

# SETTING UP AN ID.ME ACCOUNT WITH THE IRS

**STEP-BY-STEP GUIDE** 

The Internal Revenue Service works with ID.me, a technology provider, to provide authentication and identity verification for taxpayers and tax professionals accessing IRS applications.

There are many reasons the tax advisors at Wegner CPAs recommend setting up an ID.me account with the IRS including access to online services, faster issue resolution, and most importantly, enhanced security. Taxpayers who verify their identity through ID.me are able to obtain <u>Identity</u> <u>Protection PINs</u> (IP PINs) that help safeguard their tax returns against potential fraud.

### You will need the following to identify your identity:

- A mobile phone that has a camera or a computer with a webcam.
- Email address
- · Government-issued photo ID (driver's license, state ID, passport, passport card)
- Social Security number

Proving your identity involves uploading government documents, taking a video selfie, and filling out personal information. These identity verification services are crucial for the IRS to ensure millions of taxpayers and tax professionals can securely access IRS online services.

The information in this guide is provided by IRS.gov.



## SIGN IN OR CREATE AN ID.ME ACCOUNT

While there are certain functions of your IRS account that may not require identity verification, we recommend going through the identity verification process, so you are able to access the full suite of services including obtaining your unique IP PIN.

### To sign in or create a new ID.me account:

Go to <u>https://www.irs.gov/identity-theft-fraud-scams/get-an-identity-protection-pin</u> and click "Get an IP PIN."

### Get an IP PIN

2 Select Create a new account If you already have an ID.me account, select Sign in with ID.me and <u>complete MFA</u>.

### Create a new account

ID.me Create an account

- **3** Enter your email address and password.
- 4 Confirm your email address. For more information, visit <u>Confirming your</u> email address.
- 5 Set up multi-factor authentication (MFA) to further protect your account.

For step-by-step instructions for setting up MFA, select one of the following MFA methods:

- Text Message or Phone Call
- <u>Push Notification</u>
- <u>Code Generator</u>



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Create an ID.me account
If you already have an ID.me account, do not create a new one. Sign in to your existing account.
* Indicates a required field Email *
Enter your personal email address
Password *
Enter password
Confirm Password *
Reenter password
Remember me  For your security, select only on your devices.  I accept the ID me Terms of Service and Privacy  Policy*
Create account
OR
f G t in
View more options

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## **VERIFY FOR THE IRS**

As an IRS technology provider, ID.me offers secure and convenient identity verification options. Members can choose between self-service or a video call with a live agent. Both options meet the required government standards for accessing online government services. You only have to verify once.

#### VERIFYING IS FAST AND EASY

#### Choose how you verify your identity:

#### Self-Service (Fastest Option)

- Requires Driver's License / State ID, Passport, or Passport Card and a selfie
- Takes 5 10 minutes
- · Selfie and biometric data will be deleted

#### Video Chat Agent

- Requires a Driver's License / State ID, Passport, or Passport Card and a 5 minute recorded video chat
- No selfie or biometric data collected
- Video will be deleted
- Takes 10 15 minutes

#### Continue

I don't have any of the documents listed above





## **SELF SERVICE**

This is both Wegner CPAs and the IRS's recommended method to verify. The process should take 5-10 minutes to complete. Your selfie and <u>biometric information</u> is automatically deleted within 24 hours of verification.

- When prompted, select "Self Service" and hit Continue button
- 2 Follow the prompts to enter information and upload your US driver's license or State ID. You can take a photo of your ID with a <u>smartphone</u> or upload a photo from <u>your computer</u> If you do not have a US Address, select "I do not have a US address" at the bottom of the screen.
- **3** Take and submit a video selfie. Follow <u>this guide</u> for help on how to take and submit your video selfie. If you are taking a video selfie from a non-US number, select "I do not have a US phone number."
- Enter your Social Security Number.
  If you do not have a social security number, select "I don't have a Social Security Number."
- **5** Confirm all entered information is accurate, then select Yes. If you do not have a US address, select "I don't have a US address."



ID.me
VERIFY YOUR IDENTITY
0-2-3-4-8
Receive a link on a smartphone to take a photo
Enter your personal phone number. We'll also confirm your identity with telecom operators.
fobile Phone Number
<b>.</b> (737) 373-7373
Your mobile device must have a camera and a web browser
By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account.
Back Continue
Ldon't have a US Phone Number
ID.me
VERIFY YOUR IDENTITY
1-2-3-5
Enter your Social Security number
Social Security Number*
*****
The Social Security number is used as a unique identifier to confirm identity. This will not affect your credit score.

I don't have a Social Security Number

Back

## **VIDEO CALL**

The video call option takes about 5-10 minutes to complete once there is an available Video Chat Agent. While the process itself takes about the same as self verification, there is no guarantee on the availability of Video Chat Agents, and during busy times, it may take several hours to initiate the process. To avoid the wait, you may also schedule a video call appointment through your ID.me account. Learn how to schedule by <u>visiting this link</u>. There is no biometric data collected when choosing this option.

- Select Video Chat Agent when prompted to choose how to verify, and click Continue.
- 2 Select "Get Started." Read through the consent for ID.me to collect personally identifiable information and check the box acknowledging that you have read, understand, and agree to the terms. Select "Continue."
- **3** Follow the prompts to upload your US Driver's License or State ID. Select "Change Document" if you are choosing to upload a passport or passport card. You can take a photo of your documentation with a <u>smartphone</u> or upload a <u>photo from your computer.</u>
- Lenter your remaining information including your Social Security Number, and select "Continue."
- 5 After your information is confirmed, you will be prompted to join a video call. Select "Join video call" to proceed. During the call the Video Chat Agent will compare you to your uploaded identity document.
- 6 Wait for the next Video Chat Agent to be available. This process can take from a few moments up to several hours. If you do not have time to wait, you can save your application and leave the waiting room. You will not save your spot in the queue, but you will receive an email follow up with instructions on how to rejoin.
- 7 When it is time for you to join the call, indicate your consent to call recording, and select "Join video call."
- 8 The Video Chat Agent will compare your identity to your documentation. If your agent has an issue with verifying your identity against your documents on the video call, you may need to submit additional information. Learn more about this process <u>here</u>.



