

2021



State of Illinois
Department of Revenue

MYDEC COUNTY RECORDER ACCESS PROCEDURES ID AND PW SETUP AND INVITING NEW USERS

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

The screenshot shows an email client window with the title "Testing: RDS Invitation to MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations on beha...". The email is from "Rev.DoNotReply <REV.DoNotReply@illinois.gov>" to "REV.MyTaxTesting" and is dated "Mon 08/09/2021 10:51 AM". A "Phish Alert" banner is present. The main body of the email contains the following text:

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

Your Invite Code is **qpvstvsm**. 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.

The screenshot shows the "MyTax Illinois" website with the "PTAX Login" page. The page title is "MyDec Activation". A progress bar indicates the current step is "Account Info Stack". The "Account Information" section contains the following text:

Select the type of registration:

- Account Administrator
- I have an Invite Code

At the bottom of the page, there are "Cancel", "Previous", and "Next" buttons.

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

MyDec Activation

Account Info Stack

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

qpvtvsm

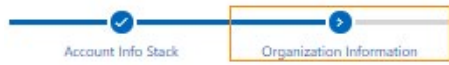
Cancel < Previous **Next** >

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

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



Organization Type
_____ v

Organization Name
Required

Your Name
Required

Street Address
Required

City
Required

State
Required
_____ v

ZIP Code
Required

Cancel

< Previous **Next** >

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

< Previous **Next** >

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*

Cancel < Previous Next >

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

< Previous Next >

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.

Confirmation

×

Ready to submit your activation request?

Take a moment to review your entries for accuracy.

Name: Test Standard User

Email: Scott.Larson@illinois.gov

Username: TestStusr22

If you are ready to submit, click 'OK', otherwise click 'Cancel' to edit your entries.

Cancel

OK

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



< PTAX Login

Confirmation

Congratulations! You have submitted all the necessary information for your MyDec at MyTax Illinois: Online Real Property Transfer Tax Declarations account activation. Your confirmation number is **1-651-113-984**.

Submitted on: 6/25/2021 10:57:40 AM (Central Time)

Request type: MyDec at MyTax Illinois Activation

Activation request for: Test Standard User

You should receive an email shortly with additional information about accessing the MyDec account for which you submitted activation information.

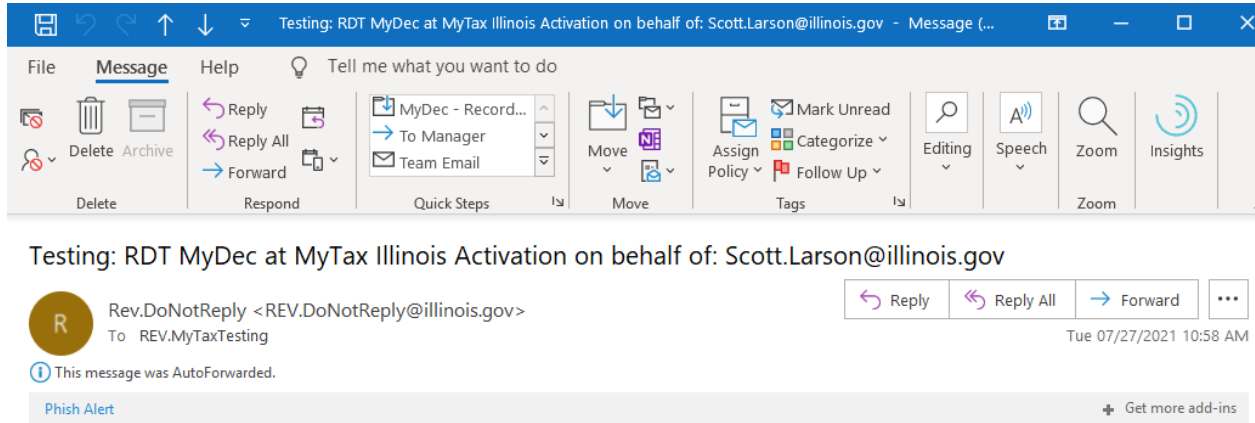
If you have questions, please visit our website at tax.illinois.gov or call us at **1 844 445-1114**. Reference the confirmation number provided above.

Printable Confirmation

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:
Test Standard User

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

[Click here to login to MyDec](#)

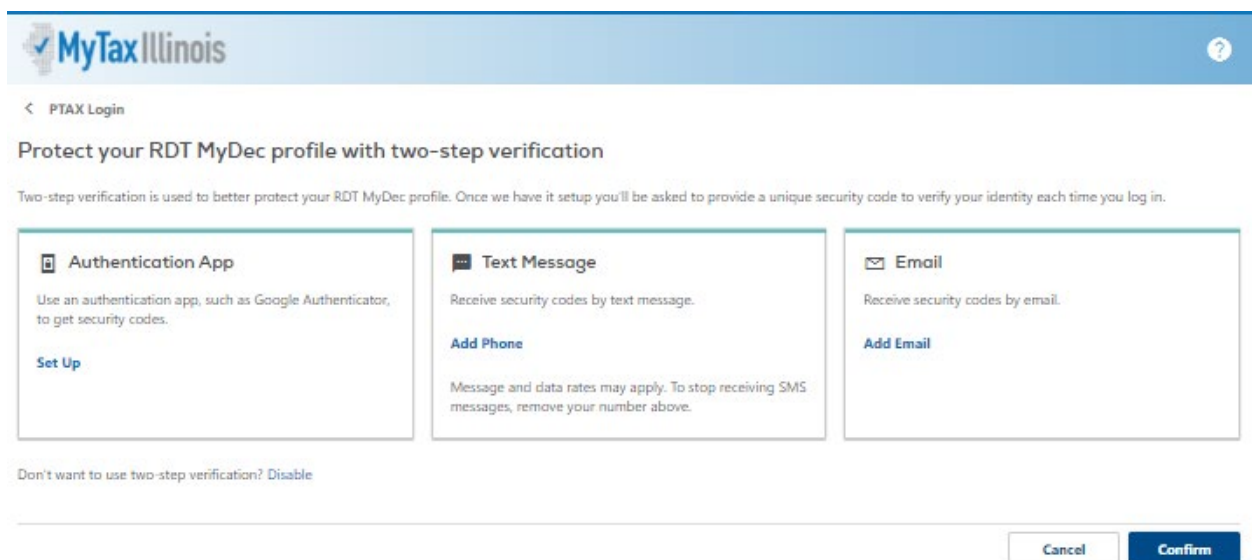
Do not reply to this email. This is an unmonitored address and replies to this email cannot be responded to or read. If you have questions, visit our website at tax.illinois.gov or call us at 1 844 445-1114.

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



<h3>Who Can Use This Site?</h3> <p>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.</p> <p>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.</p>	<h3>Getting Started</h3> <p>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.</p> <p>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.</p> <p>> List of participating government agencies</p>	<h3>Settlement Agencies</h3> <p>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.</p> <p>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).</p> <p>> Search for registered settlement agencies.</p>
--	---	---

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 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:


MyTax Illinois

< Two-Step Verification Setup

Set Up Authentication App

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.



Can't scan it? Enter this key in your authenticator app instead (spaces not required).
P57B AOSG BQKC 4LCD

Cancel 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:

✉ 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:

MyTax Illinois

Test Standard User

Welcome, Test Standard User
You last logged in on Friday, Jun 25, 2021 11:01:48 AM
[Manage My Profile](#)

+1 2175555555

Menu Attention Needed ¹ History ¹ Incomplete ¹

🔍 What are you looking for?

Declarations
Access declarations.

- > Add a New Declaration
- > Search for Declaration

Submissions
Search for a submitted request.

- > Search Submissions

Messages
View messages I've received from the agency.

- > View Messages

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

Inviting New Users (Administrators Only)

In the “Other” box in your Menu screen, click on the ‘Invite a New User’ link:

The screenshot shows a user interface for a county government. At the top left, it says "COUNTY OF" followed by a redacted area. At the top right, it says "Welcome, Test IDOR" and "You last logged in on Friday, Jun 25, 2021 7:09:54 AM" with a "Manage My Profile" link. Below this is a navigation bar with "Menu" and "Attention Needed" with a red notification badge containing the number "10". A search bar contains the text "What are you looking for?". Below the search bar are five menu items in a grid:

- Declarations**: Access declarations. > Search for Declaration
- Reporting**: Access reporting options. > View Stamp Accounting, > View Reporting Options, > View Daily Cashier Report
- Submissions**: Search for a submitted request. > Search Submissions
- Messages**: View messages I've received from the agency. > View Messages
- Other**: Access other online options. > Make a Payment, > **Invite a New User** (highlighted with a red box)

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

Invite New User

Progress bar: Invite New User (active), 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

Buttons: Cancel, Previous, Next >

Click "Submit" on the next page.

MyTax Illinois

< COUNTY OF LAWRENCE

Invite New User

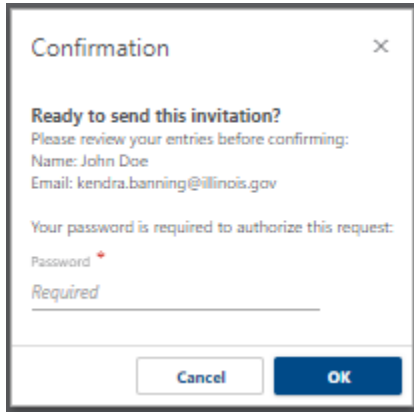
COUNTY OF LAWRENCE
37-6001199

Progress bar: Invite New User (checked), Review and Submit

This Invite New User request is ready to submit.

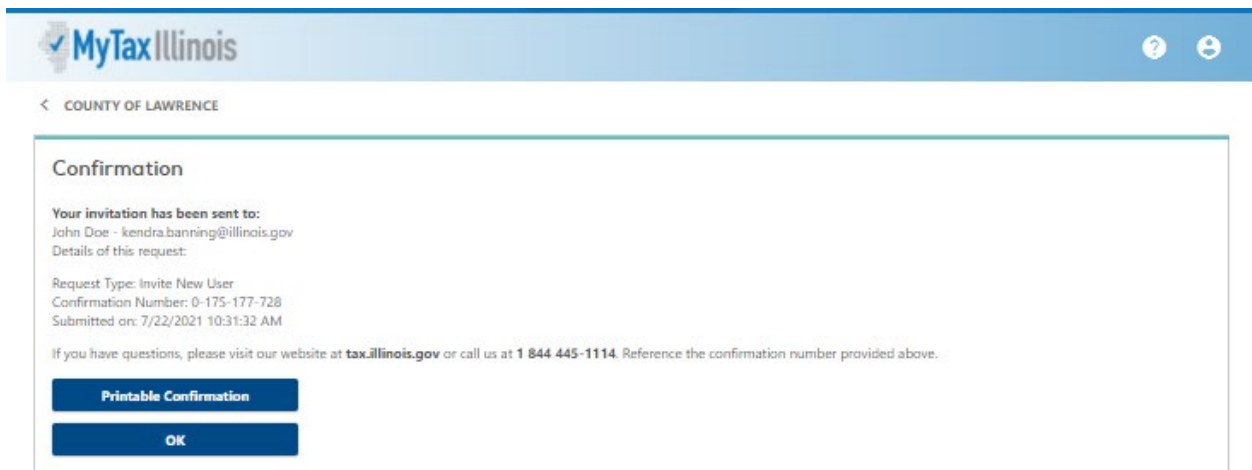
Buttons: Cancel, Previous, Submit

Enter your password and select “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: kendra.banning@illinois.gov Your password is required to authorize this request: Password * Required". There is a red asterisk next to the password label and a red dot above the password input field. 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 website. The header is blue with the MyTax Illinois logo and a question mark icon. Below the header, there is a breadcrumb trail: "< COUNTY OF LAWRENCE". The main content area is a white box with a green border, titled "Confirmation". It contains the following text: "Your invitation has been sent to: John Doe - kendra.banning@illinois.gov Details of this request: Request Type: Invite New User Confirmation Number: 0-175-177-728 Submitted on: 7/22/2021 10:31:32 AM 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 of the box, there are two buttons: "Printable Confirmation" and "OK".

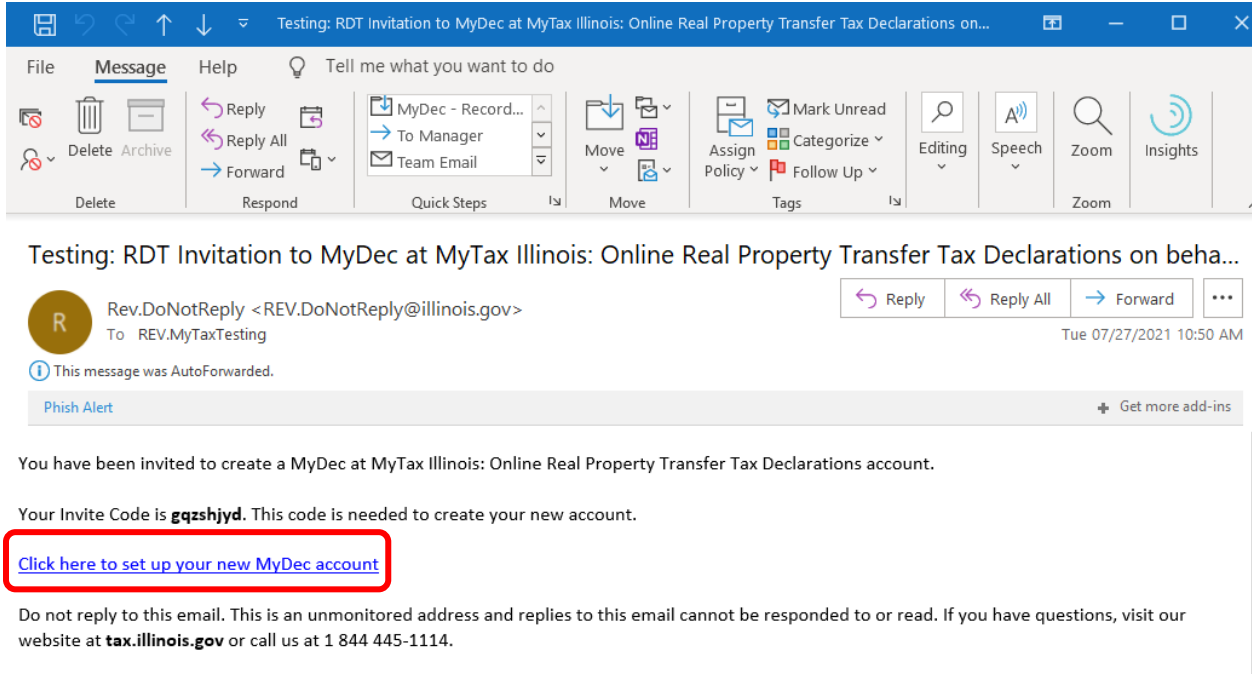
The user will receive an email with an invitation code and create their own ID for use in the organization’s MyDec account.



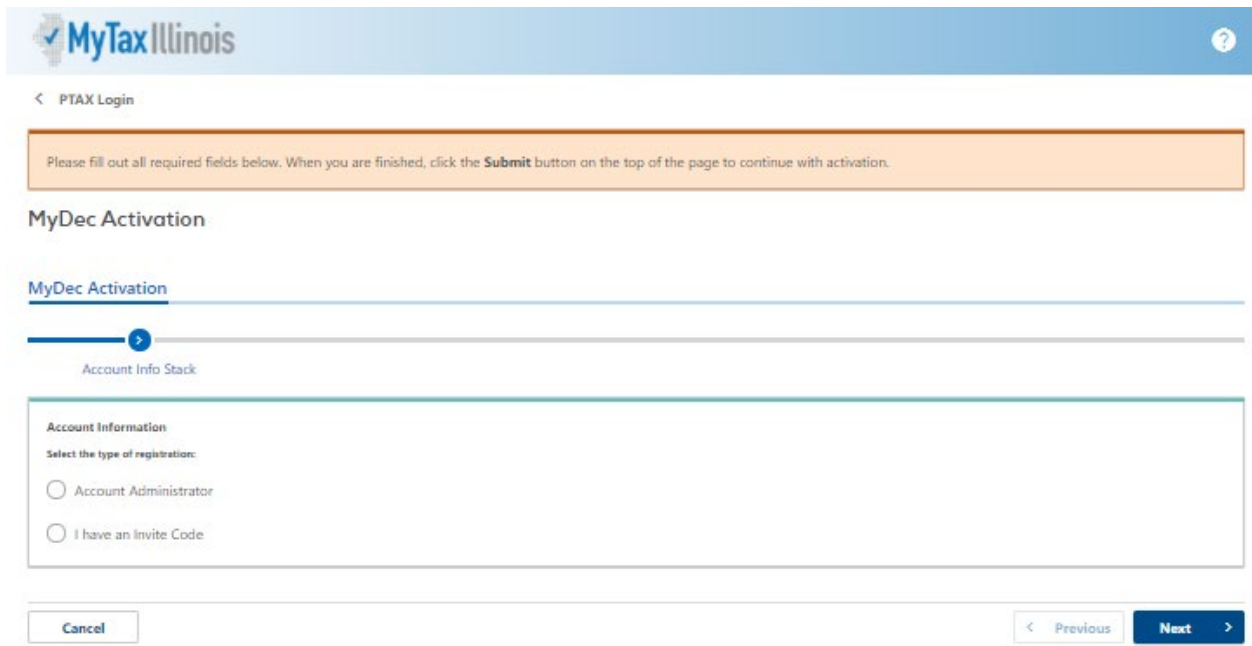
The difference between an Administrative and Standard User is that an Administrator can invite new users, deactivate access for users, change access type for users and view reports. It is recommended that each Recorder’s Office have more than one Administrator.

Invited User Setup

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



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.

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

Account Information

Select the type of registration:

Account Administrator

I have an Invite Code

Enter Your Invite Code

xxxxxjnj

Cancel Previous Next

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

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

Organization Type

Organization Name
Required

Your Name
Required

Required

Street Address
Required

City
Required

State
Required

ZIP Code
Required

Cancel Previous Next

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

< Previous Next >

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.

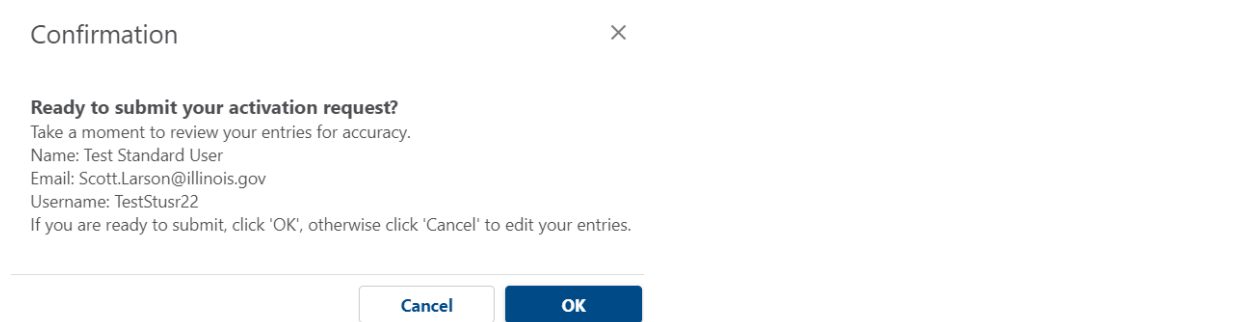


- If the information needs to be edited/corrected, the user should click “Previous” in the lower right corner to return to the step that needs to be corrected.

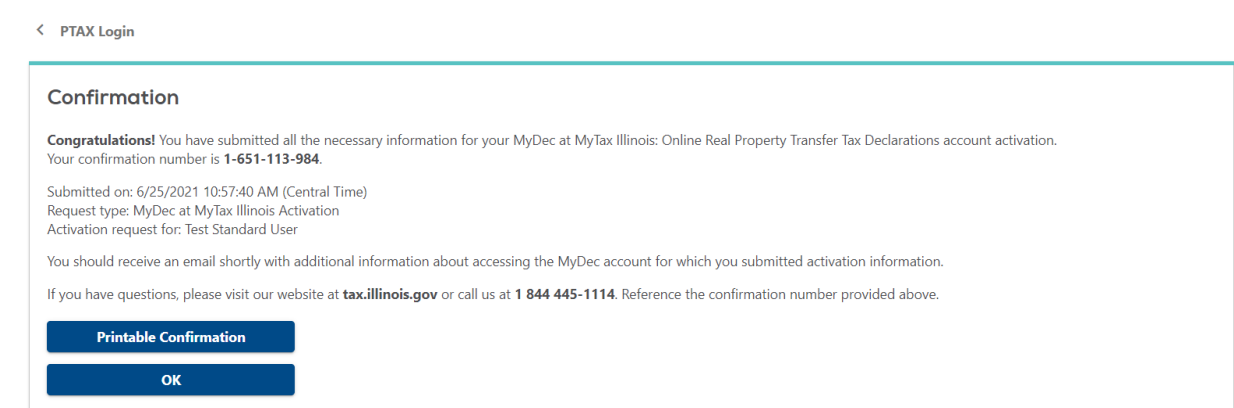


After completing edits/corrections, the user should click “Next” in the lower right until advancing to the review step and submitting.

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.

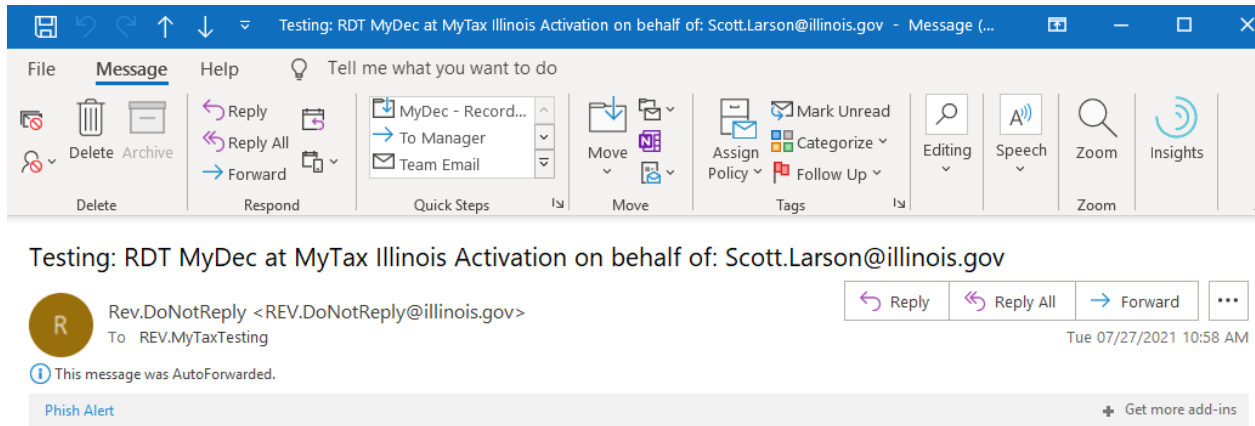


A printable confirmation screen will appear. To print, click “Printable Confirmation”. To advance beyond the confirmation screen, click “Ok”.



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.



The user 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](#)

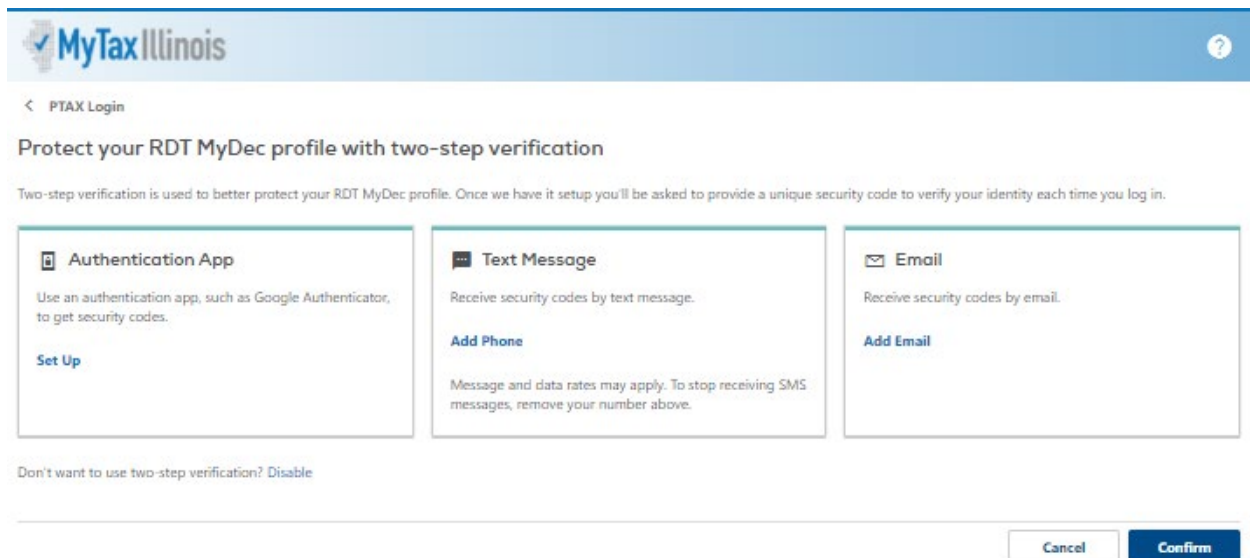
Settlement Agencies

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 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 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:


MyTax Illinois

< Two-Step Verification Setup

Set Up Authentication App

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.



Can't scan it? Enter this key in your authenticator app instead (spaces not required).
P57B AOSG BQKC 4LCD

Cancel 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:

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 dashboard for a user named 'Test Standard User'. The page includes a navigation menu with 'Attention Needed', 'History', and 'Incomplete' sections, each with a notification icon. A search bar is present with the placeholder text 'What are you looking for?'. The main content area is divided into several panels: 'Declarations' (with options to add a new declaration or search for one), 'Submissions' (with a search option), 'Messages' (with a view messages option), another 'Messages' panel (with a view messages option), and 'Other' (with options to invite a new user, update township assessor access, and view township assessor access).