

## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

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### Contents

How to Register for an Illinois Public Account.....	2
Create a New Account .....	3
Figure 1: Registration, part 1 .....	4
Figure 2: Registration, part 2 .....	5
Figure 3: Confirmation and additional action required .....	6
Figure 4: Verify the email address for your Illinois Public Account .....	7
Figure 5: Account validation successful .....	8

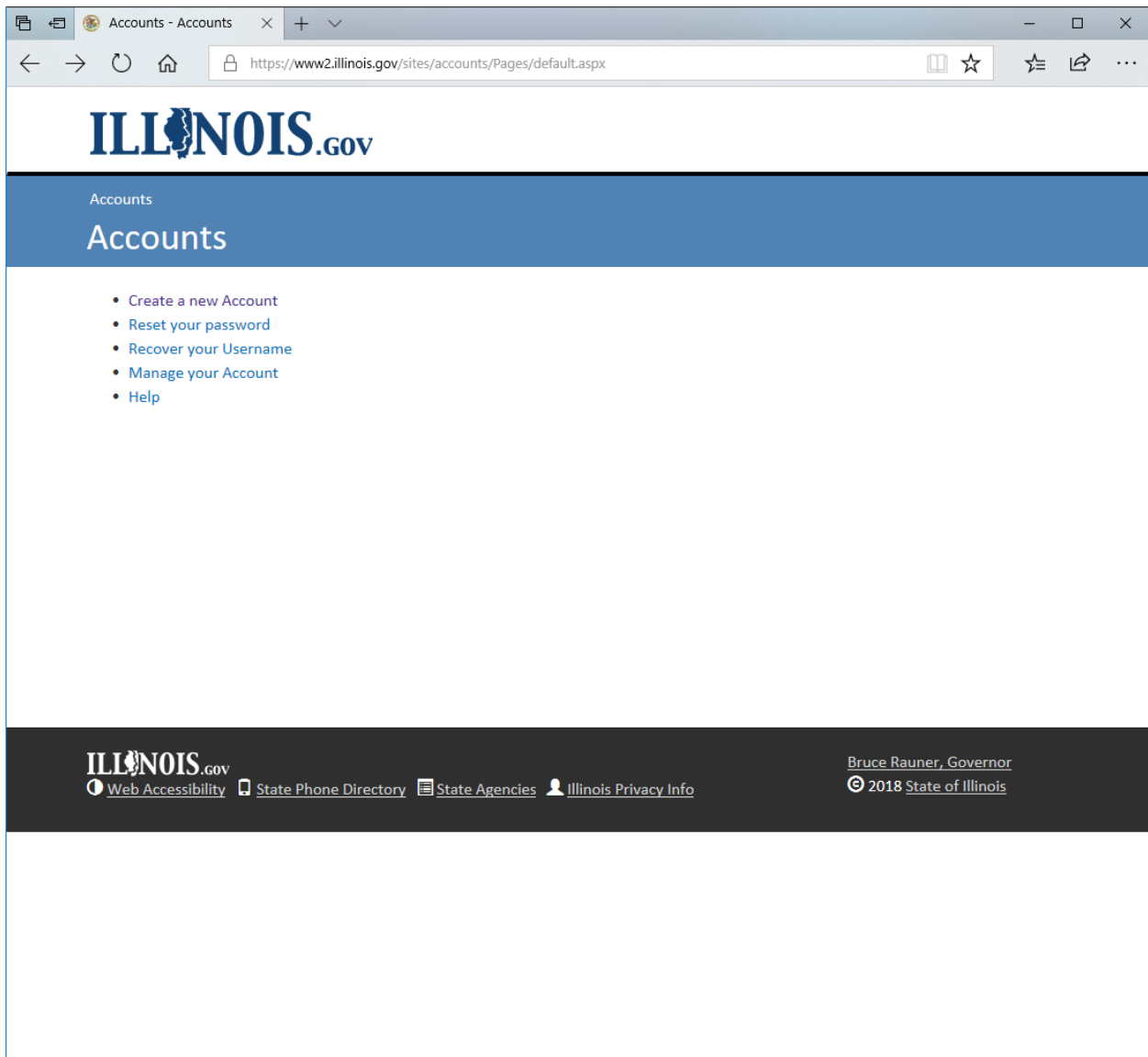
## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

### How to Register for an Illinois Public Account

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

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

<https://www2.illinois.gov/sites/accounts/Pages/default.aspx>



## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

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### Create a New Account

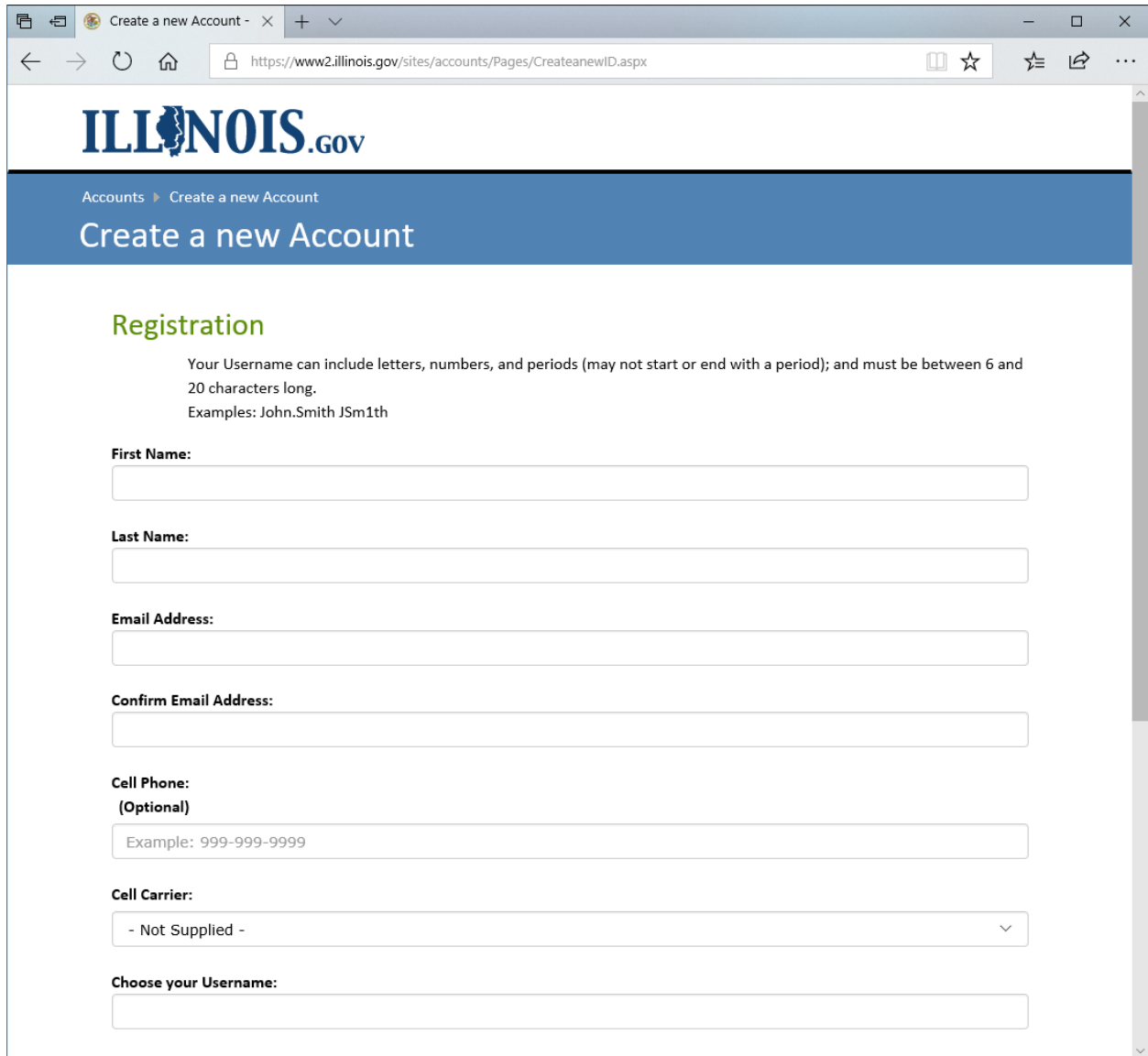
To file on-line, you must create a user name and password. Fill-out the form and click the Register button.

1. While on the Public Account Portal, click on the Sign-up Button to visit the Create a new account webpage.
2. Enter your first name, last name, e-mail address, and confirm e-mail address.
3. Enter a *username* of your choice in accordance with these criteria:
  - Must be between 6 and 20 characters in length
  - May contain letters, numbers and periods
  - Should not start or end with a period
4. Enter a password of your choice that conforms to state of Illinois password complexity requirements:
  - Should be between 8 and 128 characters in length
  - Cannot contain your username
  - Cannot contain your first or last name
  - When changing or resetting, password must not have previously been used
  - Password must contain characters from three of the following categories:
    - Uppercase characters (e.g.: A-Z)
    - Lowercase characters (e.g.: a-z)
    - Numbers (e.g.: 0-9)
    - Special characters (e.g.: !, @, #, \$, &)
5. Enter confirm password.
6. Click on the register button.
7. An email will be sent to the e-mail address you supplied. To complete the registration process, you will need to confirm your account by clicking on the link in the email (confirmation is required within 24 hours of sign-up).

See Figures 1, 2, 3, 4, and 5.

## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

**Figure 1: Registration, part 1**



The screenshot shows a web browser window with the URL <https://www2.illinois.gov/sites/accounts/Pages/CreateNewID.aspx>. The page header features the Illinois.gov logo and a breadcrumb trail: Accounts > Create a new Account. The main heading is "Create a new Account".

**Registration**

Your Username can include letters, numbers, and periods (may not start or end with a period); and must be between 6 and 20 characters long.  
Examples: John.Smith JSm1th

**First Name:**

**Last Name:**

**Email Address:**

**Confirm Email Address:**

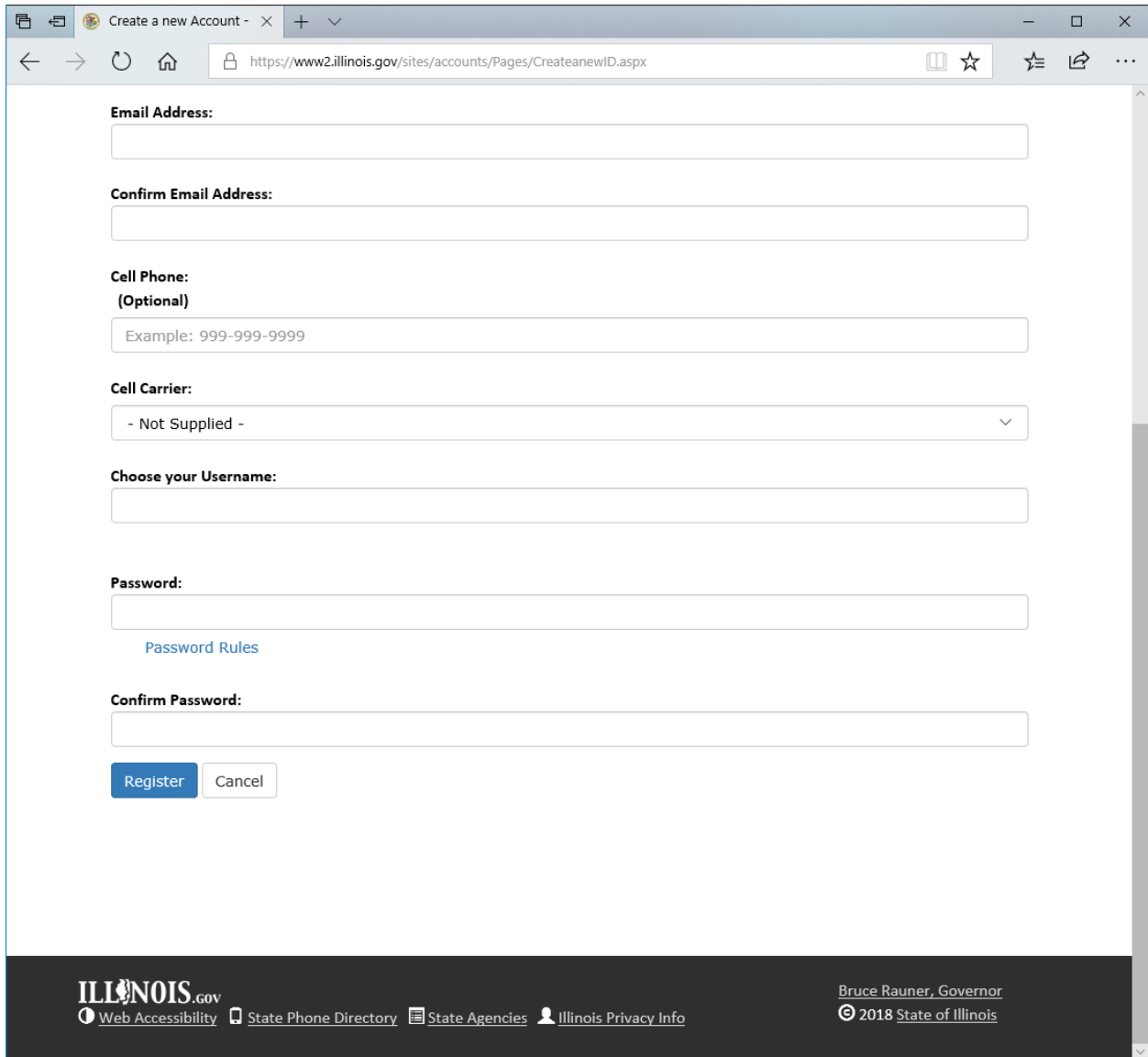
**Cell Phone:**  
**(Optional)**  
Example: 999-999-9999

**Cell Carrier:**

**Choose your Username:**

## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

**Figure 2: Registration, part 2**



The screenshot shows a web browser window with the URL <https://www2.illinois.gov/sites/accounts/Pages/CreateNewID.aspx>. The page contains the following registration fields:

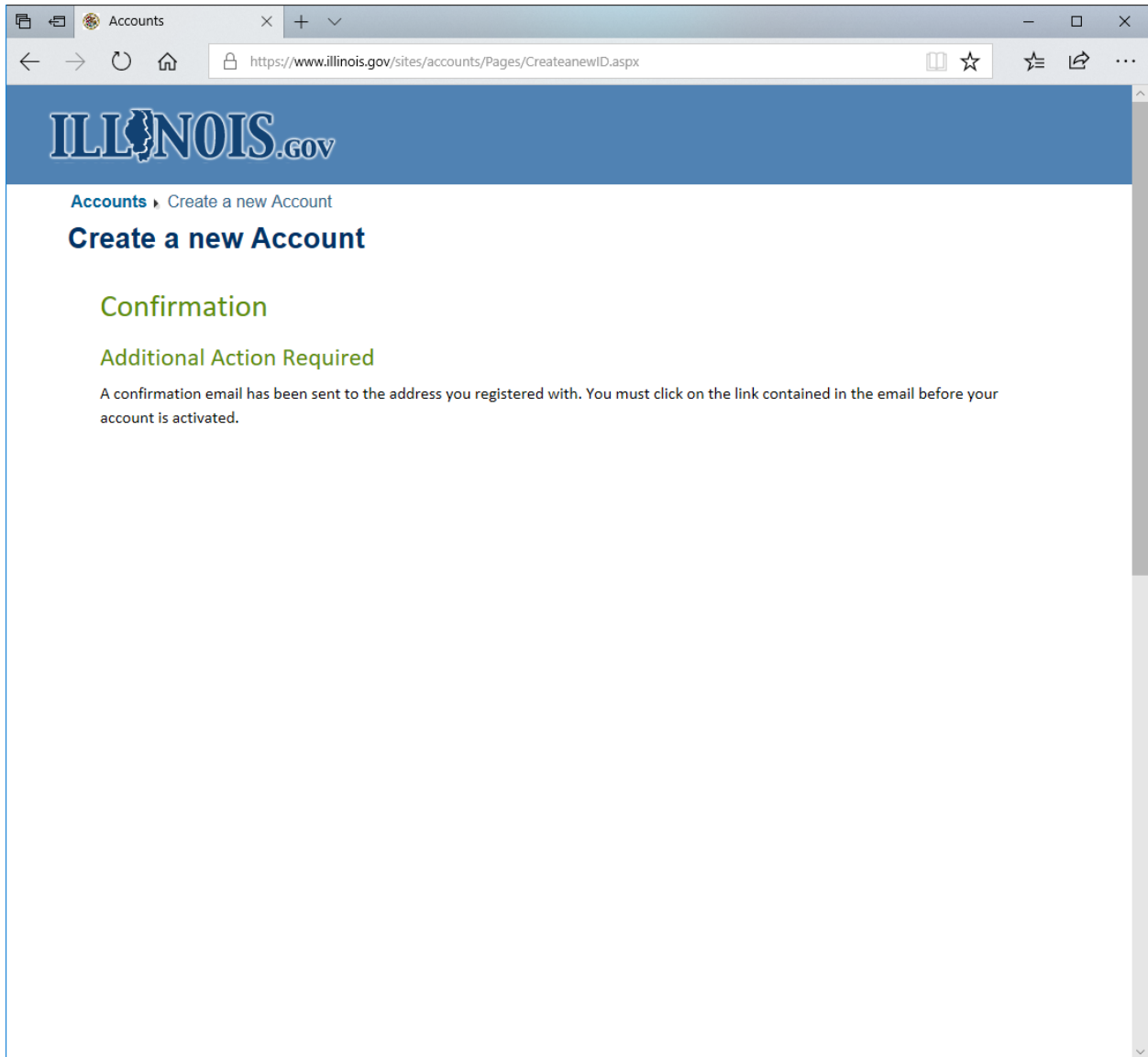
- Email Address:** A text input field.
- Confirm Email Address:** A text input field.
- Cell Phone: (Optional)** A text input field with the placeholder text "Example: 999-999-9999".
- Cell Carrier:** A dropdown menu currently showing "- Not Supplied -".
- Choose your Username:** A text input field.
- Password:** A text input field with a link for [Password Rules](#) below it.
- Confirm Password:** A text input field.

At the bottom of the form are two buttons: **Register** (in blue) and **Cancel** (in white).

The footer of the page includes the **ILLINOIS.gov** logo and links for [Web Accessibility](#), [State Phone Directory](#), [State Agencies](#), and [Illinois Privacy Info](#). On the right side of the footer, it lists **Bruce Rauner, Governor** and **© 2018 State of Illinois**.

## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

**Figure 3: Confirmation and additional action required**



## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

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

Thanks for signing up for an Illinois Public Account!

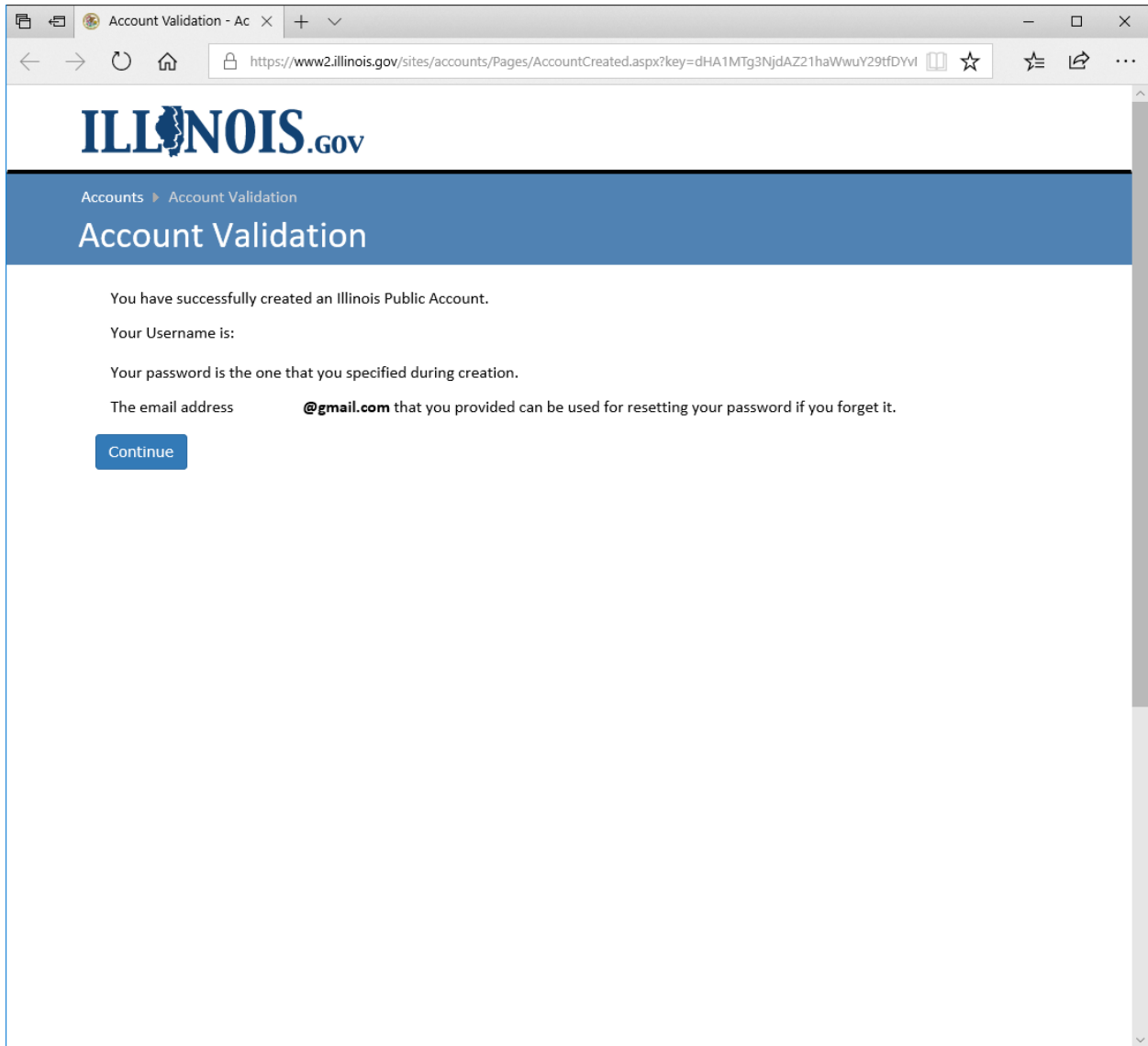
Please click on the following link (or copy and paste it into your browser) to validate this email address and continue the self-registration process:

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

**Notice:** This link will only be valid for the next 24 hours.

## HOW TO REGISTER FOR AN ILLINOIS PUBLIC ACCOUNT

**Figure 5: Account validation successful**







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