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How to Register for an Illinois Public 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 Create a new account link.

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

https://www2.illinois.gov/sites/accounts/Pages/default.aspx
Create a New Account

To file on-line, you must create a user name and password. Fill-out the form and click the Register button.

1. While on the Public Account Portal, click on the Sign-up Button to visit the Create a new account webpage.
2. Enter your first name, last name, e-mail address, and confirm e-mail address.
3. Enter a *username* of your choice in accordance with these criteria:
   - Must be between 6 and 20 characters in length
   - May contain letters, numbers and periods
   - Should not start or end with a period
4. Enter a password of your choice that conforms to state of Illinois password complexity 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:
     - Uppercase characters (e.g.: A-Z)
     - Lowercase characters (e.g.: a-z)
     - Numbers (e.g.: 0-9)
     - Special characters (e.g.: !, @, #, $, &)
5. Enter confirm password.
6. Click on the register button.
7. An email will be sent to the e-mail address you supplied. To complete the registration process, you will need to confirm your account by clicking on the link in the email (confirmation is required within 24 hours of sign-up).

See Figures 1, 2, 3, 4, and 5.
HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

Figure 1: Registration, part 1

Create a new Account

Registration

Your Username can include letters, numbers, and periods (may not start or end with a period) and must be between 8 and 20 characters long.
Examples: John.Smith JSm1th

First Name:

Last Name:

Email Address:

Confirm Email Address:

Cell Phone:
(Optional)
Example: 999-999-9999

Cell Carrier:
- Not Supplied -

Choose your Username:
Figure 2: Registration, part 2

Email Address:

Confirm Email Address:

Cell Phone:
(Optional)
Example: 999-999-9999

Cell Carrier:
- Not Supplied -

Choose your Username:

Password:

Password Rules

Confirm Password:

Register  Cancel
Figure 3: Confirmation and additional action required

A confirmation email has been sent to the address you registered with. You must click on the link contained in the email before your account is activated.
How to register for an Illinois Public Account

Figure 4: Verify the email address for your Illinois Public Account

Thanks for signing up for an Illinois Public Account!

Please click on the following link (or copy and paste it into your browser) to validate this email address and continue the self-registration process:

https://www2.illinois.gov/sites/accounts/Pages/AccountCreated.aspx

Notice: This link will only be valid for the next 24 hours.
Figure 5: Account validation successful

You have successfully created an Illinois Public Account.
Your Username is:

Your password is the one that you specified during creation.
The email address @gmail.com that you provided can be used for resetting your password if you forgot it.

Continue