



BALANCED ASSET SOLUTIONS

IRIS Portal Application Guide

IRIS Portal Process and Validation

1. Click on Enrollment for the IRIS filing platform link

The screenshot shows the IRS website's "E-file Forms 1099 with IRIS" page. The top navigation bar includes the IRS logo, "Help", "News", "English", "Charities & Nonprofits", and "Tax Pros". Below this is a secondary navigation bar with "File", "Pay", "Refunds", "Credits & Deductions", "Forms & Instructions", and a search bar. The main content area features a breadcrumb trail: "Home / File / E-file Forms 1099 with IRIS". The title "E-file Forms 1099 with IRIS" is prominently displayed. On the left, a vertical menu lists categories: "Individuals", "Businesses and Self-Employed", "Charities and Nonprofits", "International Taxpayers", "Governmental Liaisons", "Federal State Local Governments", "Indian Tribal Governments", and "Tax Exempt Bonds". The main content area is divided into several sections: 1. "10 or more returns: E-filing now required" - A light blue box with an information icon stating that starting tax year 2023, users with 10 or more returns must file electronically. 2. "E-file with IRIS" - A section explaining that users can electronically file Form 1099 for tax year 2022 and later with the IRIS system. 3. "What You Need" - A list of requirements: Employer Identification Number (EIN), IRIS Transmitter Control Code (ITCC), and API client ID (A2A filers only). A "Sign in to IRIS" button is provided. 4. "Why e-file with IRIS" - A section highlighting that IRIS is a free service that allows users to fill and file various forms (1099-MISC, 1099-NEC, 1099-INT, 1099-DIV) and submit up to 100 records per upload. 5. "Publications" - A list of links to IRS publications: "IRIS Taxpayer Portal User Guide, Publication 5717", "IRIS Electronic Filing Application to Application (A2A) Specifications, Publication 5718", and "IRIS Test Package for Information Returns, Publication 5719". 6. "Related" - A list of links: "Video: How to Use the IRIS Portal", "Guide to Information Returns", and "General Instructions for Certain Information Returns".

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

The screenshot shows the "Sign In or Create a New Account" page on the IRS website. The top navigation bar is identical to the previous page. The main content area features the title "Sign In or Create a New Account". Below the title, there is a text block explaining that IRS now offers a sign-in option with ID.me, which provides access to IRS online services with a secure account. It states that ID.me is an account created, maintained, and secured by a technology provider. A note indicates that if the user does not have an ID.me account, they must create a new one. The page offers two options: "Sign in with an existing account" and "Create a new account". The "Sign in with an existing account" option features a green button labeled "Sign in with ID.me". The "Create a new account" option features a green button labeled "ID.me Create an account". Below this, there is a "Frequently Asked Questions" section with three questions: "How do I verify my identity?", "What if I can't verify my identity?", and "What is ID.me?". At the bottom of the page, there is a disclaimer: "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." A final line of text states: "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](#) [A](#) [in](#)

[View more options](#)

4. Log in to ID.Me

5. Click on Individual

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'.

IRS

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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

| Doing Business As (Trade/Company Name) | Last Update | Application Status | Tracking |
|---|-------------|--------------------|----------|
| Orcho Taxes and Accounting Services LLC | 03/01/2018 | Completed | 20180110 |

Showing Items 1 to 1 of 1

ACA Application for TCC (Forms 10941095-B and/or 10941095-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

Showing Items 1 to 1 of 1

IRS Privacy Policy | Glossary
R-esam-webspp version 23.11.142

6. Next enter Company Information



| | | | | | |
|------------|------------------|---------|------------|---------|------------|
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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

[Cancel](#)

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.

8. Role Click on Add and select issuer

The screenshot shows the IRS External Services Authorization Management interface. At the top is the IRS logo and a navigation bar with links: e-services, Online Tutorials, Mailbox, Modify PIN, Profile, and Contact Us. Below the navigation bar is the breadcrumb "External Services Authorization Management > Application Details". A horizontal menu contains tabs: Firm Information, Application Details (selected), Software Packages, Authorized Users, Application Comments, Application Summary, and Application Submission. The main content area displays: "Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130", "Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489", and "Application Status: Saved". The "Application Details" section is titled "Role" and includes instructions: "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." It defines Issuer, Transmitter, and Software Developer roles. Below the text is a table with columns "Role", "Role Status", and "Delete". The table is empty with the message "No records found." and an "ADD" button. The "Form(s)" section includes instructions for Software Developers, Issuers or Transmitters, and two transmission method options: Portal and Application-to-Application (A2A).

9. Forms check Form 1099 Series and Application-to-Application (A2), then click continue

The screenshot shows a web form with two main sections: 'Forms' and 'Transmission Method'. Under 'Forms', there is a checkbox for 'Form 1099 Series'. Under 'Transmission Method', there are two checkboxes: 'Application-to-Application (A2A)' and 'Portal'. At the bottom of the form, there are three buttons: 'PREVIOUS', 'SAVE', and 'CONTINUE', along with a 'Cancel' link. The footer contains the text 'IRS Privacy Policy | Glossary' and 'R-esam-webapp (version 23.11.142)'.

10. After you hit 'Continue' you will be in the software page click continue again

11. You will then land on the Authorized Users page. After adding the responsible parties and contact click continue

The screenshot shows the 'Authorized Users' page in the IRS e-services system. At the top is the IRS logo and a navigation bar with links for 'e-services', 'Online Tutorials', 'Mailbox', 'Modify PIN', 'Profile', and 'Contact Us'. Below the navigation bar is the breadcrumb 'External Services Authorization Management > Authorized Users'. A series of tabs are visible: 'Firm Information', 'Application Details', 'Software Packages', 'Authorized Users' (which is highlighted), 'Application Comments', 'Application Summary', and 'Application Submission'. The main content area displays 'Doing Business as Name: Balanced Asset Solutions, LLC | EIN: 82-2723130' and 'Application Type: IRIS Application for TCC | Tracking Number: 20231129222804087489' with an 'Application Status: Saved' indicator. Below this is a section titled 'Authorized Users' with explanatory text about the Responsible Official and Contacts. A table for 'Authorized User(s)' is shown with columns for Role Id, Organization Role, Name, TIN, Position/ Title, Phone/ Extension, View, Edit, and Delete. The table currently shows 'No records found.' An 'ADD' button is highlighted, and a dropdown menu is open showing options: 'Responsible Official', 'Authorized Delegate', and 'Contact'. A 'CONTINUE' button is also visible. The footer contains the text 'IRS Privacy Policy | Glossary' and 'R-esam-webapp (version 23.11.142)'.

12. 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

13. You will be at the application page. This 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.



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 |

This table contains information about Firm information. The columns are field, value.

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

14. Click Continue

15. 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)

16. End



| | | | | | |
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| 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 |
|-------------------------|----------------------------|--------------------------|-------------------------|-----------------------------|----------------------------|-------------------------------|

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.