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How to manage your account

The state of Illinois has implemented public accounts for electronic filing systems. Before using the electronic filing system, each person must register for a public account. To proceed, select the Manage your account link.

The URL for the Illinois Public Account website is the following:

https://www2.illinois.gov/sites/accounts/Pages/default.aspx
Manage your account
To manage your account, select an option to change.

See figures 1 - 10.

Figure 1: Personal Profile, part 1
Figure 2: Personal Profile, part 2

These account recovery options, along with your email, may be used to reset your password or unlock your account.

<table>
<thead>
<tr>
<th>Recovery Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recovery Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click or tap to add security questions</td>
</tr>
</tbody>
</table>

User Action History

<table>
<thead>
<tr>
<th>Action Date</th>
<th>Successful</th>
<th>Operation</th>
<th>Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/28/2018</td>
<td>Yes</td>
<td>Activated SelfServiceInfoFold</td>
<td>N/A</td>
</tr>
<tr>
<td>6/28/2018</td>
<td>Yes</td>
<td>Create Security Information</td>
<td>N/A</td>
</tr>
<tr>
<td>6/28/2018</td>
<td>Yes</td>
<td>Initial Quick Registration</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Figure 3: Change your name

Change your Name

First Name:

Last Name:

Save  Cancel
Figure 4: Recovery E-Mail

Your email may be used to receive a message containing a password reset code in the event your account is inaccessible.
Figure 5: Change your password

![Change your password screenshot](https://www.illinois.gov/idax/accounts/Pages/AccountRecoveryOptions.aspx)

**Manage your Account**

**Change your Password**

- **Old Password:**
- **New Password:**
- **Confirm Password:**

[Submit] [Cancel]

Password Requirements
Figure 6: Password Requirements

- Should be between 8 and 128 characters in length
- Cannot contain your Username
- Cannot contain your first or last name
- When changing or resetting, password must not have previously been used
- Password must contain characters from three of the following categories:
  - English UPPERCASE characters (e.g., A through Z)
  - English lowercase characters (e.g., a through z)
  - Base 10 numbers (e.g., 0 through 9)
  - Non-alphabetic characters (e.g., !, @, #, $, &)

Password Requirements
Figure 7: Recovery Cell Phone

A cell phone may be used to receive a text message containing a password reset code in the event your account is inaccessible. Please note: Charges may apply.

Cell Phone: [field]

Cell Carrier: [dropdown]
AT&T

Save  Cancel
Figure 8: Recovery Questions. Part 1

**Manage your Account**

**Recovery Questions**

- **All three Security Questions and Answers are required.**
  - Answers you have previously provided are not displayed.
  - If you are changing one question and answer, all three answers must be entered.

**Question and Answer Rules**
- Each question must be unique.
- Each answer must be unique.
- Answers are not case sensitive.

**Question 1:**

-- Select One --

**Answer:**

**Question 2:**

-- Select One --

**Answer:**

**Question 3:**
Figure 9: Recovery Questions, part 2

- Each question must be unique.
- Each answer must be unique.
- Answers are not case sensitive.
Figure 10: Recovery Questions, part 3

- All three Security Questions and Answers are required.
  - Answers you have previously provided are not displayed.
  - If you are changing one question and answer, all three answers must be entered.

Question and Answer Rules
- Each question must be unique.
- Each answer must be unique.
- Answers are not case sensitive.

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In what city did you meet your spouse/significant other?
In what city does your nearest sibling live?
In what city or town did your mother and father meet?
In what city or town was your first job?
In what city or town were you married?
What is the first name of the boy or girl that you first kissed?
What is the first name of your favorite childhood friend?
What is the middle name of your youngest child?
What is the name of a college you applied to but didn't attend?
What is the name of the place your wedding reception was held?
What is the name of your favorite childhood friend?
What is your favorite kind of animal?
What is your grandmother's maiden name?
What is your oldest cousin's first and last name?
What is your oldest sibling's middle name?
What school did you attend for sixth grade?
What street did you live on in third grade?
What was the last name of your third grade teacher?
What was the last name of your fifth grade teacher?
What was your childhood nickname?
What is your youngest sibling's birthday month/year? (e.g., 1/1954)
What is your oldest sibling's birthday month/year? (e.g., 1/1952)
What was your childhood phone number? (e.g., 000-000-0000)