



Balanced Asset Solutions

2023 IRIS Portal Application Guide

IRIS Portal Process and Validation

1. Click on Enrollment for the IRIS filing platform link

10 or more returns: E-filing now required

Starting tax year 2023, if you have 10 or more information returns, you must file them electronically. Find details on the [final e-file regulations](#).

E-file with IRIS

E-file any Form 1099.

What You Need

- [Employer Identification Number \(EIN\)](#)
- [IRIS Transmitter Control Code \(ITCC\)](#)
- API client ID (A2A filers only)

[Sign in to IRIS](#)

For system availability, [check IRIS status](#).

Why e-file with IRIS

IRIS is a free service that lets you:

- Fill and file Forms 1099-MISC, 1099-NEC, 1099-INT, 1099-DIV [and more](#)
- Submit up to 100 records per upload with CSV templates

Publications

- [IRIS Taxpayer Portal User Guide, Publication 5717](#) [PDF](#)
- [IRIS Electronic Filing Application to Application \(A2A\) Specifications, Publication 5718](#) [PDF](#)
- [IRIS Test Package for Information Returns, Publication 5719](#) [PDF](#)

Related

- [Video: How to Use the IRIS Portal](#)
- [Guide to Information Returns](#)
- [General Instructions for Certain Information Returns](#)

2. Click on Sign in to IRIS to register to ID.Me

Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy. ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

Sign in with an existing account

[Sign in with ID.me](#)

OR

Create a new account

[ID.me Create an account](#)

Frequently Asked Questions

- [How do I verify my identity?](#)
- [What if I can't verify my identity?](#)
- [What is ID.me?](#)

This U.S. Government system is for authorized use only. Warning: This system may contain private tax information. By using this system, you consent to the monitoring, recording, and reviewing of your activities in this system. You may only access this system using your own personal information. Any other use of this system is an unauthorized use and is prohibited. Unauthorized use violates Federal law and may result in criminal or civil penalties under these laws. Examples are penalties for knowingly or intentionally accessing a computer without authorization or exceeding authorized access under 18 U.S.C. 1030, and penalties for the willful unauthorized access or inspection of taxpayer records under 26 U.S.C. 7213A and 26 U.S.C. 7431.

3. Click on Create an Account and follow the onscreen instructions.

Create an ID.me account

If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)

* Indicates a required field

Email *
Enter your personal email address

Password *
Enter password

Confirm Password *
Reenter password

Remember me
For your security, select only on your devices.

I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *

Create account

OR

[f](#) [G](#) [Apple](#) [in](#)

[View more options](#)

4. Log in to ID.Me

5. Click on Individual

IRS Rossitza Grgurovic | Short ID: PEDROOCHOA | Logout

Select Your Organization

Select the organization you will represent in this session. Each item below represents an organization for which you are authorized to perform work. By selecting an organization, you are logging in as an authorized user of that organization and will be able to perform work for only that organization. You may represent yourself by selecting Individual. You may filter organizations to narrow down the choices based on matching text.

Individual
Select "Individual" to represent yourself as an individual. No organization-specific authorizations will be granted.

Individual

After selecting 'Individual', the system will take you to the 'External Services Authorization Management (ESAM)' landing page. Click on the arrow next to 'New Application' and select 'IRIS Application for TCC'.



External Services Authorization Management

External Services Authorization Management

Welcome to the External Services Authorization Management Web Application. Please select an existing application or create a new application. The application will ask you for information regarding your Firm/Organization and personal information of the users on the application.

New Application

You will have the opportunity to save your application if you do not have all the required information. Once the application is saved, you may come back and revise the application at your convenience. When all of the information is entered, you will be allowed to submit the application for review by the Internal Revenue Service. The IRS will process your application and send you a notification of the application status.

NEW APPLICATION ▾

All Applications

Showing Items 1 to 1 of 1

Doing Business As (Trade/Company Name) ▾	Last Update ▾	Application Status ▾	Tracking #
Ochoa Taxes and Accounting Services LLC	03/01/2018	Completed	201801102

Showing Items 1 to 1 of 1

- ACA Application for TCC (Forms 1094/1095-B and/or 1094/1095-C)
- API Client ID Application
- e-File Application
- IR Application for TCC (Filing Information Returns Electronically (FIRE))
- IRIS Application for TCC (Information Return Intake System (IRIS))
- PBBA Application for TCC (Audited Partnership and Partners)
- TIN Match Application

Page 1 ▾

6. Next enter Company Information



- e-services
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External Services Authorization Management > Firm Information

- Firm Information**
- Application Details
- Software Packages
- Authorized Users
- Application Comments
- Application Summary
- Application Submission

Doing Business as Name: | EIN:
Application Type: IRIS Application for TCC Application Status: New Application

Firm Information

Please enter the EIN, Legal Name, Doing Business as Name, Business Structure, Phone Number and the address of the physical location of the firm. A Post Office (P.O.) box will not be accepted as the location of your firm. You may also enter an alternate Mailing Address if different than your Physical Address. You may include a P.O. box on your Mailing Address if applicable.

Required fields are marked with an asterisk (*) and must be completed to submit the form.

Business Structure*

Employer Identification Number (EIN)*
 -

Firm/Organization Legal Name*

Doing Business As (Trade/Company Name)

Will you participate in the Combined Federal/State Filing (CF/SF) program?*

Yes No

Business Phone

Phone Country Code* **Phone Number***

Business Address (Physical Location)

Country*

Address Line 1*

Address Line 2

Address Line 3

City*

Province/State/U.S. Territory*

Postal Code*

Mailing Address

Is your mailing address different from your business address
 Yes No

- [PREVIOUS](#)
- [SAVE](#)
- [CONTINUE](#)

[Cancel](#)

[Go to Next](#)

7. Next is the Application detail page

The roles are defined as:

- **Issuer** is a business filing their own information returns regardless of whether they are required to file electronically or volunteer to file electronically.
- **Transmitter** is a third-party sending the electronic information returns data directly to the IRS on behalf of any business, including their own.
- **Software Developer (SWD)** is a business that creates software applications that interface with IRS systems to allow authorized users to transmit information returns directly to the IRS via Application-to-Application (A2A). Not used with the Portal transmission method.

The transmission methods are defined as:

- **Application-to-Application (A2A)** is the system interface that allows forms to be transmitted in XML format to the IRS through authorized thirdparty software.
- **Portal** is a web-based IRS system that allows users to enter and transmit forms online. It is also known as the Taxpayer Portal.



External Services Authorization Management > Application Details

Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130
Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489 **Application Status:** Saved

Application Details

Role

You are required to select a minimum of one role (Issuer, Transmitter, or Software Developer). You can select a combination of roles but not both Issuer or Transmitter.

An Issuer is a business filing their own information returns regardless of whether they are required to file electronically or they volunteer to file electronically.

A Transmitter is a third-party sending the electronic information returns data directly to the IRS on behalf of any business, including their own.

A Software Developer is a business that creates software applications that interface with IRS systems to allow authorized users to transmit information returns directly to the IRS via Application-to-Application (A2A).

Role	Role Status	Delete
No records found.		

ADD ▼

Form(s)

Software Developers continue to the Software Package tab to select the form-transmission method combination.

Issuers or Transmitters must select the form-transmission method combination you will be transmitting electronically.

Two Transmission Method options:

Portal is a web-based IRS system that allows users to transmit 1099 forms online.

Application-to-Application (A2A) is the system interface that allows 1099 forms to be transmitted to IRS through authorized third-party software.

Forms	Transmission Method
<input type="checkbox"/> Form 1099 Series	<input type="checkbox"/> Application-to-Application (A2A) <input type="checkbox"/> Portal

< PREVIOUS | SAVE | CONTINUE >

Cancel

8. Role Click on Add and select issuer
9. Forms check Form 1099 Series and Application-to-Application (A2)
10. Click Continue
11. After you hit 'Continue' you will be in the software page click continue again
12. Authorized Users page



External Services Authorization Management > Authorized Users

Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130
Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489 **Application Status: Saved**

Authorized Users

The Responsible Official is an individual with responsibility and authority for the business entity. The Responsible Official is the first point of contact with the IRS. They have authority to sign revised applications, and are responsible for ensuring that all requirements of the IRS electronic filing of information returns program adhered to. A Responsible Official may be responsible for more than one office. Please enter a minimum of two Responsible Officials.

Contacts are required for all applications. Please enter a minimum of two Contacts and up to a maximum of 50 Contacts. Enter Contacts who will be available on a daily basis to answer IRS questions regarding any transmission or processing issues throughout the year.

Authorized Delegate is optional for all applications. An Authorized Delegate is an individual that is given the responsibility by the Responsible Officials to maintain and sign revised application and transmit returns. A minimum of zero and maximum of 2 individuals can be listed as Authorized Delegate.

Exception: If you are a Sole Proprietor or a Single Member LLC/Disregarded Entity only one Responsible Official is required; and one Contact is needed but may have up to 50 Contacts.

Authorized User(s)

Showing Items 0 to 0 of 0

«Prev Page 1 Next»

Role Id	Organization Role	Name	TIN	Position/ Title	Phone/ Extension	View	Edit	Delete
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No records found.

Showing Items 0 to 0 of 0

«Prev Page 1 Next»

ADD ▼

- Responsible Official
- Authorized Delegate **CONTINUE** >
- Contact

Cancel

- 13. After adding the responsible parties and contact click continue
- 14. You will be on the Application Comments page



e-services Online Tutorials Mailbox Modify PIN Profile Contact Us

External Services Authorization Management > Application Comments

Firm Information **Application Details** Software Packages Authorized Users **Application Comments** Application Summary Application Submission

Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130
Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489 **Application Status:** Saved

Application Comments

You may enter application comments on this page.

Comment(s)

Showing Items 1 to 1 of 1 «Prev Page 1 Next»

Date	User Id	Comment
11/29/2023	PEDROOCHOA	IRIS Application

Showing Items 1 to 1 of 1 «Prev Page 1 Next»

ADD

PREVIOUS **CONTINUE** Cancel

IRS Privacy Policy | Glossary
R-esam-webapp (version 23.11.142)

**It is not mandatory you don't have to add a comment
Click Continue**

15. You will be at the application page

Provides a summary of information completed on the application. Verify all information is correct before selecting continue to complete the 'Application Submission' page. If information needs to be revised, use the toolbar along the top of the page to navigate to the appropriate page. Update the information and select 'Save'. Once the application is in 'Completed' status, the TCCs and/or Software IDs will be visible on this page.



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- Online Tutorials
- Mailbox
- Modify PIN
- Profile
- Contact Us

External Services Authorization Management > Application Summary

- Firm Information
- Application Details
- Software Packages
- Authorized Users
- Application Comments
- Application Summary
- Application Submission

Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130
Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489 **Application Status: Saved**

Application Summary

[Print](#) | [Home](#)

Firm

Firm/Organization Legal Name:	Balanced Asset Solutions, LLC
Business Structure:	Limited Liability Partnership
Business Address:	4529 E. Glenhaven Dr. Phoenix
Business Address City/State/Postal Code:	Phoenix, AZ 85048
Phone Number:	(480) 678-1229
Mailing Address:	4529 E. Glenhaven Dr. Phoenix
Mailing Address City/State/Postal Code:	Phoenix, AZ 85048
Combined Federal/State Filing (CF/SF) Program Participant:	No
Firm Suitability Status:	None

Authorized User(s)

Showing Items 1 to 4 of 4 «Prev Page 1 Next»

Role Id	Organization Role	Name	Terms of Agreement Status
1	Responsible Official	[REDACTED]	Pending
2	Authorized Delegate	[REDACTED]	N/A
3	Contact	[REDACTED]	N/A
3	Contact	[REDACTED]	N/A

Showing Items 1 to 4 of 4 «Prev Page 1 Next»

Role

Role	Role Status
Issuer	Applied

Form & Transmission Method

Showing Items 1 to 2 of 2 «Prev Page 1 Next»

Role	Forms	Transmission Method	Request Additional TCC
Issuer	Form 1099 Series	A2A	
Issuer	Form 1099 Series	Portal	

Showing Items 1 to 2 of 2 «Prev Page 1 Next»

TCC Information

Showing Items 0 to 0 of 0 «Prev Page 1 Next»

Role	Forms	Transmission Method	TCC	TCC Status	Effective Date	TCC T/P Indicator
No records found.						

Showing Items 0 to 0 of 0 «Prev Page 1 Next»

[PREVIOUS](#) [CONTINUE](#)

Cancel

16. Click Continue

17. You will be in the application submission page

Each Responsible Official must sign the 'Application Submission' page using their 5-digit PIN. The 5 digit PIN is the number you created when you created the ID.Me account. The application will be processed after all Responsible Officials have entered their PIN and accepted the 'Terms of Agreement'.

After the last Responsible Official has completed the 'Application Submission' page, 'Application Status' displayed on the upper right will be 'Submitted Pending Review.'

(each Responsible Official must have to their own ID.Me account)

18. End



e-services	Online Tutorials	Mailbox	Modify PIN	Profile	Contact Us
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[External Services Authorization Management](#) > Application Submission and Terms of Agreement

Firm Information	Application Details	Software Packages	Authorized Users	Application Comments	Application Summary	Application Submission
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Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130
Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489 **Application Status:** Saved

Application Submission and Terms of Agreement

You have completed the application process and all required information has been entered. You are now able to submit this application for review and approval by the IRS. This firm and employees will comply with the provisions of the Revenue Procedure for Electronic Filing of Individual Income Tax Returns, Business Tax Returns, and Information Returns, and related publications, for each year of our participation. Acceptance for participation is not transferable. I understand that if this firm is sold or its organizational structure changes, a new application must be filed. I further understand that noncompliance will result in the firm and/or the individuals listed on this application, being suspended from participation in the IRS electronic filing programs. I am authorized to make and sign this statement on behalf of the firm.

IRIS-TCC Application Privacy Act and Paper Reduction Act Notice

The authority for requesting this information is Internal Revenue Code sections 7801, 6011(f) and 6109. The primary purpose of requesting the information is to identify you and identify your fitness to transmit returns using the Information Return Intake System (IRIS). Your response is mandatory if you are required to file returns electronically. If you do not provide all or part of the information, we may not be able to process your application; providing false or fraudulent information may subject you to penalties. We may give this information to the Department of Justice for use in civil and/or criminal litigation, to the public to help identify approved electronically filing practitioners, and to cities, states, the District of Columbia, and U.S. Commonwealths and possessions for use in administering their tax laws. We may also disclose this information to the other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, and to federal law enforcement and intelligence agencies to combat terrorism.

Terms of Agreement

Under penalties of perjury, I declare that I have examined this document, including any accompanying statements, and, to the best of my knowledge and belief, it is true, correct, and complete. Please enter your PIN to accept the terms for this application. Your PIN is your electronic signature that you selected when you registered for an eServices account.

The required field is indicated with an asterisk (*). All required fields on previous pages need to be filled out.