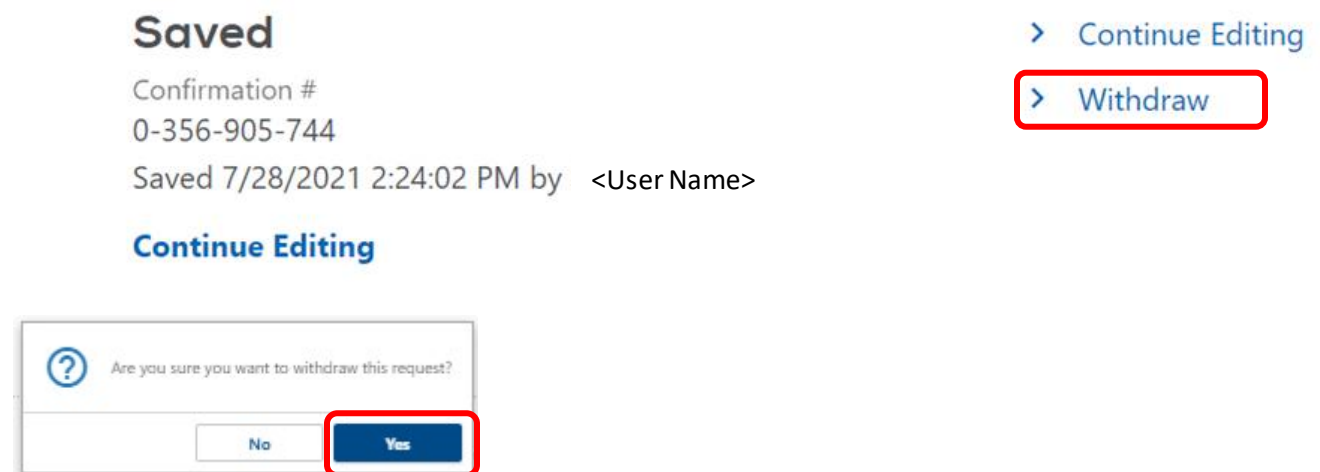
Any saved but not submitted PTAX-203s will be listed under the “Draft” tab. You may have to search for submissions older than 12 months.

4. Select "Recorded PTAX-203 Request" (if there are multiple records, refer to the confirmation number provided at the time you saved the draft. If you do not have that information, you may have to open them until you find the record that you are looking for):



The screenshot shows the MyTax Illinois interface. At the top, there is a navigation bar with the MyTax Illinois logo and a search icon. Below the navigation bar, there is a breadcrumb trail: < COUNTY OF <Countv Name>. The main content area is titled "Submissions" and includes a sub-header "<Countv Name>". Below this, there is a "FEIN #" field. The page is divided into two tabs: "Draft" (selected) and "Processed". Below the tabs, there is a "Requests" section with a "Filter" input field. A table lists the requests with columns for Date, Title, Account, Account ID, Period, and Confirmation Number. The first row shows a request dated 7/29/2021 with the title "Recorded PTAX 203 Request" and a confirmation number of 1-917-124-608. The title "Recorded PTAX 203 Request" is highlighted with a red box.

5. At this point, you can Continue Editing or Withdraw the request. To withdraw it, select "Withdraw":



The screenshot shows a "Saved" confirmation screen. The text "Saved" is prominently displayed at the top. Below it, the confirmation number "0-356-905-744" is shown, along with the save date and time: "Saved 7/28/2021 2:24:02 PM by <User Name>". To the right of the confirmation information, there are two buttons: "Continue Editing" and "Withdraw". The "Withdraw" button is highlighted with a red box. Below the confirmation screen, there is a dialog box with a question mark icon and the text "Are you sure you want to withdraw this request?". The dialog box has two buttons: "No" and "Yes". The "Yes" button is highlighted with a red box.

## Recorded Declaration

<County Name>

FEIN #

## Withdrawn

Confirmation #

1-692-598-272

Submitted 7/30/2021 11:00:39 AM by Test IDOR

Withdrawn 8/4/2021 2:09:38 PM by Test IDOR

### Recorded Declaration

#### Declaration

Status Deed Recorded  
Document No. 2021-11234  
Primary PIN 22-14-239-007

State Form

History

Step 1A

Step 1B

Step 2

Step 3

Step 4

Exempt Transfer

Recording Info

Assessment Info

### PTAX-203 - Illinois Real Estate Transfer Declaration

Instructions

#### Step 1: Identify the Property and Sale Information

1 Street address of property (or 911 address, if available)

760 GUTHRIE ST

Township

County

Village

/A

ZIP

61350-0000

This request has been withdrawn.

OK