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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



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HOW TO MANAGE YOUR ACCOUNT

Manage your account

To manage your account, select an option to change.

See figures 1 - 10.

Figure 1: Personal Profile, part 1

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Manage your Account Click or tap an option to make changes.	Lo	gout		1
Personal Profile				1
Name				1
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Email				
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Your email is also used for account recovery.				
Security				
Password				
Change your Password	لم			
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Figure 2	2: P	ersonal	Profile ,	part	2
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Figure 3: Cha	inge your name				
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Manage y	our Account				
Change	your Name	Logo	out		
First Name:		×			
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Last Name:					
	Save Cancel				
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Figure 4: Recovery E-Mail					
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Accounts Manage your Account					
Manage your Account					
Recovery Email		Lo	ogout		
Your email may be used to receive a message containing a password reset code in the event your account is inaccessibl	2.				
Email:					
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Save Cancel					
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Figure 5: Change your password				
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Manage your Account				
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Old Password:				
New Password:				
Confirm Password:				
Submit Cancel				
Password Requirements				
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Figure 6: Password Requirements				
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Accounts Manage your Account				
Manage your Account				
Change your Password Requirements ×	Log	gout		
Old Password: Should be between 8 and 128 characters in length Cannot contain your Username Cannot contain your first or last name 				
New Password: • 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)				
Confirm Password: • English lowercase characters (e.g. a through 2) • Base 10 numbers (e.g. 0 through 9) • Non-alphabetic characters (e.g. !, @, #, \$, &)				
Submit Cancel				
Password Requirements				
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Figure 8: Re	covery Questions. Part 1				
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* All three S Ai If	ecurity Questions and Answers are required. nswers you have previously provided are not displayed. you are changing one question and answer, all three answers must be entered.				
۵	uestion and Answer Rules • Each question must be unique. • Each answer must be unique. • Answers are not case sensitive.				
Question 1	:				
Selec	t One	~			
Answer:					
Question 2					
Selec	t One	~			
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Question 3	k				
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Figure 9: Recovery Questions, part 2

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ILL [®] NO	IS.cov				
Accounts Nanage	e your Account				
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Recovery	Questions	Loį	gout		
* All three Secur Answe If you	ty Questions and Answers are required. rs you have previously provided are not displayed. are changing one question and answer, all three answers must be entered.				
Questi • •	on and Answer Rules Each question must be unique. Each answer must be unique. Answers are not case sensitive.				
Select Or In what city In what city In what city In what city In what city What is the What is the What is the What is the What is the What is the What is you What is you What is you What is you What is you What is you What school What school What street What was th What was th What was th What is you What is you What is you	e did you meet your spouse/significant other? does your nearest sibling live? or town did your mother and father meet? or town was your first job? or town was your first job? or town were you married? first name of the boy or girl that you first kissed? first name of your favorite childhood friend? middle name of your youngest child? name of a college you applied to but didn't attend? name of a college you applied to but didn't attend? name of a college you applied to but didn't attend? name of your favorite childhood friend? r favorite kind of animal? r grandmother's maiden name? r oldest cousin's first and last name? r oldest cousin's first and last name? r oldest sibling's middle name? did you attend for sixth grade? did you uitee on in third grade? te last name of your fifth grade teacher? te last name of your fifth grade teacher? to childhood nickname? r youngest sibling's birthday month/year? (e.g., 1/1954) r oldest sibling's birthday month/year? (e.g., 1/1952) pur childhood phone number? (e.g., 000-000-0000)				