

2021



State of Illinois
Department of Revenue

MYDEC COUNTY ASSESSOR ACCESS PROCEDURES ID AND PASSWORD SETUP AND INVITING USERS

MyDec Assessor Access

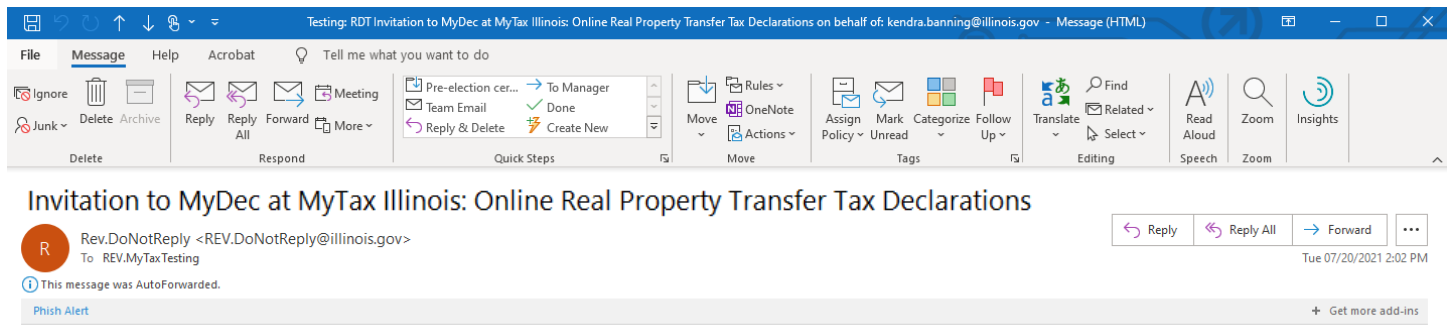
<https://mytax.illinois.gov/mydec/>

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Account Administrator Initial Setup

The County Recorder will receive an invitation code from the Department of Revenue (Department) via email from MyTax Illinois. The Recorder will click on the hyperlink in the email.



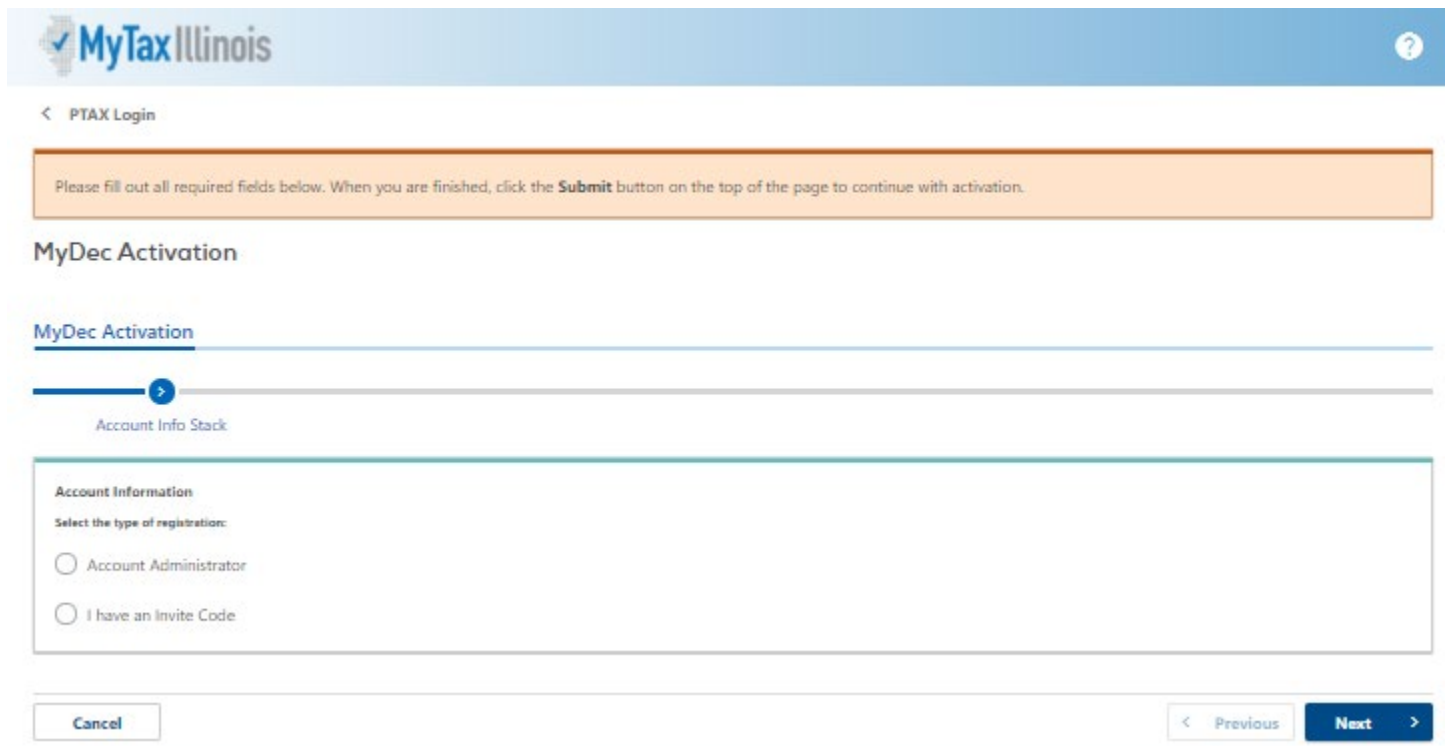
You have been invited to create a MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account.

Your Invite Code is **h63fzchv**. This code is needed to create your new account.

[Click here to set up your new MyDec account](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at tax.illinois.gov or call us at 1 844 445-1114.

The user will be taken to the MyDec website "PTAX Login: MyDec Activation" screen:



Select "I have an Invite Code":

Account Information

Select the type of registration:

Account Administrator


I have an Invite Code

Enter Your Invite Code *

Required

Cancel < Previous **Next** >

Copy and paste or enter the invite code from the email:

?

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

MyDec Activation

MyDec Activation

Account Info Stack

1

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

h63fzchv

Cancel < Previous **Next** >

Select "Next" and if the proper code was entered, several required fields will appear:

The screenshot shows the MyTax Illinois PTAX Login page. At the top left is the MyTax Illinois logo. Below it is a breadcrumb trail: < PTAX Login. A message box states: "Please fill out all required fields below. When you are finished, click the Submit button on the top of the page to continue with activation." The main heading is "MyDec Activation". Below this is a progress bar with two steps: "Account Info Stack" (completed with a checkmark) and "Organization Information" (current step, highlighted with a yellow box and a right arrow). The "Organization Information" section contains several required fields, each with a red asterisk and the word "Required" below it: "Organization Type" (dropdown), "Organization Name" (text), "Your Name" (text), "Street Address" (text), "City" (text), "State" (dropdown), and "ZIP Code" (text). At the bottom right, there are navigation buttons: "Cancel", "Previous", and "Next".

Complete all required fields and click "Next" in the lower right corner:

< Previous Next >

Once the Assessor submits the information required above, the Assessor will advance to next step: establishing login info.

MyTax Illinois

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

MyDec Activation

MyDec Activation

Account Info Stack Organization Information Login Info

Create Your New Login

Enter the contact information for this login:

Email Address
Required

Confirm Email Address
Required

Contact Phone Number
Required

Extension

Select your login credentials:

Pick a Username
Required

Password Rules

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Password
Required

Confirm Password
Required

In case you forget your username or password:

Select a secret question
Required

Type your answer
Required

Confirm your answer
Required

Cancel < Previous Next >

Complete all required fields and click “Next” in the lower right corner:

< Previous Next >

Once the Assessor submits the information required above, the Assessor will advance to next step: review. This allows the Assessor to review the full information that has been entered since clicking the link in the invite email.

- If the information is correct, the Assessor should click “Submit” in the lower right corner.

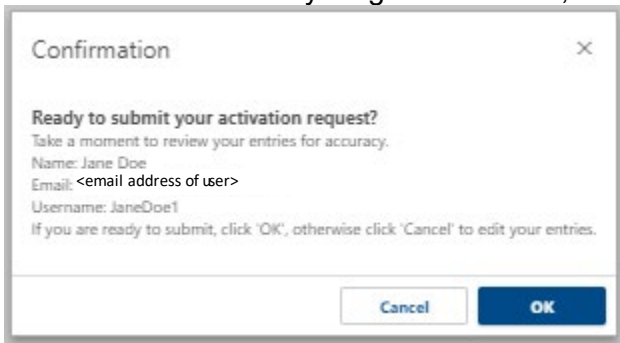


- If the information needs to be edited/corrected, the Assessor should click “Previous” in the lower right corner to return to the step that needs to be corrected.

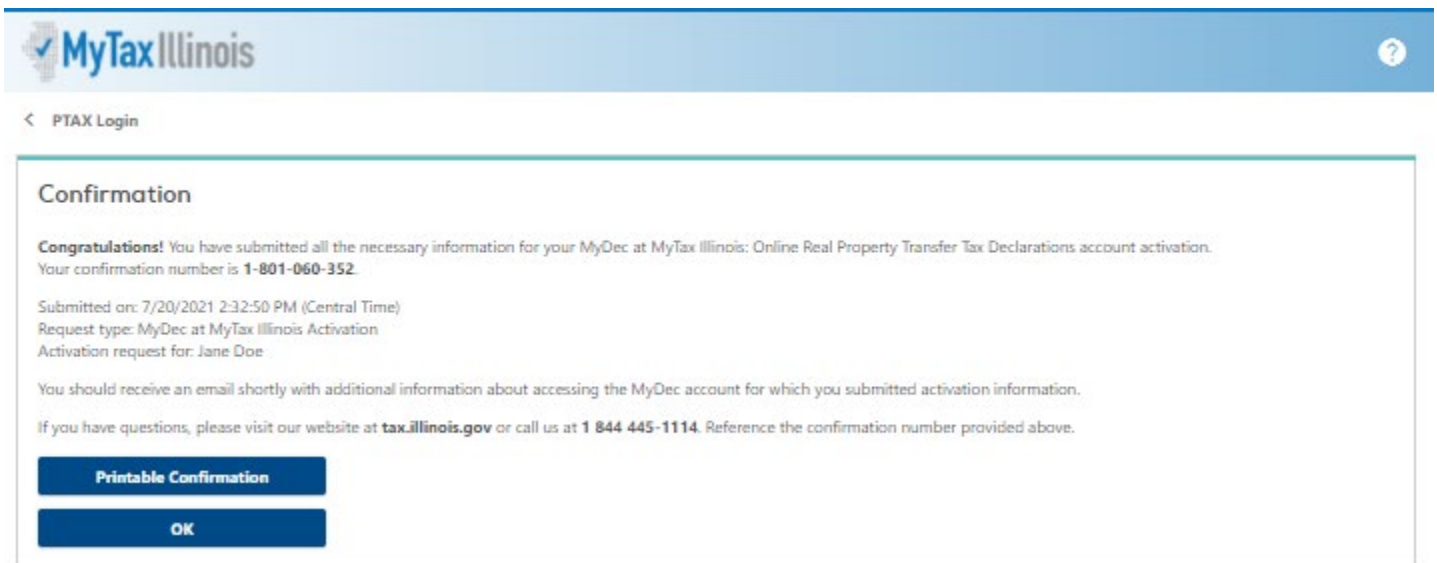


After completing edits/corrections, the Assessor should click “Next” in the lower right until advancing to the review step and submitting.

Once the Assessor clicks “Submit”, a confirmation message pops up with a few key entries for you to verify once more. When everything looks correct, click “OK” in the confirmation box to finish the submission.

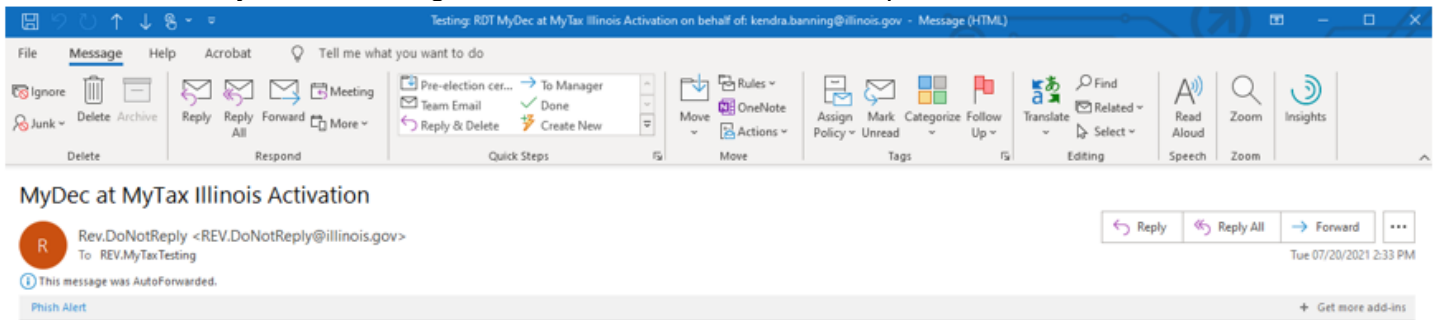


A printable confirmation screen will appear. To print, click “Printable Confirmation”. To advance beyond the confirmation screen, click “OK”.



Now that the Assessor has submitted the form, an email will be sent to the email address entered during the “login info” step. The email will contain a link to the login screen for the Assessor’s new MyDec account.

Retrieve the new email. The Assessor will click on the link in the email and the system will direct them to the home screen of MyDec, where log in to the new account can be completed.



You have successfully activated your MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account for:
Jane Doe

The username and password you created will be needed to login to your MyDec account.

[Click here to login to MyDec](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at tax.illinois.gov or call us at 1 844 445-1114.

The Assessor will enter their username and password and click on the “Log in” button:



Who Can Use This Site?

This website allows individuals, law firms, and settlement agencies (title companies) to file Transfer Tax Declarations online, and view Declarations already created. Additionally, users can track the status of, and make corrections to, the Declaration during the recording process.

Law firms and settlement agencies who wish to have multiple users acting on Declarations must choose one representative to create the MyDec account establishing the Account Administrator logon. The Account Administrator can then invite additional users (employees, partners, etc.) to access the company's MyDec account.

Getting Started

Before starting a new Declaration, check for the county where the property is located in the list of participating government agencies below. If the county is not found in the list of participants, do not prepare your Declaration with this site.

Note: If the county is listed but the municipality is not, you may prepare your Declaration with this site, but you also will be required to follow the municipality's current processes not included in this system.

> [List of participating government agencies](#)

Settlement Agencies

Settlement agencies (title companies) registered on this site are the only settlement agencies with the capability of closing Declarations on this site. Do not prepare your Declaration on this site if the settlement agency you intend to utilize is not registered. Use the Search feature below to verify registration. If the settlement agency is registered and authorized, they may also issue Real Estate Tax Stamps using this site.

Note: Individuals and law firms performing their own closings may also take advantage of the MyDec site. Additionally, law firms may accept and close on Declarations passed to them by individuals. These users will need to purchase Real Estate Transfer Tax Stamps from the applicable government agency(ies).

> [Search for registered settlement agencies.](#)

The Assessor has now logged into their MyDec account. Upon the first log in, the Assessor will be able to set up two-step verification to protect their MyDec account:

The screenshot shows the MyTax Illinois interface for setting up two-step verification. The header includes the MyTax Illinois logo and a help icon. Below the header, there is a breadcrumb for 'PTAX Login' and a main heading: 'Protect your RDT MyDec profile with two-step verification'. A sub-heading explains that two-step verification is used to better protect the RDT MyDec profile and that a unique security code will be required for each login. Three options are presented in separate boxes: 'Authentication App' (with a 'Set Up' link), 'Text Message' (with an 'Add Phone' link), and 'Email' (with an 'Add Email' link). Each option includes a brief description of how it works. At the bottom, there is a link to 'Disable' two-step verification if the user does not want to use it, and two buttons: 'Cancel' and 'Confirm'.

The Assessor will choose the method of two-step verification and click on the hyperlink available for that type:

- Authentication App “Set Up” link – follow the instructions on screen and click “Save” in the lower right corner:

The screenshot shows the 'Set Up Authentication App' screen in the MyTax Illinois interface. The header includes the MyTax Illinois logo and a help icon. Below the header, there is a breadcrumb for 'Two-Step Verification Setup' and a main heading: 'Set Up Authentication App'. The text explains that instead of waiting for text messages or emails, the user can get their RDT MyDec security codes on their device using a time-based one-time password (TOTP) app like Google Authenticator. It instructs the user to scan the QR code or enter the key manually. A QR code is displayed, and below it, the key 'P57B AOSG BQKC 4LCD' is shown. A note says 'Can't scan it? Enter this key in your authenticator app instead (spaces not required)'. At the bottom, there are two buttons: 'Cancel' and 'Save'.

- Text Message “Add Phone” link – enter the required information and click “Save” in the lower right corner:

MyTax Illinois

< Two-Step Verification Setup

Add Phone

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country Phone Number Carrier

USA Required Required

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel Save

- Email “Add Email” link – enter the required information and click “Save” in the lower right corner:

MyTax Illinois

< Two-Step Verification Setup

Add Email

A security code will be sent via email when trying to log in. Add REV.DoNotReply@illinois.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email Required

Cancel Save

Once a two-step verification method is selected, the saved process will be required each time the Assessor logs into their account.

If the Assessor chooses not to utilize two-step verification, they can click “Disable” in the bottom left of the two-step screen.

After the two-step verification screen is bypassed (either by choosing a method or disabling), the home page of the Assessor's MyDec account is displayed:

The screenshot shows the MyTax Illinois Assessor's MyDec account home page. At the top left is the MyTax Illinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side, the user is greeted with "Welcome, Jane Doe" and "You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM". Below this, there is a "Manage My Profile" link. On the left side, there is a "Menu" link and a list of user information: "FEIN #", "Street Address", and "City, IL 12345-6789". Below the menu is a search bar with the placeholder text "What are you looking for?". The main content area is divided into five cards: "Declarations" (with a search for declaration link), "Reporting" (with a view reporting options link), "Submissions" (with a search submissions link), "Messages" (with a view messages link), and "Other" (with a view my township access link).

MyTax Illinois

COUNTY OF <County Name>

Welcome, Jane Doe
You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM
[Manage My Profile](#)

FEIN #
Street Address
City, IL 12345-6789

[Menu](#)

What are you looking for?

Declarations
Access declarations.
> [Search for Declaration](#)

Reporting
Access reporting options.
> [View Reporting Options](#)

Submissions
Search for a submitted request.
> [Search Submissions](#)

Messages
View messages I've received from the agency.
> [View Messages](#)

Other
Access other online options.
> [View My Township Access](#)

Inviting New Users (Administrators Only)

In the "Other" box in your Menu screen, click on the 'Invite a New User' link.

The screenshot shows the MyTax Illinois user interface. At the top left is the MyTax Illinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side of the header, it says "Welcome, Jane Doe" and "You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM" with a "Manage My Profile" link below it. Below the header, there are three status indicators: "Attention Needed" with a red circle containing the number 0, "Finalized" with a red circle containing the number 0, and "Not yet Finalized" with a red circle containing the number 0. Below these indicators is a search bar with the placeholder text "What are you looking for?". The main content area is divided into five panels: "Declarations", "Reporting", "Submissions", "Messages", and "Other". The "Other" panel contains three links: "Invite a New User", "Update Township Assessor Access", and "View Township Assessor Access". The "Invite a New User" link is highlighted with a red rectangular box.

MyTax Illinois

COUNTY OF <County Name>

Welcome, Jane Doe
You last logged in on Tuesday, Jul 20, 2021 2:54:20 PM
Manage My Profile

FEIN #
Street Address
City, IL 12345-6789

Menu Attention Needed ⁰ Finalized ⁰ Not yet Finalized ⁰

What are you looking for?

Declarations
Access declarations.
> Add Recorded Declaration
> Search for Declaration

Reporting
Access reporting options.
> View Reporting Options

Submissions
Search for a submitted request.
> Search Submissions

Messages
View messages I've received from the agency.
> View Messages

Other
Access other online options.
> Invite a New User
> Update Township Assessor Access
> View Township Assessor Access

Enter the name and email address for each staff member and choose the type of access for that staff member. Click "Next".

MyTax Illinois

< COUNTY OF <County Name>

Invite New User

COUNTY OF <County Name>

FEIN #

Invite New User Review and Submit

Invite a New User

Enter the contact information below for the person you wish to invite. Newly invited users will be granted basic user permissions to begin. These permissions can be changed by an Admin account after the invite has been accepted.

Enter contact information for the invitee:

First Name
Required

Last Name
Required

Email Address
Required

Select an access type:

Access Type
Required

- CA Administrator
- CA Standard User
- CA Township Assessor

< Previous **Next** >

Click "Submit" on the next page:

MyTax Illinois

< COUNTY OF <County Name>

Invite New User

COUNTY OF <County Name>

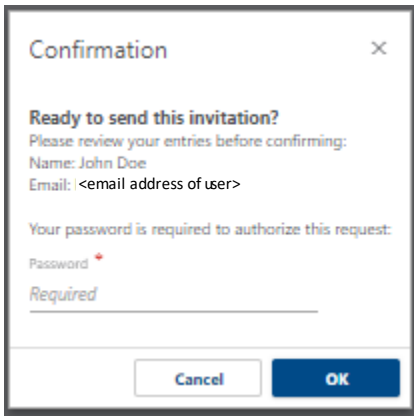
FEIN #

Invite New User Review and Submit

This Invite New User request is ready to submit.

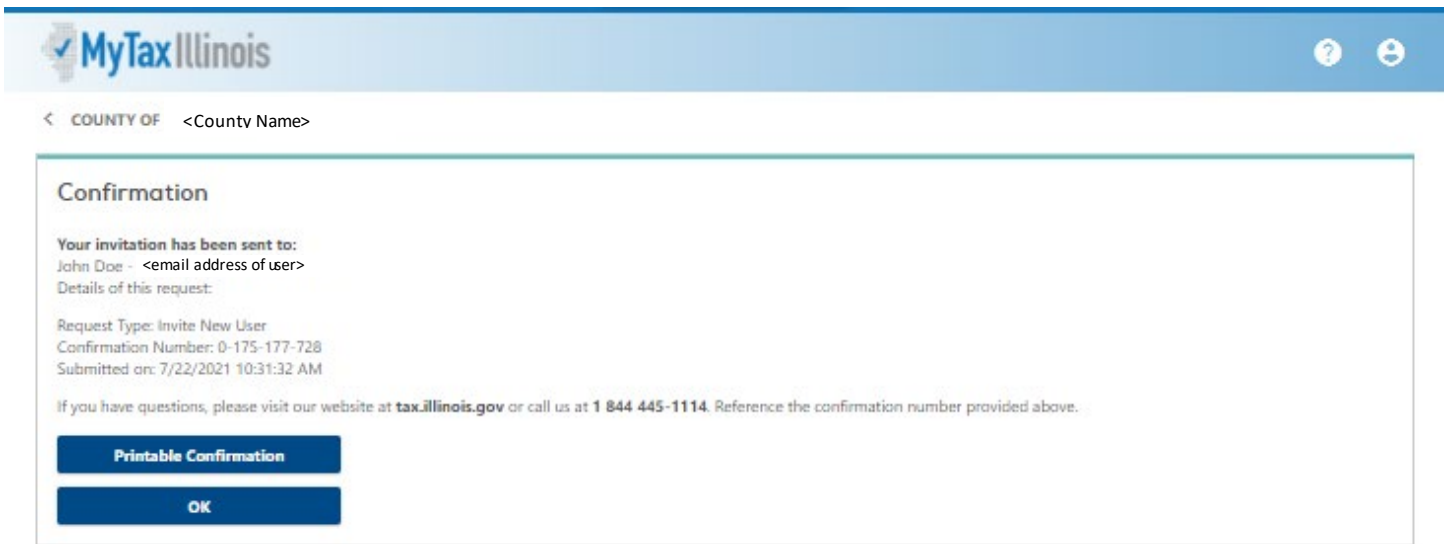
Cancel < Previous **Submit**

Enter your password and click “Ok”:



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "Ready to send this invitation? Please review your entries before confirming: Name: John Doe Email: <email address of user>". Below this, it says "Your password is required to authorize this request:" followed by a password input field with a red asterisk and the word "Required" below it. At the bottom, there are two buttons: "Cancel" and "OK".

You will receive confirmation that your request was sent:



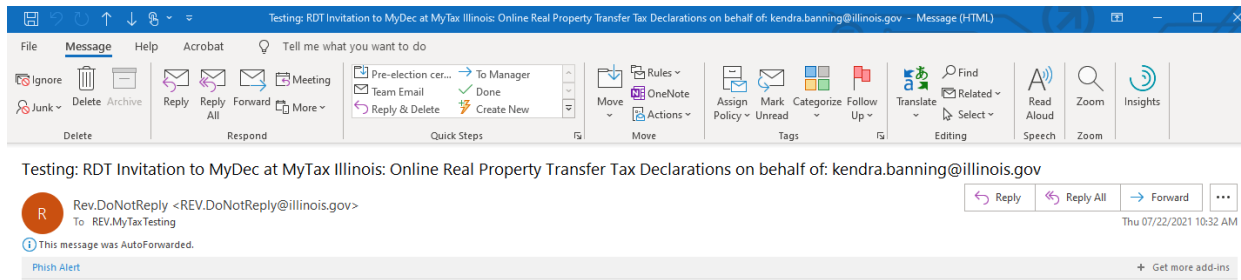
A screenshot of the MyTax Illinois web interface. The header shows the MyTax Illinois logo and user icons. Below the header, there is a breadcrumb trail: "< COUNTY OF <County Name>". The main content area is a confirmation message titled "Confirmation". The text reads: "Your invitation has been sent to: John Doe - <email address of user> Details of this request: Request Type: Invite New User Confirmation Number: 0-175-177-728 Submitted on: 7/22/2021 10:31:32 AM". Below this, it says "If you have questions, please visit our website at tax.illinois.gov or call us at 1 844 445-1114. Reference the confirmation number provided above." At the bottom, there are two buttons: "Printable Confirmation" and "OK".

The user will receive an email with an invitation code and create their own ID for use in the Assessor’s MyDec account.

NOTE: The difference between an Administrative and Standard User is that an Administrator can invite new users, cease access for users and change access type for users. It is recommended that each County have more than one Administrator.

Invited User Setup

The invited user will receive an invitation via email to join MyDec as a user under your government agency. The new user will click on the hyperlink in the email.



You have been invited to create a MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account.

Your Invite Code is **sxrvcmj**. This code is needed to create your new account.

[Click here to set up your new MyDec account](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at tax.illinois.gov or call us at 1 844 445-1114.

The user will be taken to the MyDec website “PTAX Login: MyDec Activation” screen:

A screenshot of the MyDec Activation screen. The page title is "PTAX Login". Below the title is a message: "Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation." The main heading is "MyDec Activation". Below this is a progress indicator showing "Account Info Stack" with a right-pointing arrow. The "Account Information" section contains the text "Select the type of registration:" and two radio button options: "Account Administrator" and "I have an Invite Code". At the bottom of the form are three buttons: "Cancel", "Previous", and "Next".

Select "I have an Invite Code":

Account Information

Select the type of registration:

Account Administrator


I have an Invite Code

Enter Your Invite Code *

Required

[Cancel](#) [< Previous](#) [Next >](#)

Copy and paste or enter the invite code from the email:

?

< PTAX Login

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

MyDec Activation

MyDec Activation

Account Info Stack

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

sxvvcjmj

[Cancel](#) [< Previous](#) [Next >](#)

Select "Next" and if the proper code was entered, several required fields will appear:

The screenshot shows the MyTax Illinois PTAX Login page. At the top, there is a blue header with the MyTax Illinois logo and a help icon. Below the header, there is a navigation breadcrumb "PTAX Login". A prominent orange message box states: "Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation." The main heading is "MyDec Activation". Below this, a progress indicator shows two steps: "Account Info Stack" (completed with a checkmark) and "Organization Information" (current step, highlighted with a yellow box and a right-pointing arrow). The "Organization Information" section contains several required fields, each with a red asterisk and the word "Required" below it: "Organization Type" (a dropdown menu), "Organization Name", "Your Name", "Street Address", "City", "State" (a dropdown menu), and "ZIP Code". At the bottom of the form, there are three buttons: "Cancel", "Previous" (disabled), and "Next" (active).

Complete all required fields and click "Next" in the lower right corner:

A close-up of the navigation buttons at the bottom of the form. It shows a "Previous" button (disabled) and a "Next" button (active).

Once the user submits the information required above, the user will advance to next step: establishing login info.

Please fill out all required fields below. When you are finished, click the **Submit** button on the top of the page to continue with activation.

MyDec Activation

MyDec Activation



Create Your New Login

Enter the contact information for this login:

Email Address *
Required

Confirm Email Address *
Required

Contact Phone Number *
Required

Extension

Select your login credentials:

Pick a Username *
Required

Password Rules

- Minimum 8 characters, no more than 20
- Passwords must contain both letters and numbers
- Passwords must be mixed case

Password *
Required 👁

Confirm Password *
Required 👁

In case you forget your username or password:

Select a secret question *
Required ▼

Type your answer *
Required

Confirm your answer *
Required

▶

Complete all required fields and click “Next” in the lower right corner:

▶

Once the user submits the information required above, the user will advance to next step: review. This allows the user to review the full information that has been entered since clicking the link in the invite email.

- If the information is correct, the user should click “Submit” in the lower right corner.

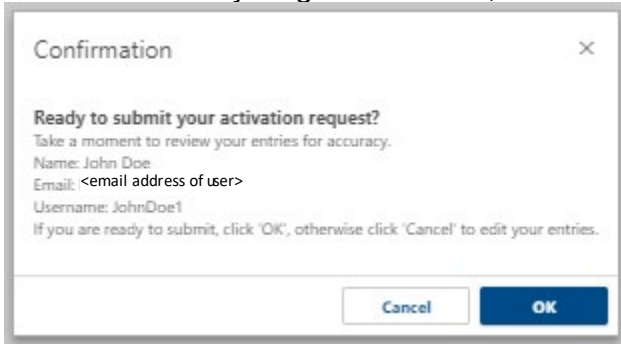


- If the information needs to be edited/corrected, the user should click “Previous” in the lower right corner to return to the step that needs to be corrected.

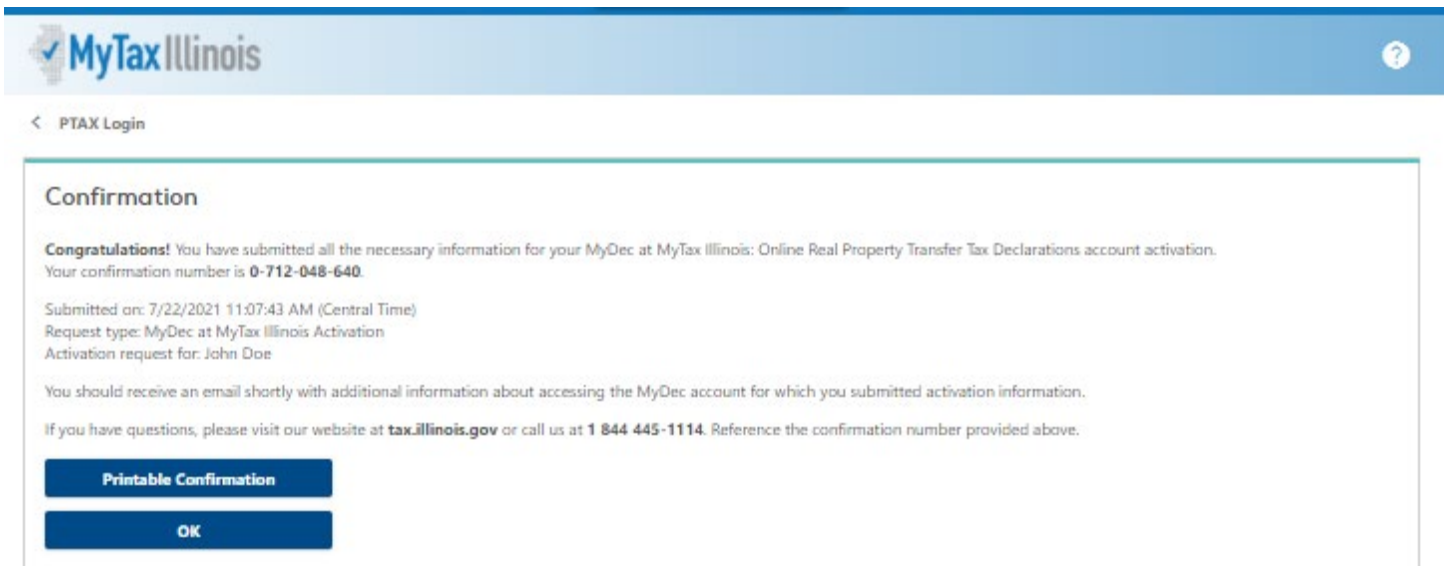


After completing edits/corrections, the user should click “Next” in the lower right until advancing to the review step and submitting.

One the user clicks “Submit”, a confirmation message pops up with a few key entries for you to verify once more. When everything looks correct, click “Ok” in the confirmation box to finish the submission.

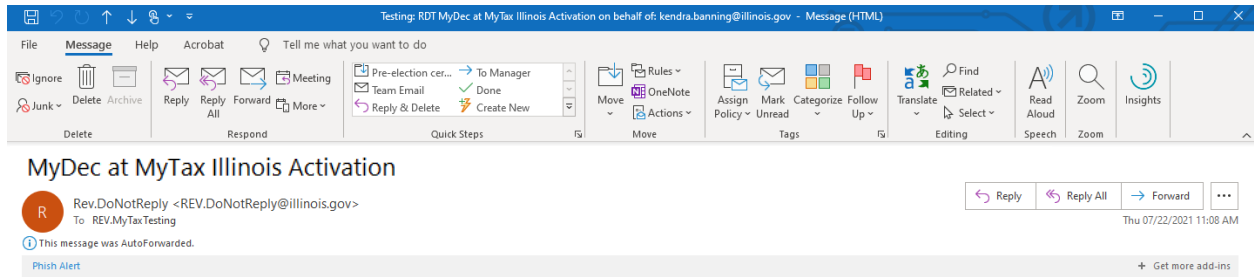


A printable confirmation screen will appear. To print, click “Printable Confirmation”. To advance beyond the confirmation screen, click “Ok”.



Now that the user has submitted the form, an email will be sent to the email address entered during the “login info” step. The email will contain a link to the login screen for the user’s new MyDec account.

Retrieve the new email. The user will click on the link in the email and the system will direct them to the home screen of MyDec, where log in to the new account can be completed.



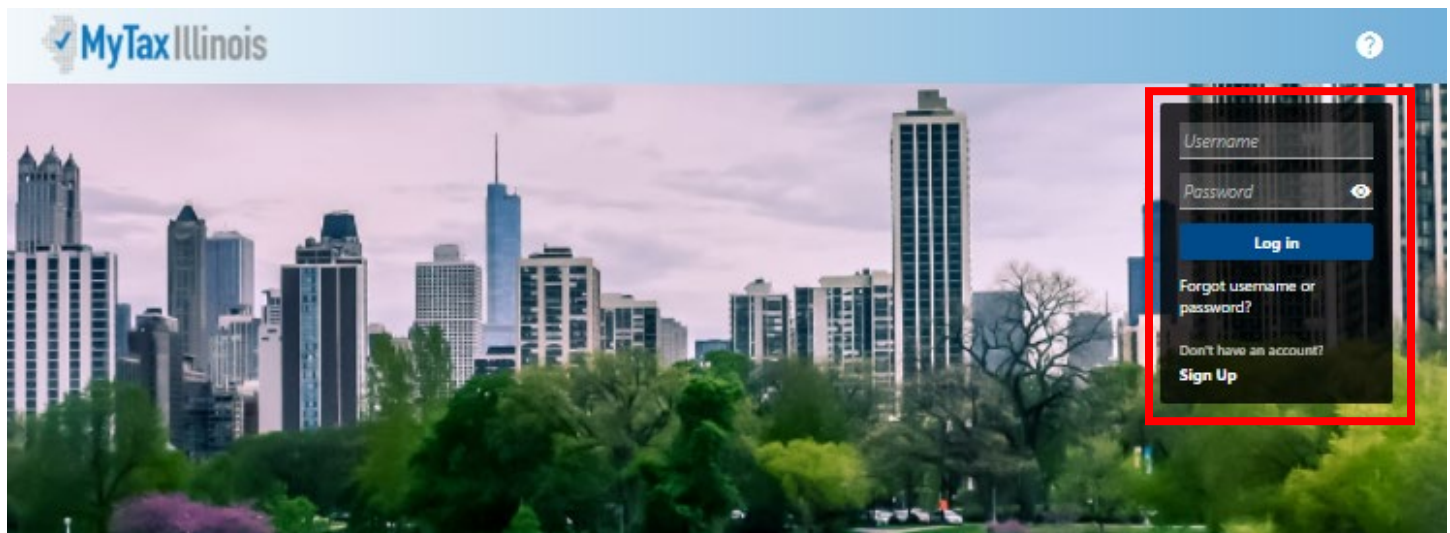
You have successfully activated your MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account for: John Doe

The username and password you created will be needed to login to your MyDec account.

[Click here to login to MyDec](#)

Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at tax.illinois.gov or call us at 1 844 445-1114.

The user will enter their username and password and click on the “Log in” button:



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> [List of participating government agencies](#)

Settlement Agencies

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Note: Individuals and law firms performing their own closings may also take advantage of the MyDec site. Additionally, law firms may accept and close on Declarations passed to them by individuals. These users will need to purchase Real Estate Transfer Tax Stamps from the applicable government agency(ies).

> [Search for registered settlement agencies.](#)

The user has now logged into their MyDec account. Upon the first log in, the user will be able to set up two-step verification to protect their MyDec account:

The screenshot shows the 'Protect your RDT MyDec profile with two-step verification' screen. At the top, there is a blue header with the 'MyTax Illinois' logo and a help icon. Below the header, a breadcrumb trail shows '< PTAX Login'. The main heading is 'Protect your RDT MyDec profile with two-step verification'. A sub-heading explains: 'Two-step verification is used to better protect your RDT MyDec profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.' There are three main options presented in boxes: 1. 'Authentication App': 'Use an authentication app, such as Google Authenticator, to get security codes.' with a 'Set Up' link. 2. 'Text Message': 'Receive security codes by text message.' with an 'Add Phone' link and a note: 'Message and data rates may apply. To stop receiving SMS messages, remove your number above.' 3. 'Email': 'Receive security codes by email.' with an 'Add Email' link. At the bottom left, there is a link: 'Don't want to use two-step verification? Disable'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

The user will choose the method of two-step verification and click on the hyperlink available for that type:

- Authentication App "Set Up" link – follow the instructions on screen and click "Save" in the lower right corner:

The screenshot shows the 'Set Up Authentication App' screen. At the top, there is a blue header with the 'MyTax Illinois' logo and a help icon. Below the header, a breadcrumb trail shows '< Two-Step Verification Setup'. The main heading is 'Set Up Authentication App'. The text reads: 'Instead of waiting for text messages or emails, get your RDT MyDec security codes on your device. Any time-based one-time password (TOTP) app, such as Google Authenticator, can be used. Scan the QR code or enter the key below manually into your authentication app to get started.' Below this text is a QR code. Underneath the QR code, it says: 'Can't scan it? Enter this key in your authenticator app instead (spaces not required). P57B AOSG BQKC 4LCD'. At the bottom right, there are two buttons: 'Cancel' and 'Save'.

- Text Message “Add Phone” link – enter the required information and click “Save” in the lower right corner:

MyTax Illinois

< Two-Step Verification Setup

Add Phone

A security code will be sent via text message when trying to log in. Message and data rates may apply.

What phone number would you like to use?

Country Phone Number Carrier

USA Required Required

By adding your number you consent to receive SMS messages when you log in. Message and data rates may apply. To stop receiving SMS messages, remove your number from your two-step verification setup.

Cancel Save

- Email “Add Email” link – enter the required information and click “Save” in the lower right corner:

MyTax Illinois

< Two-Step Verification Setup

Add Email

A security code will be sent via email when trying to log in. Add REV.DoNotReply@illinois.gov to your email whitelist to prevent security codes going to your junk folder.

What email address would you like to use?

Email Required

Cancel Save

Once a two-step verification method is selected, the saved process will be required each time the user logs into their account.

If the Assessor chooses not to utilize two-step verification, they can click “Disable” in the bottom left of the two-step screen.

After the two-step verification screen is bypassed (either by choosing a method or disabling), the home page of the Assessor's MyDec account is displayed:

The screenshot shows the MyTax Illinois user dashboard. At the top left is the MyTax Illinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side, a welcome message reads "Welcome, John Doe" with a sub-message "You last logged in on Thursday, Jul 22, 2021 7:36:28 PM" and a link "Manage My Profile". Below the welcome message, the user's account information is listed: "FEIN#", "Street Address", and "City, IL 12345-6789". A navigation menu is located below the account information, featuring "Menu" and three status indicators: "Attention Needed" with a red notification icon, "Finalized" with a red notification icon, and "Not yet Finalized" with a red notification icon. Below the menu is a search bar with the placeholder text "What are you looking for?". The main content area is divided into three columns: "Declarations" with a sub-header "Access declarations." and two links: "Add Recorded Declaration" and "Search for Declaration"; "Submissions" with a sub-header "Search for a submitted request." and one link: "Search Submissions"; and "Messages" with a sub-header "View messages I've received from the agency." and one link: "View Messages".