STEVENS GROUP
CPAs & WEALTH COACHES

## SETUP YOUR ID.ME ACCOUNT

Setting up an IRS account (generally takes 10 minutes or less). Go to *IRS.gov* and follow the prompts to "sign into your account" (You will be able to set up a new account following this path). The website will redirect you to **ID.me** to set up an account. If an account is set up under this method, you can also easily see your tax liability history and tax payment history anytime by logging in.

1. Go to IRS.gov and click on "Sign in to your account".
2. In the next webpage, click on "Sign in to online account" under Individual.
3. Click on Create a new account.
4. Enter your email address and a password and click on "Create Account".
5. Accept terms and conditions.
6. An email will be sent to your email address to confirm your account. Log into your email account and click on Confirm Email.
7. Set up multi-factor authentication (MFA) using one of the methods available in the list.
    - Follow the prompts to set up MFA. You can choose to receive a passcode via text message, phone call, or use an authentication app.
8. Verify your identity:
    - After setting up MFA, follow the prompts to verify your identity. This may involve answering questions about your credit history or uploading a photo of your government ID.
    - You will need to enter a mobile phone number. A text message will be sent to your mobile device. Follow the prompt to take photos of your government ID.
9. After you verify your identity, you will be able to access your IRS.gov account.
    - Through your IRS.gov account, you can make estimated tax payments, extension payments, and view the history of all payments made within the last 5 years.

## MAKING EXTENSION PAYMENT USING ID.ME

1. Go to IRS.gov and click on "Sign in to your account".
2. In the next webpage, click on "Sign in to online account" under Individual.
3. Click "sign in with id.me" (after you have an account set up).
4. Click "make Payment".
5. Select payment type: Extension.
6. Enter payment amount, and payment date.
7. Click next and complete the process.

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