

2021



State of Illinois
Department of Revenue

MYDEC COUNTY ASSESSOR ACCESS PROCEDURES APPENDIX A - HOW TO LOCATE A SAVED DECLARATION

MyDec Assessor Access

<https://mytax.illinois.gov/mydec/>

Locating Saved Paper Declarations

Assessor Action:

The actions below must be performed by the person *who originally saved the document*. At this time, only the person in the account who saved the declaration can see it prior to its submission! Once submitted, all users in the account will see it in the “Attention Needed” tab. If another user attempts to enter the same declaration, they will get the error “Document Already Exists”.

1. Go to the Customer Summary screen, “Menu” tab:

The screenshot shows the MyTaxIllinois interface. At the top left is the MyTaxIllinois logo. To the right of the logo are two circular icons: a question mark and a user profile icon. Below the logo, the text "COUNTY OF <County Name>" is displayed. On the right side, the user is greeted with "Welcome, Test IDOR" and "You last logged in on Friday, Jun 25, 2021 1:36:30 PM". Below this is a "Manage My Profile" link. The main navigation bar includes "Menu", "Attention Needed" (with a red notification badge containing the number 5), "Finalized" (with a red notification badge containing the number 0), and "Not yet Finalized" (with a red notification badge containing the number 1). Below the navigation bar is a search bar with the placeholder text "What are you looking for?". The main content area is divided into five panels: "Declarations" (with a sub-panel for "Access declarations" and links for "Add Recorded Declaration" and "Search for Declaration"), "Reporting" (with a sub-panel for "Access reporting options" and a link for "View Reporting Options"), "Submissions" (with a sub-panel for "Search for a submitted request" and a link for "Search Submissions"), "Messages" (with a sub-panel for "View messages I've received from the agency" and a link for "View Messages"), and "Other" (with a sub-panel for "Access other online options" and links for "Invite a New User", "Update Township Assessor Access", and "View Township Assessor Access").

- Click “Search Submissions” in the “Submissions” action box:

The screenshot shows the MyTax Illinois dashboard. At the top left is the MyTax Illinois logo. Below it, the user is logged in as 'Test IDOR' with the text 'Welcome, Test IDOR' and 'You last logged in on Friday, Jun 25, 2021 1:36:30 PM'. There is a 'Manage My Profile' link. The dashboard displays several menu items: 'Menu', 'Attention Needed' (with a red '5' badge), 'Finalized' (with a red '0' badge), and 'Not yet Finalized' (with a red '1' badge). A search bar contains the text 'What are you looking for?'. Below the search bar are five main action boxes: 'Declarations', 'Reporting', 'Submissions', 'Messages', and 'Other'. The 'Submissions' box is highlighted with a red border and contains a red-bordered button labeled 'Search Submissions'. The 'Declarations' box has two links: 'Add Recorded Declaration' and 'Search for Declaration'. The 'Reporting' box has one link: 'View Reporting Options'. The 'Messages' box has one link: 'View Messages'. The 'Other' box has three links: 'Invite a New User', 'Update Township Assessor Access', and 'View Township Assessor Access'.

- This takes you to the “Draft” tab on the “Submissions” screen:

The screenshot shows the MyTax Illinois 'Submissions' screen. At the top left is the MyTax Illinois logo. Below it, the user is logged in as 'Test IDOR' with the text 'Welcome, Test IDOR' and 'You last logged in on Friday, Jun 25, 2021 1:36:30 PM'. There is a 'Manage My Profile' link. The dashboard displays several menu items: 'Menu', 'Attention Needed' (with a red '5' badge), 'Finalized' (with a red '0' badge), and 'Not yet Finalized' (with a red '1' badge). A search bar contains the text 'What are you looking for?'. Below the search bar are five main action boxes: 'Declarations', 'Reporting', 'Submissions', 'Messages', and 'Other'. The 'Submissions' box is highlighted with a red border and contains a red-bordered button labeled 'Search Submissions'. The 'Declarations' box has two links: 'Add Recorded Declaration' and 'Search for Declaration'. The 'Reporting' box has one link: 'View Reporting Options'. The 'Messages' box has one link: 'View Messages'. The 'Other' box has three links: 'Invite a New User', 'Update Township Assessor Access', and 'View Township Assessor Access'.

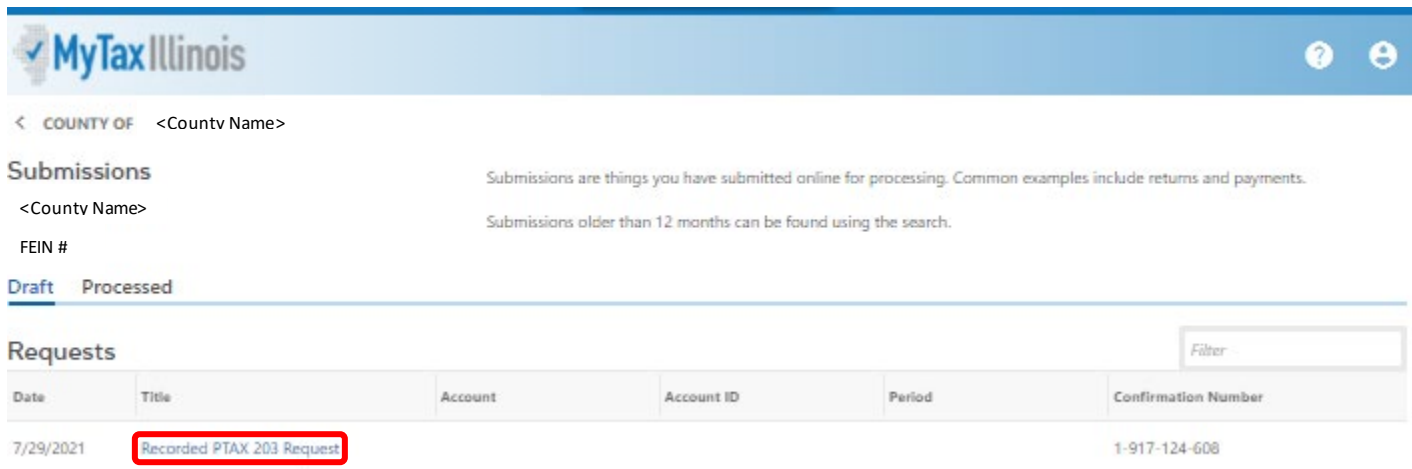
The 'Submissions' screen shows the following information:

- Submissions are things you have submitted online for processing. Common examples include returns and payments.
- Submissions older than 12 months can be found using the search.
- Navigation tabs: **Draft** (selected), Processed
- Section: **Requests**
- Filter:

Date	Title	Account	Account ID	Period	Confirmation Number
7/29/2021	Recorded PTAX 203 Request				1-917-124-608

Any saved but not submitted PTAX-203s will be listed under the “Draft” tab.

- Select "Recorded PTAX-203 Request" (if there are multiple records, refer back to the confirmation number provided at the time you saved the draft. If you do not have that information, you may have to open them until you find the record that you are looking for):



The screenshot shows the MyTax Illinois interface. At the top, there is a navigation bar with the MyTax Illinois logo and a search icon. Below the logo, there is a breadcrumb trail: < COUNTY OF <Countv Name>. The main heading is "Submissions" with a sub-heading "<Countv Name>". To the right, there is a note: "Submissions are things you have submitted online for processing. Common examples include returns and payments. Submissions older than 12 months can be found using the search." Below this, there is a "FEIN #" field. There are two tabs: "Draft" and "Processed". The "Requests" section is active, showing a table with columns: Date, Title, Account, Account ID, Period, and Confirmation Number. A single row is visible with the following data: Date: 7/29/2021, Title: Recorded PTAX 203 Request (highlighted with a red box), Confirmation Number: 1-917-124-608. There is a "Filter" input field to the right of the table.

- At this point, you can Continue Editing or Withdraw the request. To withdraw it, select "Withdraw":

Saved

Confirmation #
0-356-905-744

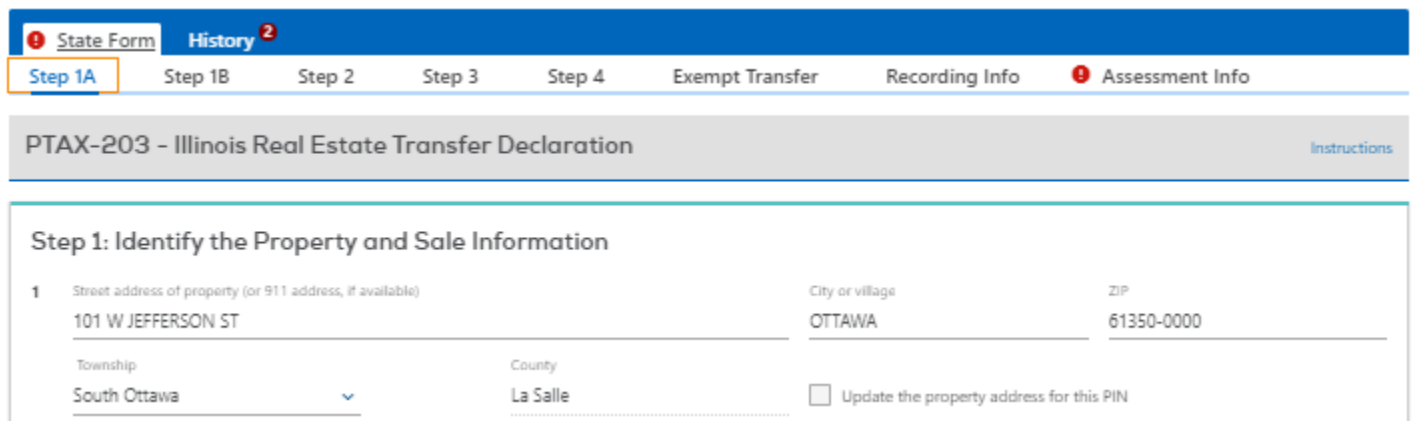
Saved 7/28/2021 2:24:02 PM by <User Name>

[Continue Editing](#)

[> Continue Editing](#)

[> Withdraw](#)

- Continue editing and select "Save" to save your changes or if all of the required fields are completed, select "Submit" which will move the document to the Not yet Finalized queue:



The screenshot shows the "PTAX-203 - Illinois Real Estate Transfer Declaration" form. At the top, there is a navigation bar with "State Form" and "History" tabs. Below the navigation bar, there is a progress bar with steps: Step 1A (highlighted), Step 1B, Step 2, Step 3, Step 4, Exempt Transfer, Recording Info, and Assessment Info. The main heading is "PTAX-203 - Illinois Real Estate Transfer Declaration" with an "Instructions" link. The form is titled "Step 1: Identify the Property and Sale Information". It contains the following fields:

- 1 Street address of property (or 911 address, if available): 101 W JEFFERSON ST
- City or village: OTTAWA
- ZIP: 61350-0000
- Township: South Ottawa (dropdown menu)
- County: La Salle
- Update the property address for this PIN

Update Assessment Review and Submit

This Update Assessment request is ready to submit.

Cancel < Previous **Submit**

A confirmation popup will appear. Click "Ok" to finish the submission process:

Confirmation ×

Ready to submit the assessment information?
Review all Declaration information for accuracy.
If you are ready to submit click 'OK', otherwise click 'Cancel' to edit your entries.

Cancel **OK**

A confirmation page will then be displayed with timestamp of submission and Declaration information:

Confirmation

You have successfully updated assessment information for this Declaration.
The assessment information you submitted will not be finalized until a request to do so has been submitted.

Your confirmation number is **1-261-502-464**.

Declaration ID: 20210805002868
Submitted on: 8/2/2021 7:50:59 PM (Central Time)
Request type: Update Assessment

You may print this page for your records, but the record of this request will also remain available in your account.

If you have questions, please visit our website at tax.illinois.gov or call us at **1 844 445-1114**. Reference the confirmation number provided above.

Printable Confirmation

OK