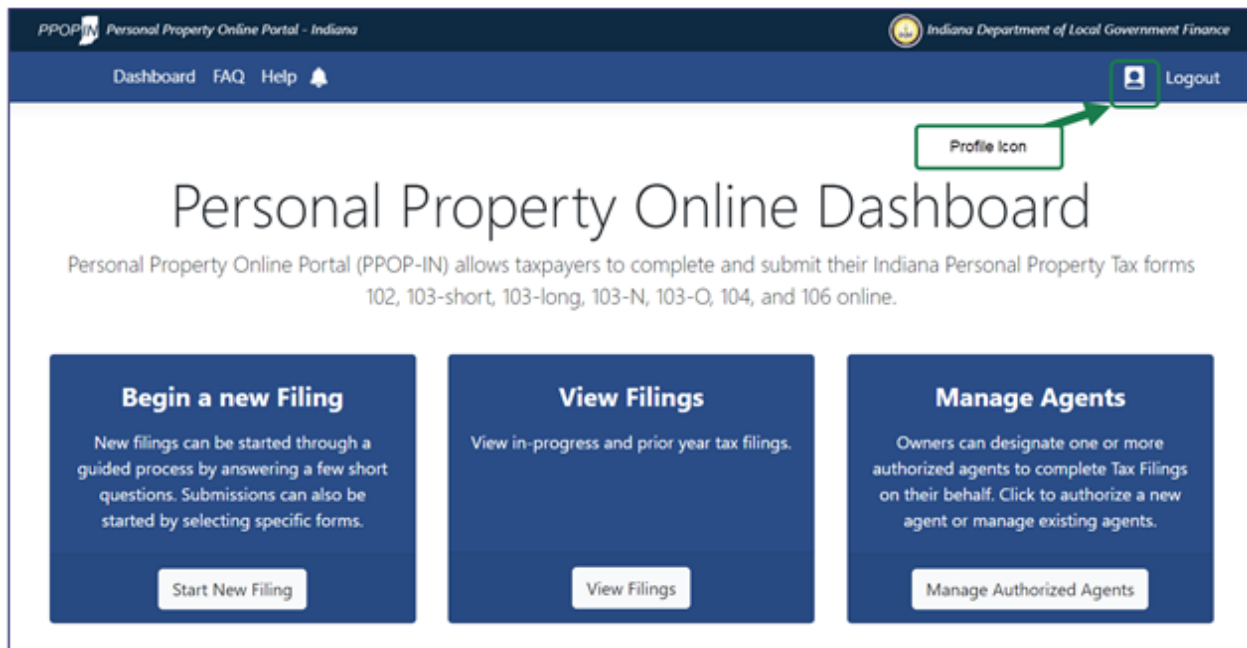## Logging Into PPOP-IN

The Indiana Personal Property Online Portal (PPOP-IN) allows taxpayers and their authorized agents to complete and submit annual business personal property tax forms online. This job aid provides step-by-step instructions on how to grant access to the Department of Local Government Finance (DLGF) to view your tax filings on PPOP-IN. Granting the DLGF access is a helpful tool to allow them to provide support and answer questions you have about your tax filings. After the DLGF has completed their review, you should disable this feature.

Granting Access to the DLGF

To grant the DLGF access to view your tax filings, follow these steps:

1. Log in to PPOP-IN (https://www.ppopin.in.gov/).

2. Click the **Profile** icon on the top right on your dashboard (see Figure 1).

Figure 1: Profile Icon on Dashboard

The *Profile* page appears showing your personal information and settings (see Figure 2).

3. Click to place a check mark in the "DLGF can access your account" check box in the *DLGF Access* section to activate the setting.

4. Click the **Save Changes** button.

Figure 2: Profile *Page*

The DLGF will now be able to access and view your tax filings on PPOP-IN. The DLGF will not be able to edit or change your tax filings. After the DLGF has completed their review, you should go back into your profile and uncheck the DLGF Access option to ensure your privacy.

> **For instructions on how to amend your tax filings, view the *Amending a Property Tax Filing Job Aid* in the *Help* section of PPOP-IN.**