

Creating Your Application to Become an Authorized IRS *e-file* Provider

To become an Authorized IRS *e-file* Provider, an individual must complete and submit an *IRS e-file Application* on behalf of a firm. After you register with e-Services, you can begin the *e-file* application process.

This tutorial will provide information required to complete, modify, and submit an *IRS e-file Application*. You do not have to complete an *e-file* Application in one session. It can be saved and completed later, but it only remains in a saved status for 90 days. Once completed, you must submit the *e-file* Application.

Note: It can take up to 45 days for the IRS to process an *e-file* application.

The typical process for completing an *IRS e-file Application* for most firms will consist of the following steps:

1. An author begins the application and identifies other individuals in the firm as Principals, Principal Consents, Responsible Officials, Delegated Users and Contacts, as needed. The author doesn't need to be included on the *e-file* application. Once the application is submitted by an authorized person, the author can no longer access the application.
2. Principals and Responsible Officials listed on the application must register with e-Services and access the application to answer their own personal suitability questions before the application can be submitted.
3. After the application is completed and submitted, the IRS conducts a suitability check before granting the firm Authorized *e-file* Provider status. The suitability check may include a background, tax compliance, and credit checks.

Several important things to note to complete an *e-file* application:

- A new user will be required to create a five-digit PIN the first time they log into an application. The five-digit PIN is used for signing the Term of Agreement and submitting the application.
- You will need to supply identification information for your firm.
- You will need to enter information about each Principal and Responsible Official in your firm which includes identifying information.
- You will need to choose your *e-file* provider option. For most firms, this will be Electronic Return Originator (ERO).
- If the Principal or Responsible Official is certified or licensed, such as an attorney, CPA or enrolled agent, they must enter current professional status information. Principals or Responsible Officials listed on the *e-file* application, who do not enter Professional Status Information are required to be fingerprinted by the IRS Authorized Vendor within 30 days of the application submission.

- To obtain the link for scheduling an electronic fingerprinting appointment, visit the IRS Authorized Vendor for fingerprinting. Once the application is submitted, you can schedule an appointment by accessing the e-file Application summary page and using the scheduling link on the Terms of Agreement Signature(s) & Personal Information section.

Pass a Suitability Check

After you submit your application and related documents, the IRS will conduct a suitability check on the firm and each Principal and Responsible Official listed on your application. This may include a credit check, a tax compliance check, a criminal background check and a check for prior non-compliance with IRS *e-file* requirements. Once approved, you will receive an acceptance letter from the IRS with your Electronic Filing Identification Number (EFIN).

Maintaining your *e-file* application

Once you have been approved and receive your EFIN, it is important that you keep your e-file Application up to date. This includes:

1. Reviewing your *e-file* Application periodically. Your *e-file* application must be updated within 30 days of any changes such as individuals involved, addresses or telephone numbers. Failure to do so may result in the inactivation of your EFIN.
2. Ensuring proper individuals are identified on the application. Update as necessary by adding any new Principals or Responsible Officials.
3. Updating any address changes needed – both business and mailing.

Note: There must be an EFIN application for each office location that will be originating and e-filing returns. If you expand your business, an application is required for each location where *e-file* transmissions occur. Your EFIN is not transferable; if you sell your business, the new Principals must obtain their own EFIN.

How to access an e-file Application

Select Your Organization

When logging in to e-Services, you may be asked to Select your Organization.

After an application has been saved/completed, any individuals in a firm authorized to view or update the application will be directed to the Select Your Organization screen. The organizations to choose from are:

- Individual – no specific role association
- Firm Roles – role of Principal or Principal Consent
- Organization Roles – role of Responsible Official or Delegated User

The organization selected determines what you will see next and what you can do. Only the selection of individual will allow you to create a new application with a new Taxpayer Identification Number (TIN).

To create a new IRS e-file Application chose 'Individual'.

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting Individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Individual

Firm Roles
Select a Firm to represent your organization across all locations.

Filter Firms
Filter by legal name or application type Show 10 entries

Selection	Firm	Application Type
Select	ACORN TRUST	eFile
Select	GEORGE JETSONS E-SERVICE SPECIAL	eFile

Organization Roles
Select an Organization to represent a specific role for your organization's location.

Filter Organizations
Filter by business name, address, or application type Show 10 entries

Selection	Organization	Application Type
Select	ACORN TRUST 123 Main St, Austin, TX 78745	eFile

Starting a new *IRS e-file Application*

ESAM Application Landing Page

Select '*e-File Application*' from the drop-down.

The screenshot displays the ESAM Application Landing Page. At the top, there is a navigation bar with links: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. The main heading is "External Services Authorization Management". Below this, a welcome message states: "Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application." A section titled "New Application" contains a paragraph explaining that users can save applications and submit them for review. To the right of this text is a "NEW APPLICATION" button with a dropdown arrow. The dropdown menu is open, showing the following options: ACA Application for TCC (Forms 1094/1095-B and/or 1094/1095-C), API Client ID Application, e-File Application, IR Application for TCC (Filing Information Returns Electronically (FIRE)), PBBA Application for TCC (Audited Partnership and Partners), and TIN Match Application. Below the "New Application" section is a "Search" section with a text box and a note: "Since you are associated with more than 20 applications, please select 'Search' find the application(s) you are looking for." At the bottom of the page, there is a footer with the text: "IRS Privacy Policy | Glossary R-esam-webapp (version 22.7.0+20)".

Firm Information | Application Details | Authorized Users | Application Summary | Application Comments | Application Submission

Firm: EIN:
Application Type: e-File Application Application Status: New Application

Firm Information

Thank you for taking the time to apply for eServices. The application process will ask you for information regarding your Firm/Organization and personal information with regard to the Principals, Responsible Officials and/or Delegates you will be adding to your application. The IRS will compare the information in the "Required Field" with information received from the Social Security Administration and the tax return information you previously filed. Information that you may need will include Taxpayer Identification Number, Legal Names for the Principals, Responsible Officials and the Firm/Organization, Date of Birth, Home Addresses and Enrolled Agent Id numbers.

You will have the opportunity to save your application, if you do not have all the information required, and will be able to come back and revise the application with your information. Once you have input all the required information you will be allowed to submit the application for your review by the Internal Revenue Service (IRS). The IRS will process your application and send you a notification as to the results.

The time it takes to fill out the application can vary by organization and will usually take between 20-45 minutes.

What Tax ID does this firm operate under?
 EIN SSN Not Required

Business Structure*
 Select

Employer Identification Number (EIN)*
 -

Firm/Organization Legal Name*

Doing Business As (Trade/Company Name)

Business Phone
 Phone Country Code* 001-United States/Canada Phone Number*

Business Fax
 Fax Country Code 001-United States/Canada Fax Number

Business Address (Physical Location)
 Country* United States
 Address Line 1*
 Address Line 2
 Address Line 3
 City*
 Province/State/U.S. Territory* Postal Code*

Do you want your firm/organization contact information posted on the irs.gov public website?
 Yes No

Do you own or operate Web site(s) through which taxpayer information is collected, transmitted, stored or processed?
 Select

If you own or operate Web site(s) through which taxpayer information is collected, transmitted, stored, or processed, you are required to register your URLs with us.

Mailing Address
 Is your mailing address different from your business address
 Yes No

Year-round Address
 Is your firm/organization open 12 months of the year
 Yes No

Cancel

[IRS Privacy Policy](#) | [Glossary](#)

Starting a new e-file application cont.

Firm Information

'Firm Information' is the initial screen displayed when you select 'e-File Application'. All information indicated with an asterisk is required. Only 'Volunteer Organizations' can choose 'None Required' for the 'Tax ID' selection. If a 'Doing Business As' name is not entered, the system will default to the 'Legal Name' in this field.

The question, 'Do you want your firm/organization contact information posted on the IRS.gov public website?' (ERO Locator), defaults to 'Yes'. If you do not want this posted, select 'No'. If you answer 'Yes' to the question about operating a website that collects taxpayer data, you are required to update your application once it is complete, you receive your EFIN, and provide the URL information. A menu option will be available to select so you can provide this information.

Select 'Continue' to the next page.

Selecting 'Cancel' will return you to the 'ESAM Landing Page'.

Starting a new e-file application, cont.

Application Details

Provider options are added by selecting the 'Provider Options' drop-down. A brief description for each provider option are below:

Electronic Return Originator (ERO) – (most common) originates the electronic submission of tax returns to the IRS.

Intermediate Service Provider – assists with processing return information between an ERO (or a taxpayer in the case of Online Filing) and a Transmitter.

Reporting Agent – originates the electronic submission of certain returns for its clients, and/or transmits the returns to the IRS. A Reporting Agent must be an accounting service, franchiser, bank, or other entity.

Software Developer – writes either origination or transmission software according to the IRS e-file specifications.

Transmitter – sends the electronic return data directly to the IRS. EROs and Reporting Agents may apply to be transmitters and transmit return data themselves, or they may contract with accepted third-party transmitters that can transmit the data for them.

Online Provider – An Online Provider allows taxpayers to self-prepare returns by entering return data directly on commercially available software, software downloaded from an Internet site and prepared off-line, or through an online Internet site.

Large Taxpayer - A Large Taxpayer is a Provider Option on the *IRS e-file Application*, but it is not an Authorized *IRS e-file Provider*. A Large Taxpayer is a business or other entity with assets of \$10 million or more, or a partnership with more than 100 partners, that originates the electronic submission of its own return(s).

For more information on these Provider Options, download IRS Publication 3112, *IRS e-file Application and Participation*, from the IRS web site.

The screenshot displays the IRS e-file application interface. At the top, there is a navigation bar with tabs for 'Firm Information', 'Application Details', 'Authorized Users', 'Application Summary', 'Application Comments', and 'Application Submission'. The 'Application Details' tab is selected. Below the navigation bar, the 'EFIN Status' section is visible, showing 'Firm: CONOCO INC.' and 'EIN:'. The 'Application Type' is 'e-File Application' and the 'Tracking Number' is '2018042514243410'. The 'Application Status' is 'Saved'. The 'Application Details' section is titled 'Provider Option(s)'. Below this, there is a text box with instructions: 'Select "Add Provider Option" below that you will be using to participate in the IRS e-file program. Most Firms that will be electronically filing federal tax returns select Electronic Return Originator (ERO). See Provider Option Definitions link for a detailed description of each option. You can add additional Provider Options if needed.' Below the text box, there is a table with columns: 'Provider Option', 'Service Type', 'Business Activity', 'Forms', 'Provider Option Status', 'View', 'Edit', 'Reapply', and 'Delete'. The table is currently empty, with the text 'No records found.' displayed below it. At the bottom of the interface, there are buttons for 'ADD PROVIDER OPTION', 'PREVIOUS', 'CONTINUE', and 'Cancel'.

Add Provider Option Information

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Provider Option*

Service Type*

The following list of Return/Form Types are provided for this Provider Option

Available Forms
1040 - U.S. Individual Income Tax Return
1041 - U.S. Income Tax Return for Estates & Trusts
1065 - U.S. Return of Partnership Income (1065 and 1065-B)
1120 - Corporate Income Tax Return (1120, 1120-F, 1120-S)
1120POL - U.S. Income Tax Return for Certain Political Organizations
2290 - Heavy Highway Vehicle Use Tax Return
2350 - Application for Extension of Time to File U.S. Income Tax Return
4720 - Return of Certain Excise Taxes on Charities and Other Persons Under Chapters 41 and 42 of the Internal Revenue Code
4868 - Application for Automatic Extension of Time to File U.S. Individual Income Tax Return
5227 - Split-Interest Trust Information Return
5330 - Return of Excise Taxes Related to Employee Benefit Plans
56 - Application for Extension to File 56, Notice Concerning Fiduciary Relationship
7004 - Application for Extension to File (7004)
720 - Quarterly Federal Excise Tax Return
8038CP - Return for Credit Payments to Issuers of Qualified Bonds
8849 - Claim for Refund of Excise Taxes
9465 - Installment Agreement Request
94x Annual - 94x Annual Employment Tax Returns
94x Qtrly - 94x Quarterly Employment Tax Returns
94xPINReg - 94x On-Line Signature PIN Registration (94xPINReg)
990 - Return of Organization Exempt from Income Tax (990, 990-EZ, 990-N, 990-PF) and Application for Extension to File (8868)
990T - Exempt Organization Business Income Tax Return (and proxy tax under section 6033(e))

Starting a new e-file application, cont.

Add Provider Option Information

This screen displays the Provider Options and the Service Type. You must choose a Service Type of either 'For Profit' or 'Not for Profit'. **If you select 'Not for Profit', you are required to select a 'Business Activity' for the type of your not for profit program.**

Using the drop-down menu under Service Type, select whether your firm is a 'For Profit' (most common) or 'Not for Profit' organization

To add more than one Provider Option to your firm's application, complete the Provider Option section, select SAVE and then select additional Provider Options as needed. Your list of provider options will appear in the table on the 'Application Details' page.

Internal Revenue Service

Starting a new e-file application, cont.

Application Details with Provider Options selected

This screen displays the 'Application Details' with the provider options of Electronic Return Originator and Transmitter selected. As shown, the provider options are currently in the 'Provider Option Status' of 'Applied'.

You may View, Edit, Delete or ADD Provider Option as needed.

Firm Information | **Application Details** | Authorized Users | Application Summary | Application Comments | Application Submission

EFIN Status

Firm: CONOCO INC. | EIN: | Application Type: e-File Application | Tracking Number: 20180425142434102 | **Application Status: Saved**

Application Details

Provider Option(s)

Select "Add Provider Option" below that you will be using to participate in the IRS e-file program. Most Firms that will be electronically filing federal tax returns select Electronic Return Originator (ERO). See [Provider Option Definitions](#) link for a detailed description of each option. You can add additional Provider Options if needed.

Showing Items 1 to 2 of 2

Provider Option	Service Type	Business Activity	Forms	Provider Option Status	View	Edit	Reapply	Delete
Electronic Return Originator	For Profit		1040, 1040NR, 1041, 1085, 1120, 1120POL, 2290, 720, 8849, 94X, 990, ETD	Applied				
Transmitter	For Profit		1040, 1041, 1085, 1120, 1120POL, 2290, 720, 8849, 94X, 990, ETD	Applied				

Showing Items 1 to 2 of 2

ADD PROVIDER OPTION

PREVIOUS | **CONTINUE** | Cancel

Starting a new e-file application, cont.

Authorized Users

This screen displays the 'Authorized Users'. The 'Role ID' field is a key field for system use only. To add a user, select the 'ADD' button.

Authorized user consists of the following:

- Principals
- Principal Consent
- Responsible Official
- Delegated User
- Primary Contact
- Alternate Contact

Firm Information Application Details Authorized Users Application Summary Application Comments Application Submission

EFIN Status

Firm: CONOCO INC EIN:

Application Type: e-File Application | Tracking Number: 20180425142434102 Application Status: Saved

Authorized Users

Firms that have selected/will be selecting only "Not For Profit"/"Covered Entity" service type DO NOT NEED "to add" the "Principal" or "Principal Consent" role.

Authorized User(s)

Role Id	Organization Role	Name	TIN	Position/Title	Phone/Extension	Notify of Changes	View	Edit	Delete
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ADD

- Principal
- Principal Consent
- Responsible Official
- Delegated User
- Primary Contact
- Alternate Contact

CONTINUE Cancel

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Starting a new e-file application, cont.

Principals

Principals are the individuals within your firm held legally responsible by the IRS for the activities of the firm.

Note: Principals are not required for Not for Profit applications and those that select the provider option of Large Taxpayer and/or ACA 'Covered Entity' only.

- In a **corporation**, Principals should include the President, Vice-President, Secretary, and Treasurer
- In a **partnership**, Principals should include any Partner who owns at least 5% of the firm
- In a **sole proprietorship**, the Principal is the proprietor

The Principals page prompts you to identify the Principals in your firm.

If the Principal is also a Responsible Official, check the box next to the statement 'Add this person as a Responsible Official'. If the Principal is also the Primary Contact, check the box next to the statement 'Add this person as a Primary Contact'.

Click 'SAVE' after all information has been entered.

You can add multiple Principals for your firm by selecting the 'SAVE' button, then completing the identification information for a new Principal.

Note: A large firm (other than a sole proprietor) with multilayered management may include "Key Persons" who "participate substantially" in the firm's IRS electronic filing operations as Principals on the firm IRS e-file Application.

Add Principal

Complete the fields below for each "Principal" listed on the application. Corporations must include the President, Vice-President, Secretary and Treasurer. Partnerships must include each partner who has a five percent (5%) or more interest. Sole-proprietors ONLY include the owner of the business. For partnerships in which no partner has at least a 5% interest or an entity that is not a sole proprietorship, partnership or corporation, include at least one individual authorized to act for the firm in legal and/or tax matters.

A large firm (other than a sole proprietor) with multilayered management may include "Key Persons" who "participate substantially" in the firm's IRS electronic filing operations as Principals on the firm IRS e-file Application.

All persons included here must complete their personal information page, agree to the terms of agreement and sign under penalty of perjury.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name*	Middle Initial
<input type="text"/>	<input type="text"/>
Last Name*	Suffix
<input type="text"/>	<input type="text"/>
Social Security Number (SSN)*	
<input type="text"/> - <input type="text"/> - <input type="text"/>	
Date of Birth (mm/dd/yyyy)*	
<input type="text"/>	
Position or Title*	
<input type="text"/>	
U.S. Citizen*	
<input type="text" value="Select"/>	
Email Address*	
<input type="text"/>	

Notify this person of changes to all Efile applications for this firm/organization
 Add this person as a Responsible Official
 Add this person as a Primary Contact

Starting a new e-file application, cont.

Responsible Official

A **Responsible Official** is an individual with responsibility for and authority over the IRS e-file operation at designated locations. The Responsible Official is the first point of contact with the IRS and has default authorities to view and update the application and add, delete and change Responsible Officials.

To change the default or add additional authorities of a Responsible Official, select the 'Authorities' at the bottom of the page.

You may delegate authorities to an individual, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

Add Responsible Official

The responsible official is the individual with responsibility and authority over the operations at designated sites. The responsible official is the first point of contact with the IRS, has the authority to sign revised applications, and is responsible for ensuring that all requirements of the IRS e-file program are adhered to. A responsible official may be responsible for more than one office.

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person's actions and activities.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name*	Middle Initial
<input type="text"/>	<input type="text"/>
Last Name*	Suffix
<input type="text"/>	<input type="text"/>

TIN Type*
 SSN ITIN

Social Security Number (SSN)*
 - -

Date of Birth (mm/dd/yyyy)*

Position or Title*

U.S. Citizen*

Email Address*

Phone Country Code*

Phone Number*

Extension

Add this person as a Primary Contact

Authorities

You may delegate authorities to individual, however, by delegating these responsibilities you will still be responsible for this person's action and activities.

Please select one or more of the following...

- Forms
- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Privileges
- Add, Delete & Change Responsible Officials
- View Software Package Information
- Transfer Role
- MeF System Enroller

Starting a new e-file application, cont.

Delegated Users

The Principals or Responsible Officials of an organization may name Delegated Users who can be authorized to perform certain actions regarding an *IRS e-file Application* based on authorities granted.

The following authorities are available for a Delegated User:

- View Application Information
- Update Application Information
- Sign and Submit Applications
- Add, Delete, and Change Principals
- Add, Delete, and Change Responsible Officials
- Software Package Information
- Transmitter Role
- MeF System Enroller
- Reporting Agent Transcript Delivery System
- Transcript Delivery System

Note: The Delegated User will not be granted any of these authorities by default. Be sure to use the ‘Authorities’ to select the authorities you want the Delegated User to have.

Their ability to use Transcript Delivery Service will be automatically enabled when your firm's *IRS e-file Application* is successfully completed and when your firm has *e-filed* 5 or more accepted returns.

Add Delegated User

You may add users to your application that you wish to delegate authorities to regarding your e-File application and access to e-services products. You are responsible for the actions of all delegated users.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* <input type="text"/>	Middle Initial <input type="text"/>
Last Name* <input type="text"/>	Suffix <input type="text"/>

TIN Type*
 SSN ITIN

Social Security Number (SSN)*
 - -

Position or Title

Email Address*

Authorities

You may delegate authorities to individual, however, by delegating these responsibilities you will still be responsible for this person's action and activities.

Please select one or more of the following...

- Forms
- View Application Information
- Update Application Information
- Sign & Submit Revised Applications
- Add, Delete & Change Principals
- Add, Delete & Change Responsible Officials
- Transmitter Role
- MeF System Enroller
- Reporting Agent Transcript Delivery System
- Transcript Delivery System

SAVE >
Cancel

Starting a new *e-file* application, cont.

Principal Consent

A person with Principal Consent has the same authorities as a Principal.

Add Principal Consent

Principals and Responsible Officials with authority to Add, Delete, and Change Principal can assign Principal Consent authority to a Delegated User. A Delegated User with Principal Consent authority has the same e-file application authorities as a Principal.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name*	Middle Initial
<input type="text"/>	<input type="text"/>
Last Name*	Suffix
<input type="text"/>	<input type="text" value="v"/>
Social Security Number (SSN)*	
<input type="text"/> - <input type="text"/> - <input type="text"/>	
Position or Title	
<input type="text"/>	
Email Address*	
<input type="text"/>	

Internal Revenue Service

Add Primary Contact ✕

Please enter a Primary Contact who will be available on a daily basis to answer IRS questions regarding this application and any processing issues throughout the year. A Primary Contact is required for all applications.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name*	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>	Suffix	<input type="text" value="v"/>
Position or Title*	<input type="text"/>		
Email Address*	<input type="text"/>		
Phone Country Code*	<input type="text" value="001-United States/Canada"/>	Phone Number*	<input type="text"/>
Fax Country Code	<input type="text" value="001-United States/Canada"/>	Fax Number	<input type="text"/>

SAVE ➤ Cancel

Primary Contact

A Primary Contact is required for the application. Complete the Primary Contact section with the required information unless you selected 'Add this person as a Primary Contact' on the Principal or Responsible Official page. A Primary Contact is a person who will be available daily to answer IRS questions regarding this application and any processing issues throughout the year. Complete the required information and click 'SAVE'.

Internal Revenue Service

Starting a new e-file application, cont.

Alternate Contact

Enter an Alternate Contact who the IRS may talk to if the Primary Contact is unavailable.

Alternate Contacts are not required, but if you want to specify Alternate Contacts, complete the Alternate Contacts section and click on 'SAVE'.

Add Alternate Contact

Please enter an Alternate Contact who the IRS may talk to if the Primary Contact is unavailable.
Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name*	Middle Initial	
<input type="text"/>	<input type="text"/>	
Last Name*	Suffix	
<input type="text"/>	<input type="text"/>	
Position or Title*		
<input type="text"/>		
Email Address*		
<input type="text"/>		
Phone Country Code*	Phone Number*	Extension
<input type="text" value="001-United States/Canada"/>	<input type="text"/>	<input type="text"/>
Fax Country Code	Fax Number	
<input type="text" value="001-United States/Canada"/>	<input type="text"/>	

Authorized Users

This page shows the table of the Authorized Users.

You View, Edit Delete or ADD any users by using the respective icon.

[Firm Information](#) | [Application Details](#) | [Authorized Users](#) | [Application Summary](#) | [Application Comments](#) | [Application Submission](#)

Firm: CONOCO INC | EIN: Application Status: Saved

Application Type: e-File Application | Tracking Number: 20170425113155104

Authorized Users

Firms that have selected/will be selecting only "Not For Profit"/"Covered Entity" service type DO NOT NEED to add the "Principal" or "Principal Consent" role.

Authorized User(s)

Showing items 1 to 4 of 4 Go to previous page: 10 | Go to next page: >

Role Id	Organization Role	Name	TIN	Position/ Title	Phone/Extension	Notify of Changes	View	Edit	Delete
1	Principal	Gary Ferguson	***-**-1203	General Partner		Yes			
1	Principal	Samuel Heard	***-**-0004	General Partner	(222) 222-2222	Yes			
3	Responsible Official	Samuel Heard	***-**-0004	General Partner	(222) 222-2222	No			
5	Primary Contact	Samuel Heard	***-**-0004	General Partner	(222) 222-2222	No			

Showing items 1 to 4 of 4 Go to previous page: 10 | Go to next page: >

Cancel

Starting a new e-file application, cont.

Application Summary for a saved e-file application

The application summary will show information for the Firm, Authorized User(s), Terms of Agreement Signature(s) and Personal Information, Provider Option(s), Forms Transmission Status, EFIN(s), ETIN(s) and the Application Status.

Select the 'Update Firm Suitability Answers' link under 'Firm' to answer the questions. These questions must be answered for the firm prior to submitting the application.

Each Principal and Responsible Official must answer the personal information questions, review the Privacy Act Statements and sign the Terms of Agreement (TOA). Select the 'Personal Information' link under 'Personal Suitability Answers and TOA Signature' to access these pages.

The 'EFIN(s)' and 'ETIN(s)' will be assigned once the application is submitted, accepted and completed.

The Summary Page also has a menu at the top of the page. You can use this menu to return to previous pages within the application.

The screenshot shows the 'Application Summary' page for a saved e-file application. At the top, there is a navigation menu with tabs for 'Firm Information', 'Application Details', 'Authorized Users', 'Application Summary', 'Application Comments', and 'Application Submission'. The 'Application Summary' tab is active.

Below the navigation, the 'EFIN Status' section shows 'Doing Business as Name: GEORGE JETSON'S E-SERVICE SPECIAL, EIN: 202052909' and 'Application Status: Saved'. A blue notification box states: 'This application needs to be submitted as it will be deleted after it is in Saved status for a period of 90 days.'

The 'Firm' section contains the following information:

- Firm-Organization Legal Name: GEORGE JETSON'S E-SERVICE SPECIAL
- Doing Business As (Trade/Company Name): GEORGE JETSON'S E-SERVICE SPECIAL
- Business Structure: Corporation
- Business Address: 123 Test, Austin, TX 12345
- Mailing Address: 123 Test, Austin, TX 12345
- Application Suitability Required: NO
- Firm Suitability Status: N/A

The 'Authorized User(s)' section shows one user:

Role Id	Organization Role	Name	Position/ Title	Phone
1	Principal	Kurt Perry	Principal	(913) 752-0282

The 'Terms of Agreement Signature(s) & Personal Information' section shows a table with columns for Name, TIN, Terms of Agreement Status, Privacy Act Accepted Date, Suitability Status, Professional Status, Fingerprints Status, Personal Credentials, and Personal Suitability Answers and TOA Signature. The first row shows 'N/A' for most fields.

The 'Provider Option(s)' section shows 'No records found'.

The 'Forms Transmission Status' section shows 'Transmission Status: Test'.

The 'EFIN(s)' section shows 'No records found'.

The 'ETIN(s)' section shows 'No records found'.

At the bottom, there is a navigation bar with 'PREVIOUS', 'CONTINUE', and 'Cancel' buttons.

Starting a new e-file application, cont.

Personal Credentials

Any Principal and Responsible Official who is an Attorney, CPA, Enrolled Agent, Banking Official who is bonded and been fingerprinted in the last two years or a Corporate Officer of a Publicly Owned Corporation must select, 'ADD CREDENTIAL', select the applicable professional title/type, and enter additional information as required.

Personal Credentials

Professional Status

Please enter your Professional Credentials here.

If a Principal or Responsible Official changes, a completed fingerprint card must be provided for each unless they are an attorney, CPA, enrolled agent, banking official who is bonded and has been fingerprinted in the last two years or an officer of a publicly owned corporation. Your application will not be processed if you do not provide a completed fingerprint card or select a professional status and enter required information. Each Principal and Responsible Official must sign their terms of agreement under the penalty of perjury.

The IRS will verify professional status and may request additional information and/or documentation as evidence.

Professional Credentials

Type	State	License/EA Number	Expires	Expiration Date	Edit	Delete
No records found.						

ADD CREDENTIAL ▾

- Attorney
- Bank Official
- Certified Public Accountant
- Enrolled Agent
- Officer of Corporation

EXIT

Starting a new e-file application, cont.

Personal Suitability Answers and TOA Signature

Answer the Suitability Questions, review the Privacy Act Statements and enter your PIN created during the initial registration, accept the Terms of Agreement and select 'SAVE'.

Personal Suitability Answers and TOA Signature

Suitability Questions

Have you been convicted of a felony in the last 10 years? If "Yes", provide explanation.

Explanation for "Yes" answer to felony conviction:

Are you currently incarcerated or have you been incarcerated in a federal or state prison during the last two years? If "Yes", provide an explanation including the date of release if applicable.

Explanation for "Yes" answer to incarceration:

Are you current with your individual and business taxes, including any corporate and employment tax obligations? If "No", provide explanation.

Explanation for "No" answer to tax compliance:

Have you previously participated in IRS e-file?
 Yes
 No

Fingerprint Scheduling Information

The Unique User ID and Program Code are required for scheduling an appointment and embedded in the scheduling link which appears on the Summary page. This information is only available after the application is successfully submitted.

Unique User ID:

Program Code:

Privacy Act and Paperwork Reduction Act Notice

We ask for the information on this form to administer the IRS electronic filing program. We use this information to process your application to participate in this program. Our authority to request this information is 5 U.S.C. 301 and 500; 26 U.S.C. 6011, 6012, and 7803; IRS Restructuring and Reform Act of 1998 (P.L. 105-206) sec. 2001(a), and Executive Order 9397.

Applying to participate in the IRS e-filing program is voluntary; however, if you apply, you must provide the requested information. Failure to provide the requested information could delay or prevent processing your application; providing false or fraudulent information may subject you to penalties.

Generally, this information is confidential pursuant to the Privacy Act. However, certain disclosures are authorized under the Act, including disclosure to the Department of Justice, and courts and other adjudicative bodies, with respect to civil or criminal proceedings; public authorities and professional organizations for their use in connection with employment, licensing, disciplinary, regulatory, and enforcement responsibilities; contractors as needed to perform the contract; third parties, including the FBI and credit bureaus, as needed to an investigation; the general public to assist them in identifying participating individuals; state tax agencies for tax administration purposes; and appropriate persons when the security of information may have been compromised for their use to prevent, mitigate or remedy harm.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books and records relating to a form or its instructions must be retained as long as their contents may become material in the administration of the law. The time needed to complete this application will vary depending on the individual circumstances. The estimated time is 60 minutes. If you have comments concerning the accuracy of this time estimate or suggestions for making this form simpler, we would be happy to hear from you. You can write to the Tax Products Coordinating Committee, Western Area Distribution Center, Rancho Cordova, CA 95743-0001. DO NOT send this application to this office. Instead, see Where to File on page 3.

FBI Privacy Act Statement

The privacy act statement is located on the back of the FD-258 fingerprint card

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may effect completion or approval of your application.

Principal Purpose: Certain determination, such as employment licensing and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine Uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Terms of Agreement

Your application will not be processed if you do not provide fingerprints or professional status information and each Principal and Responsible Official signs the Terms of Agreement.

Under penalty of perjury, I declare that to the best of my knowledge and belief, the information provided is true, correct and complete. I understand any false or misleading information may result in criminal penalties and/or the denial or termination of an EFIN.

I have read and accept the Privacy Act and Paperwork Reduction Act Notice, FBI Privacy Act Statement, and Terms of Agreement.

Please enter your PIN. Your PIN is your electronic signature that you have selected when you registered.

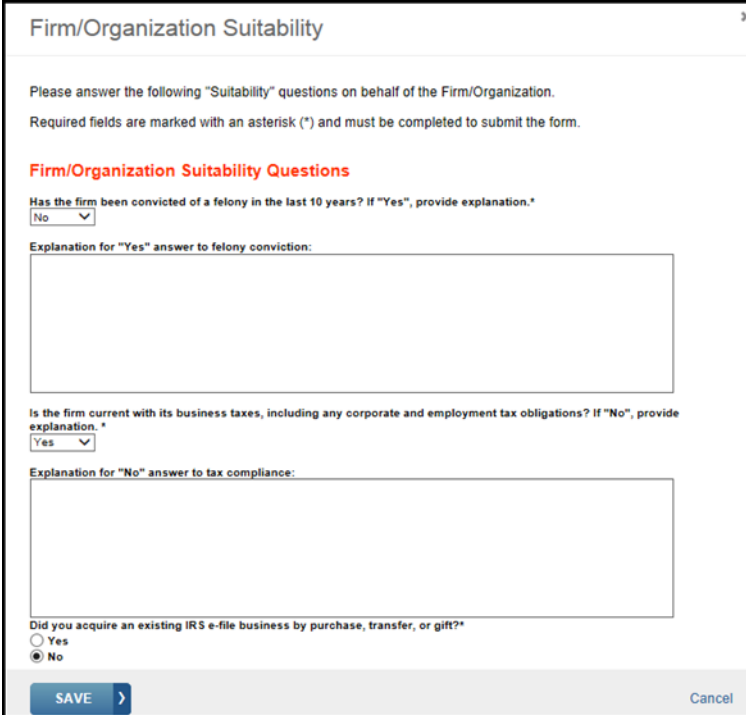
PIN*

If you have forgotten your PIN, please use the Modify PIN link to reset your PIN.

Starting a new *e-file* application, cont.

Firm/Organization Suitability Questions

Answer the 'Firm/Organization Suitability Questions' and select 'SAVE'.



The screenshot shows a web form titled "Firm/Organization Suitability" with a close button (X) in the top right corner. The form contains the following text and fields:

Please answer the following "Suitability" questions on behalf of the Firm/Organization.
Required fields are marked with an asterisk (*) and must be completed to submit the form.

Firm/Organization Suitability Questions

Has the firm been convicted of a felony in the last 10 years? If "Yes", provide explanation.*

Explanation for "Yes" answer to felony conviction:

Is the firm current with its business taxes, including any corporate and employment tax obligations? If "No", provide explanation.*

Explanation for "No" answer to tax compliance:

Did you acquire an existing IRS e-file business by purchase, transfer, or gift?*

Yes
 No

At the bottom of the form, there is a blue "SAVE" button with a right-pointing arrow and a "Cancel" link.

Starting a new e-file application, cont.

Application Comments

You may enter application comments on this page. Select 'ADD', enter comments and 'SAVE'.

The screenshot displays the 'Application Comments' section of an IRS e-file application. At the top, a navigation bar includes tabs for Firm Information, Application Details, Authorized Users, Application Summary, Application Comments (selected), and Application Submission. Below the navigation, the 'EFIN Status' section shows the firm name 'CONOCO INC', EIN, application type 'e-File Application', and tracking number '20180425142434102'. The application status is 'Saved'. The 'Application Comments' section contains a table with two entries:

Date	User Id	Comment
04/25/2018	DEVEFILE4	ADD PERSON: Minahan, William
04/25/2018	DEVEFILE4	Provider option added: ELECTRONIC_RETURN_ORIGINATOR

Below the table, there is an 'ADD' button and navigation buttons for 'PREVIOUS', 'CONTINUE', and 'Cancel'. The page also includes pagination controls showing 'Page 1' of 2 items.

Starting a new e-file application, cont.

Application Submission application

When you have completed the application process and all required information has been entered, you must **SUBMIT** the application for review and approval by the IRS.

Enter your PIN from the initial registration, check the TOA box, and select 'SUBMIT'. Only a Principal or designated Responsible Official can submit the application.

The screenshot shows the 'Application Submission' page in the IRS e-file system. The navigation tabs at the top are 'e-services', 'Online Tutorials', 'Mailbox', 'Modify PIN', 'Profile', and 'Contact Us'. The 'Application Submission' tab is active. Below the navigation, there are sub-tabs: 'Firm Information', 'Application Details', 'Authorized Users', 'Application Summary', 'Application Comments', and 'Application Submission'. The 'Application Submission' sub-tab is selected. The main content area displays the 'e-services PIN' section. It includes the text: 'e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVES and ACA applications. Please enter a five digit PIN (cannot be all the same digits) in the field below and click the submit button.' Below this text are two input fields: 'PIN*' and 'Confirm PIN*'. A 'SUBMIT' button is located at the bottom right of the form. The 'Application Status' is shown as 'Saved'.

Modifying e-Services PIN

To modify an existing e-Services PIN, select the Modify PIN tab located at the top of the screen. Create a five-digit PIN and submit. This PIN can then be used to sign the e-file application.

The screenshot shows the 'Modify PIN' page in the IRS e-file system. The navigation tabs at the top are 'e-services', 'Online Tutorials', 'Mailbox', 'Modify PIN', 'Profile', and 'Contact Us'. The 'Modify PIN' tab is active. The main content area displays the 'e-services PIN' section. It includes the text: 'e-services requires each user to have a Personal Identification Number (PIN) to be used to sign your e-file, TIN Matching, IVES and ACA applications. Please enter a five digit PIN (cannot be all the same digits) in the field below and click the submit button.' Below this text are two input fields: 'PIN*' and 'Confirm PIN*'. A 'SUBMIT' button is located at the bottom left of the form, and a 'Cancel' link is at the bottom right.

Starting a new e-file application, cont.

Submission completed

Once a correctly completed *IRS e-file Application* is submitted, an acknowledgment, including a tracking number, appears advising the application processing will begin.

Here's what will happen after you submit your *IRS e-file Application*:

1. The identification records you provided will be checked against IRS databases to make sure that they are complete and correct.
2. If a fingerprint check is necessary for your firm's Principals and Responsible Officials need to provide fingerprints to the IRS using the authorized IRS vendor. To obtain the link for scheduling an electronic fingerprinting appointment, they must access the Terms of Agreement Signature(s) & Personal Information section on the e-file Application Summary page
3. The tax compliance history of the firm, the Principals, and Responsible Officials will be checked as part of the Suitability analysis.
4. A credit check may be performed as part of the Suitability analysis.

If all the suitability and identification checks pass, your firm will be issued the following via U.S. mail:

- For all Authorized IRS *e-file* Providers, an Electronic Filing Identification Number (EFIN), will be issued.
- For firms applying for a status of Transmitter or Software Developer, an Electronic Transmitter Identification Number (ETIN) will be issued.
- For Reporting Agents, a Reporting Agent PIN will be issued.

The screenshot shows the IRS e-file application submission completion screen. At the top, there are navigation tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below the tabs, the user's information is displayed: "Doing Business as Name: [redacted] | SSN: ***-**-0001" and "Application Type: e-File Application | Tracking Number: 20220324225 [redacted]". The application status is shown as "Submitted Pending Docs". The main heading is "Submission Complete". Below this, there is a message: "Thank you for submitting your application to the IRS." followed by a green checkmark icon and the text "Your tracking number is 20220324225 [redacted]". There are two paragraphs of text providing instructions for Principals/Responsible Officials who have not entered Professional Status information, stating they are required to be fingerprinted by the IRS Authorized Vendor within 30 days of this application submission. It also mentions that all Principals/Responsible Officials requiring fingerprints need to schedule their own appointment and provides a link for scheduling an electronic fingerprinting appointment. A final note says "You may also visit Become an Authorized e-file Provider to obtain additional information." and "If you have any questions, please call the e-help desk at 1-866-255-0654." At the bottom, there is an "OK" button.

Starting a new e-file application, cont.

Application Summary for Submitted Pending Docs

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

Firm Information Application Details Authorized Users Application Summary Application Comments Application Submission

EFIN Status

Doing Business as Name: [redacted] SSN: ***-**-0001
 Application Type: e-File Application Tracking Number: 202203242 **Application Status: Submitted Pending Docs**

Application Summary [Post | Home](#)

Firm

Firm/Organization Legal Name: [redacted]

Doing Business As (Trade/Company Name): [redacted]

Business Structure: Sole Proprietorship

Business Address: 123 spring road manassas, VA 20111

Business Address City/State/Postal Code: manassas, VA 20111

Mailing Address: 123 spring road

Mailing Address City/State/Postal Code: manassas, VA 20111

Application Suitability Required: Yes

Firm Suitability Status: None

Authorized User(s)

Showing Items 1 to 5 of 5

Role Id	Organization Role	Name	Position Title	Phone
1	Principal	[redacted]	CEO	(321) 654-9874
1	Principal	[redacted]	VP/CEO	(321) 654-9321
3	Responsible Official	[redacted]	CEO	(321) 654-9874
3	Responsible Official	[redacted]	VP/CEO	(321) 654-9321
5	Primary Contact	[redacted]	VP/CEO	(321) 654-9321

Showing Items 1 to 5 of 5

Terms of Agreement Signature(s) & Personal Information

Showing Items 1 to 2 of 2

Name	TIN	Person Suitability Answer and TOA Signature	Terms of Agreement Status	Professional Status	Fingerprints Status	Suitability Status
[redacted]	***-**-0000	Personal Suitability Answer and TOA Signature	Signed 04/08/2022	Under Review Personal Credentials	None Submitted Schedule Fingerprint Agreement	None
[redacted]	***-**-0000	Personal Suitability Answer and TOA Signature	Signed 04/08/2022	Validated	None Submitted	None

Showing Items 1 to 2 of 2

Provider Option(s)

Showing Items 1 to 1 of 1

Provider Option	Service Type	Business Activity	Forms	Provider Option Status
Intermediate Service Provider	For Profit	[redacted]	1040, 1041, 1065, 1120, 1120PDS, 2200, 2300, 4720, 4800, 50, 1084, 720, 8049, 9465, 844 Annual, 844, 000, 844-Parting, 990, 990T	Applied

Showing Items 1 to 1 of 1

Forms Transmission Status

Transmission Status: Text

EFIN(s)

Showing Items 0 to 0 of 0

EFIN	EFIN Status	Effective Date
No records found.		

Showing Items 0 to 0 of 0

ETIN(s)

Showing Items 0 to 0 of 0

ETIN	ETIN Type	ETIN Status	Effective Date	Provider Option	Service Type
No records found.					

Showing Items 0 to 0 of 0

[PREVIOUS](#) [CONTINUE](#) [Cancel](#)

IRS Privacy Policy | Glossary
 R-esam-wbapp (version: \$parsedVersion.majorVersion.\$parsedVersion.minorVersion.\$parsedVersion.incrementalVersion)+\$build.number)

The Application Summary page provides a summary of the information included in the application.

When the application is approved, the summary page will show the Application Status as 'Completed'.

You can view the Firm Suitability Status, the Personal Suitability Status, Terms of Agreement Status, Professional Status, Fingerprint Status and Provider Option Status from the summary page.

Once an EFIN is assigned, you can view the EFIN and ETIN Status.

The menu at the top on the Summary Screen can be used to access an area within the application that need to be modified.

Internal Revenue Service

Firm Information	Application Details	Authorized Users	Application Summary	Application Comments	Application Submission	
EFIN Status	ETIN Status	Services Authorized For				
Doing Business as Name: A EIN: 1 Application Type: e-File Application Tracking Number: 2022051011583110626			Application Status: Completed			
Application Summary						
Firm						
Firm/Organization Legal Name: _____ Doing Business As (Trader/Company Name): _____ Business Structure: Corporation Business Address: _____ Business Address City/State/Postal Code: _____ 02 Mailing Address: _____ Mailing Address City/State/Postal Code: _____ 02 Application Suitability Required: Yes Firm Suitability Status: Completed						
Update Firm Suitability Answers						
Authorized User(s)						
Showing Items 1 to 6 of 6						
Role Id	Organization Role	Name	Position/ Title	Phone		
1	Principal	John-Prest	CEO	(111) 222-3333		
1	Principal	Elaine	COO			
3	Responsible Official	Elaine	Director	(571) 000-1001		
3	Responsible Official	Elaine	Manager	(324) 324-3433		
3	Responsible Official	Elaine	Manager	(332) 433-1111		
5	Primary Contact	Angela Ukou	Director	(571) 000-1001		
Showing Items 1 to 6 of 6						
Terms of Agreement Signature(s) & Personal Information						
Showing Items 1 to 5 of 5						
Name	TIN	Person Suitability Answers and TOA Signature	Terms of Agreement Status	Professional Status	Fingerprints Status	Suitability Status
			Signed 05/12/2022	None Submitted	Complete	Completed
			Signed 05/11/2022	Under Review	Complete	Completed
		Personal Suitability Answers and TOA Signature	Signed 03/01/2022	Validated Personal Credentials	None Submitted	Completed
			Signed 05/12/2022	Validated	Expired	Completed
			Signed 05/12/2022	None Submitted	Complete	Completed
Showing Items 1 to 5 of 5						
Provider Option(s)						
Showing Items 1 to 1 of 1						
Provider Option	Service Type	Business Activity	Forms	Provider Option Status		
Electronic Return Originator	For Profit		1040, 1041, 1065, 1120, 1120-POL, 2700, 2750, 4720, 4868, 5227, 5330, 56, 7004, 720, 8020-CR, 9849, 9850, 994-Average, 994-Grty, 944-PINReg, 990, 990T	Accepted		
Showing Items 1 to 1 of 1						
Forms Transmission Status						
Transmission Status:				Test		
EFIN(s)						
Showing Items 1 to 1 of 1						
EFIN	EFIN Status	Effective Date				
000000	Active	05/19/2022 15:58 PM				
Showing Items 1 to 1 of 1						
ETIN(s)						
Showing Items 0 to 0 of 0						
ETIN	ETIN Type	ETIN Status	Effective Date	Provider Option	Service Type	
No records found.						
Showing Items 0 to 0 of 0						
PREVIOUS		CONTINUE		Cancel		

Modify an existing e-file application

Principals, Responsible Officials, and Delegated Users may update or modify an application.

Select the Organization you would like to modify.

IRS | Short ID: VPC

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting Individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

[Individual](#)

Firm Roles
Select a Firm to represent your organization across all locations.
Filter Firms
Filter by legal name or application type

Selection	Firm	Application Type
Select	ACORN TRUST	eFile
Select	GEORGE JETSON'S E-SERVICE SPECIAL	eFile

Organization Roles
Select an Organization to represent a specific role for your organization's location.
Filter Organizations
Filter by business name, address, or application type

Selection	Organization	Application Type
Select	ACORN TRUST 123 Main St, Austin, TX 78745	eFile

From the ESAM Application Landing Page you may View/Edit the business you wish to modify which will take you to the Summary page of the application. You may choose Add New Location if that is what you intend to do.

You use the menu at the top of the summary to access the area in which you need to modify on the existing application. If you add a new Principal or Responsible Official, or add a Provider Option, you must resubmit the application as indicated by the application status 'Resubmission Required'. If this is not done within 90 days, your application will be deleted.

You may also close the office from the landing page if you no longer have that location or business.

You can return to this screen, 'ESAM Landing Page' by selecting 'Cancel' in the bottom right corner or any screen in your application.

Firm role (Principal and Principal Consent)

The screenshot shows the 'External Services Authorization Management' page with a navigation menu at the top. The main content area includes several sections:

- New Location:** A text input field with an 'ADD NEW LOCATION' button.
- Replace Authorized User:** A text input field with a 'REPLACE AUTHORIZED USER' button. A note below states: 'Only Principal and Principal Consent can perform this action.'
- Report:** A text input field with a 'REQUEST REPORT' button.
- All Applications:** A table listing applications with columns for 'Doing Business As (Trade/Company Name)', 'Last Update', 'Application Status', 'Tracking Number', 'Application Type', 'View/Edit', and 'Delete'.

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
GEORGE JETSONS	05/26/2022	Saved	423104062	e-File	View/Edit	Delete
GEORGE JETSONS (AGT Test	07/13/2020	Completed	505102002	e-File	View/Edit	Close Office
GEORGE JETSONS E-SERVICE	04/20/2018	Completed	131100614	e-File	View/Edit	Close Office

Organization Role (Authorized user with role to view application)

The screenshot shows the 'External Services Authorization Management' page with a navigation menu at the top. The main content area includes:

- All Applications:** A table listing applications with columns for 'Doing Business As (Trade/Company Name)', 'Last Update', 'Application Status', 'Tracking Number', 'Application Type', 'View/Edit', and 'Delete'.

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/Edit	Delete
ACORN TRUST 536128	03/30/2020	Completed	5052101965	e-File	View/Edit	Close Office

Individual

The screenshot shows the 'External Services Authorization Management' page with a navigation menu at the top. The main content area includes:

- New Application:** A text input field with a 'NEW APPLICATION' button. A note below states: 'You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.'
- Search:** A text input field with a 'SEARCH' button. A note below states: 'Since you are associated with more than 20 applications, please select "Search" and use specific criteria available to limit your search and find the application(s) you are looking for.'

Modify an existing *e-file* application, cont.

Search an existing Application

Search is used if you have more than 20 applications, by selecting 'Search'.

e-services	Online Tutorials	Mallbox	Modify PIN	Profile	Contact Us
------------	------------------	---------	------------	---------	------------

External Services Authorization Management


Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application.

New Application

You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.

SEARCH

Since you are associated with more than 20 applications, please select "Search" and use specific criteria available to limit your search and find the application(s) you are looking for.



Select the criteria you wish to search by selecting the drop down under the 'Search By'. You can search by multiple criteria's using the green .

Search results will populate in the table below. Select the View/Edit icon to access the application.

Application Search

Please select the criteria you would like to search by and press the Search button.

Search Criteria Hide Criteria

Row	Search By	Operator	Value	Remove
1	 (select one) Application Status Business Address - City Business Address - State Business Address - Postal Code Doing Business As (Trade/Company Name) EFIN ETIN First Name Last Name IVES Participant Number TCC Taxpayer ID Tracking Number			

Search SEARCH CLEAR SEARCH Hide All

Showing Items 0 to 0 of 0 << Prev Page 1 Next >>

Business As (Trade/Company Name)	EFIN(s) TCC(s)	Application Type	Application Status	Address	Tracking Number	View/Edit	Delete
No records found.							

Showing Items 0 to 0 of 0 << Prev Page 1 Next >> Cancel

Modify an existing e-file application, cont.

URL Collection

Any provider that answers 'Yes' to the question 'Do you own or operate Web site(s) through which taxpayer information is collected, transmitted, stored or processed?' is required to register the URL on its e-file application. The menu option is available only if

the answer was 'Yes' and the EFIN has been issued. The provider must return to the application and update this information.

Firm Information | Application Details | Authorized Users | Application Summary | Application Comments | Application Submission

EFIN Status | **URL Collections**

Doing Business as Name: CONOCO INC | EIN:
Application Type: e-File Application | Tracking Number: 20180425142434102865 Application Status:

URL Collections

You will be expected to keep your URLs valid, free of typographical errors, and up-to-date.

URL(s)

Showing Items 0 to 0 of 0 << Prev Page 1 Next >>


EFIN	URL	Last Updated	Updated By	Edit	Delete
No records found.					

Showing Items 0 to 0 of 0 << Prev Page 1 Next >>

ADD URL TRANSFER URL UPLOAD URLS Cancel

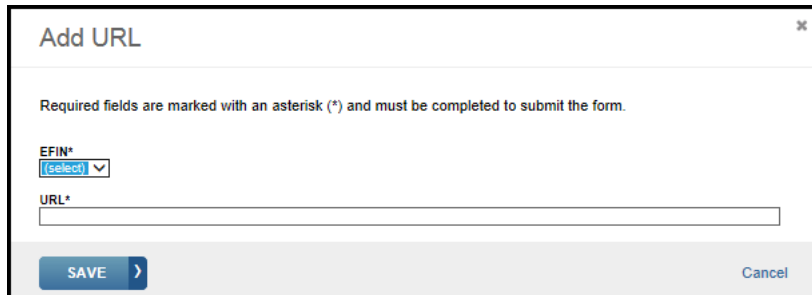
Upload URLs

You may upload URLs in bulk using a file. The file must be comma-delimited (CSV) in the following format: EFIN1, URL1, EFIN2, URL2, etc.



The 'Upload URLs' dialog box contains the following elements:

- Title: Upload URLs
- Instructions: You may upload URLs in bulk using a file. The file must be comma-delimited (CSV) in the following format: EFIN1, URL1, EFIN2, URL2, etc.
- File Name* field with a 'Browse...' button.
- 'UPLOAD' button with a right-pointing arrow.
- 'Cancel' button.



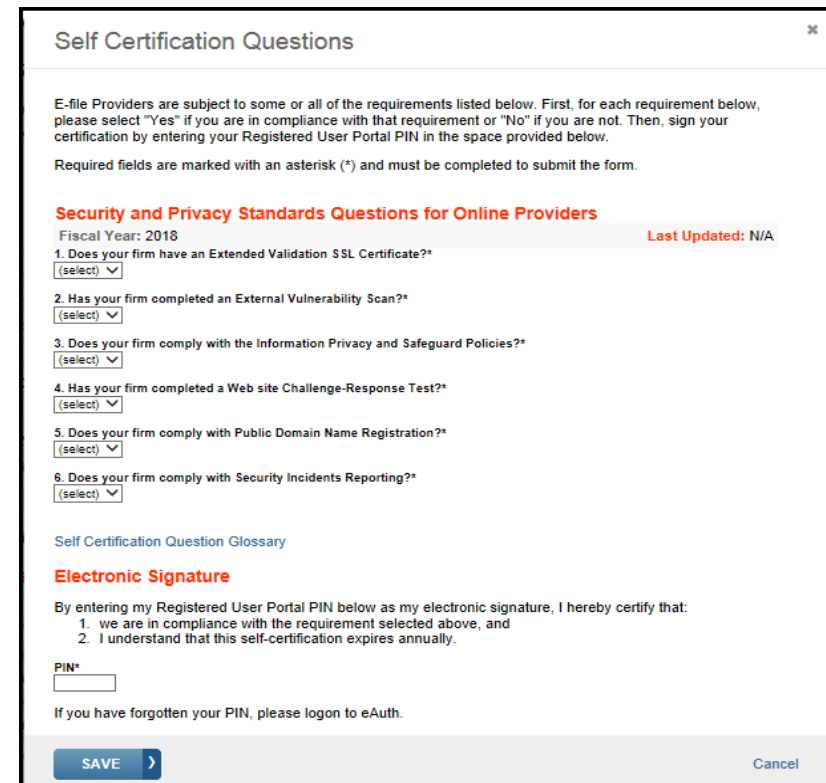
The 'Add URL' dialog box contains the following elements:

- Title: Add URL
- Instructions: Required fields are marked with an asterisk (*) and must be completed to submit the form.
- EFIN* dropdown menu with '(select)' text.
- URL* text input field.
- 'SAVE' button with a right-pointing arrow.
- 'Cancel' button.

Modify an existing e-file application, cont.

Self Certification Questions

This page displays the self-certification questions that must be answered by all Online Providers. It also shows the date they were last updated. After answering the questions, you must attest that you comply, sign using their registration PIN and select 'SAVE'. If needed, a glossary is provided giving a description of each question by selecting the link.



The 'Self Certification Questions' page contains the following elements:

- Title: Self Certification Questions
- Introduction: E-file Providers are subject to some or all of the requirements listed below. First, for each requirement below, please select "Yes" if you are in compliance with that requirement or "No" if you are not. Then, sign your certification by entering your Registered User Portal PIN in the space provided below.
- Required fields are marked with an asterisk (*) and must be completed to submit the form.
- Section: Security and Privacy Standards Questions for Online Providers
- Fiscal Year: 2018 (Last Updated: N/A)
- Questions (all marked with an asterisk):
 - Does your firm have an Extended Validation SSL Certificate?*
 - Has your firm completed an External Vulnerability Scan?*
 - Does your firm comply with the Information Privacy and Safeguard Policies?*
 - Has your firm completed a Web site Challenge-Response Test?*
 - Does your firm comply with Public Domain Name Registration?*
 - Does your firm comply with Security Incidents Reporting?*
- Self Certification Question Glossary (link)
- Section: Electronic Signature
- Attestation: By entering my Registered User Portal PIN below as my electronic signature, I hereby certify that:
 - we are in compliance with the requirement selected above, and
 - I understand that this self-certification expires annually.
- PIN* text input field
- Text: If you have forgotten your PIN, please logon to eAuth.
- 'SAVE' button with a right-pointing arrow.
- 'Cancel' button.

Modify an existing *e-file* application, cont.

Self Certification Question Glossary

This page displays the description of each question providing information on how to answer when the glossary link is selected.

Self Certification Question Glossary

1) Does your firm have an Extended Validation SSL Certificate?*

a. Extended Validation SSL Certificate- Online Providers shall possess a valid and current Extended Validation Secure Socket Layer (SSL) certificate using SSL 3.0 / TLS 1.0 or later and minimum 1024-bit RSA / 128-bit AES.

2) Has your firm completed an External Vulnerability Scan?*

a. External Vulnerability Scan - Online Providers shall contract with an independent third-party vendor to run weekly external network vulnerability scans of all their "system components" (defined as any network component, server, or application that is included in or connected to the taxpayer data environment) in accordance with the applicable requirements of the Payment Card Industry Data Security Standards (PCIDSS).

3) Does your firm comply with the Information Privacy and Safeguard Policies?*

a. Information Privacy and Safeguard Policies – Online Providers that own or operate a Web site through which taxpayer information is collected, transmitted, processed or stored shall acquire, maintain, and display a license/accreditation seal from a consumer protection and privacy seal vendor acceptable to the IRS.

4) Has your firm completed a Website Challenge-Response Test?*

a. Protection Against Bulk Filing of Fraudulent Income Tax Return Online Providers shall implement effective technologies to protect their Web site against bulk filing of fraudulent income tax returns. Taxpayer information shall not be collected, transmitted, processed or stored otherwise.

5) Does your firm comply with Public Domain Name Registration?*

a. Public Domain Name Registration - Online Providers shall have their Web site's domain name registered with a domain name registrar that is located in the United States and accredited by the Internet Corporation for Assigned Names and Numbers (ICANN). The domain name shall be locked and not be private.

6) Does your firm comply with Reporting of Security Incidents Reporting?*

a. Reporting of Security Incidents - Online Providers shall report security incidents (an event that can result in an unauthorized disclosure, misuse, modification, or destruction of taxpayer information shall be considered a reportable security incident) to the IRS as soon as possible but not later than the next business day after confirmation of the incident.

7) NOTE: URL question: Has your firm completed Website URL Registration?* is now on the URL collection page.

a. Authorized IRS e-file Providers to submit to the IRS the Uniform Resource Locator (URL) of Web sites they own or operate through which taxpayer information is collected, transmitted, processed or stored.

[EXIT](#)

Modify an existing e-file application

Monitoring your EFIN

The EFIN Status screen will give you the number of returns the IRS received, which you can match to your records. The statistics are updated weekly. This will show the EFIN, Return/Form type, Processing Year, Transmitted YTD, Accepted YTD and the Reject YTD.

To check the status, select 'EFIN Status' from the Menu at the top of the Summary Screen.

The screenshot shows the 'EFIN Status' screen within an application monitoring tool. At the top, there are navigation tabs: Firm Information, Application Details, Authorized Users, Application Summary, Application Comments, and Application Submission. The 'Application Summary' tab is active, and the 'EFIN Status' sub-tab is selected. The screen displays the following information:

- Doing Business as Name: ACORN TRUST
- Application Type: e-File Application | Tracking Number: 2101965
- Application Status: Completed

The 'EFIN Status' section includes a table listing the status for the EFINs on this application. The table has columns for EFIN, EFIN Status, Effective Date, and Updated By.

EFIN	EFIN Status	Effective Date	Updated By
000000	Active	01/06/2009 08:53 AM	ABCDE

Below the table, there is a section for 'Electronic Return Originator (ERO) Activity by EFIN and Return Type'. It shows a table with columns for EFIN, Return/Form Type, Processing Year, Transmitted YTD, Accepted YTD, and Rejected YTD.

EFIN	Return/Form Type	Processing Year	Transmitted YTD	Accepted YTD	Rejected YTD
000000	1040	2018	41	35	6
000000	1040A	2018	45	36	10
000000	1040EZ	2018	7	7	0
000000	1040	2017	52	45	12

At the bottom right of the screen, there is a 'Cancel' button.

Software Packages

Applicants that have selected 'Software Developer' as a Provider Option can select 'Software Packages' from the menu page to view information on their Software Package.

The screenshot displays the IRS e-file application interface. At the top, there are navigation tabs: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below these are several menu items: Firm Information, Application Details, Authorized Users, Application Summary, Application Comments, and Application Submission. The 'Software Packages' section is active, showing details for an application with the name 'ACORN TRUST' and EIN 'Test'. The application status is 'Completed'. A section titled 'Software Products' explains that the IRS examiner will record software details for 'Software Developer' applicants. A table below shows one software package:

Software Package	SW Status	SW ID	SW ID Status	Website URL	View	Edit	Delete
Test Package Tax Year: 2015 Form: 1120POL	Test	15000153	Test				

E-file Application Features

Principals and Principal Consents have access to two additional features:

- Replace Authorized User
- Reports

Replace Authorized User

The 'Replace Authorized User' function on the ESAM landing screen allows a Principal or Principal Consent to globally replace a Responsible Official or Delegated User on associated applications. Select the person being replaced, the replacement person and the applications to replace this person on. You will need personal information such as SSN and date of birth for the replacement person, and this person must have already passed suitability if the role selected is Responsible Official.

e-services | Online Tutorials | Mailbox | Modify PIN | Profile | Contact Us

Application Type: e-File Application

Replace Authorized User

Select the person to be replaced. Only Responsible Official or Delegated User associated to the e-File application(s) under the specified Firm Taxpayer ID can be replaced. Select the replacement person. The replacement person must be on file and have passed all suitability checks. Select the associated application(s) where the replacement should take place.

Upon clicking Submit, the replacement process will be initiated. The appropriate permission will be granted to the replacement person within 24 hours of submission.

Firm Taxpayer ID (EIN/SSN)*
53

Replacing this Person/Organization Role

Person To Be Replaced	Organization Role	TIN
<input type="button" value="SELECT"/>		

With this Person

Replacement Person	Organization Role	TIN	Position/Title	Phone/Extension
<input type="button" value="SELECT"/>				

On the Associated Application(s)

Showing Items 0 to 0 of 0

<input type="checkbox"/>	Row	Doing Business As (Trade/Company Name)	Address	Application Status	Tracking Number
No records found.					

Showing Items 0 to 0 of 0

E-file Application Features, Cont.

Replace Responsible Official

Select “With this Person” to add the Person being added to replace existing Person

Once completed Select “Submit”

Replacement Responsible Official

The responsible official is the individual with responsibility and authority over the operations at designated sites. The responsible official is the first point of contact with the IRS, has the authority to sign revised applications, and is responsible for ensuring that all requirements of the IRS e-file program are adhered to. A responsible official may be responsible for more than one office.

You may delegate authorities to individuals, however, by delegating these responsibilities you will still be responsible for this person’s actions and activities.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Middle Initial

Last Name* Suffix

TIN Type*
 SSN ITIN

Social Security Number (SSN)*
 - -

Date of Birth (mm/dd/yyyy)*

Position or Title*

U.S. Citizen*

Email Address*

Phone Country Code* Phone Number* Extension

Select Person To Be Replaced

Required fields are marked with an asterisk (*) and must be completed to submit the form.

First Name* Last Name*

Organization Role*

TIN (SSN/ITIN)*

E-file Application Features, Cont.

Reports

A Principal/Principal Consent can generate reports by using the “Report” menu on the ESAM Landing page. The reports available are –

- **E-FILE Firm EFIN Report** - contains the following fields: Firm Name, Tracking Number, Application Status, Address and names of Responsible Officials, Primary Contact and Alternate Contact.
- **E-FILE Firm Query Report** - Users can search on fields in order to narrow down results from the Firm EFIN Report. The possible search fields are: EFIN Status, DBA Name, City, State, Postal Code and either Contact or Responsible Official Last Name.
- **E-FILE Firm Tracking Report** - This report shows the results for all EFINS associated with a Taxpayer Identification Number input. The following fields are shown on the report: EFIN, EFIN Status, Legal Name, DBA Name, Business and Mailing Addresses, Application Status, Provider Status, Responsible Official and number of Form 1040 returns filed in last three years.

All reports are available in the following formats –

- CSV
- Excel
- Excel 508
- PDF

Replace Authorized User

Select the person to be replaced. Only Responsible Official or Delegated User associated to the e-File application(s) under the specified Firm Taxpayer ID can be replaced. Select the replacement person. The replacement person must be on file and have passed all suitability checks. Select the associated application(s) where the replacement should take place.

Upon clicking Submit, the replacement process will be initiated. The appropriate permission will be granted to the replacement person within 24 hours of submission.

Firm Taxpayer ID (EIN/SSN)*
0000000055

Replacing this Person/Organization Role

Person To Be Replaced	Organization Role	TIN
sonya	Responsible Official	*** - ** - 2

SELECT

With this Person

Replacement Person	Organization Role	TIN	Position/Title	Phone/Extension
Bill	Responsible Official	*** - ** -	COO	(777) 777-7777

SELECT

On the Associated Application(s)

Showing items 1 to 1 of 1

Row	Doing Business As (Trade/Company Name)	Address	Application Status	Tracking Number	
<input checked="" type="checkbox"/>	1	ACORN TRUST DR 100739	123 Aspen St Denver, CO 80022	Completed	5101808

Showing items 1 to 1 of 1

SUBMIT Cancel

e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

Request Report

Select the appropriate report (for your Taxpayer Id) and output type to be delivered to your SOR mailbox.

SELECT A REPORT ▼

- E-FILE Firm EFIN Report
- E-FILE Firm Query Report
- E-FILE Firm Tracking Report

Cancel

Report Name: E-FILE Firm EFIN Report

Request Report

Select the appropriate report (for your Taxpayer Id) and output type to be delivered to your SOR mailbox.

Output Type*

- Select
- CSV
- Excel
- Excel 508
- PDF

SUBMIT

Cancel

Report Name: E-FILE Firm Query Report

Request Report

Select the appropriate report (for your Taxpayer Id) and output type to be delivered to your SOR mailbox.

Output Type*

- Select
- CSV
- Excel
- Excel 508
- PDF

SUBMIT

Cancel

E-file Application Features, Cont.

Request Report

Report Name: E-FILE Firm Query Report

Request Report

Select the appropriate report (for your Taxpayer Id) and output type to be delivered to your SOR mailbox.

Output Type*

Filter Criteria

Row	Filter By	Operator	Value	Remove
1	[select one] EFIN Status Doing Business As (Trade/Company Name) Business Address - City Business Address - State Business Address - Postal Primary Contact Last Name Responsible Official Last Name	▼		Remove

SUBMIT

Cancel

Remove Affiliation

Remove Affiliation link will only be available for e-File applications and when user selects Individual personality. The link will be available on the ESAM Landing Page ONLY if the user is associated with less than 21 applications (regardless of application types). Those associated with more than 20 applications will need to use application search screen.

All Applications

Showing items 1 to 10 of 10 Page 1 of 1

Doing Business As (Trade/Company Name)	Last Update	Application Status	Tracking Number	Application Type	View/ Edit	Delete	Remove Affiliation
ACORN TRUST 104223	12/05/2019	Submitted Pending Docs	2903101499	e-File	View		Remove Affiliation
ACORN TRUST 101641	12/05/2019	Saved	0715101763	e-File	View	Delete	Remove Affiliation
MONSTERS	02/15/2006	Completed	10172952	e-File	View	Close Office	Remove Affiliation