



# Portal Guide for Software Vendors

Tax Year 2025



Last revised: July 2025

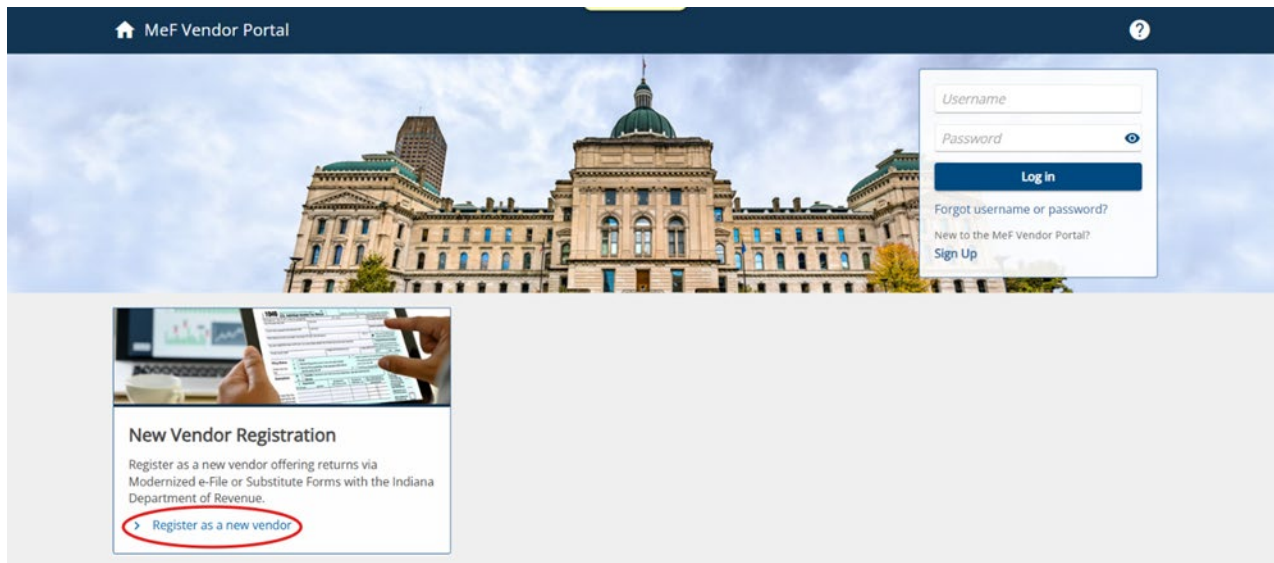
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# Create an Account

## New Vendors

New vendors will register from the New Vendor Registration box at the bottom of the page:



Complete the New Vendor Registration:

### New Vendor Registration

This registration is for vendors who are offering Indiana filing options for the first time, either via Modernized e-File (MeF) or via Substitute Forms.

Company Name \*

Required

Product Name \*

Required

NACTP Code \*

Required

#### Address

Country

USA

Street \*

Required

Street 2

Unit Type

City \*

Required

Zip Code \*

Required

Unit

State \*

Required

County \*

Required

Complete the New Registration Contact Information:

The screenshot shows the 'MeF Vendor Portal' header with a home icon and a help icon. Below the header is a breadcrumb trail: '< Home'. The main heading is 'New Registration'. A progress bar indicates two steps: 'Vendor Information' (completed with a checkmark) and 'Contact Information' (current step with a circle and arrow). The 'Contact Information' form contains the following fields:

- Contact Name \* (Required)
- Contact Email \* (Required)
- Contact Phone \* (Required)
- Contact Phone Extension

At the bottom of the form are three buttons: 'Cancel', '< Previous', and 'Next >'.

## Create Your Logon

All users that will require access to the Vendor Portal must create their own log-in credentials.

Select "Sign Up":

The screenshot shows the 'MeF Vendor Portal' header. The main content area features a large background image of a government building. On the right side, there is a login box with the following elements:

- Username input field
- Password input field with an eye icon for toggling visibility
- Log in button
- Forgot username or password? link
- New to the MeF Vendor Portal? link
- Sign Up button (circled in red)

On the left side, there is a 'New Vendor Registration' section with an image of a person using a tablet. The text reads: 'Register as a new vendor offering returns via Modernized e-File or Substitute Forms with the Indiana Department of Revenue.' Below this is a link: '> Register as a new vendor'.

Provide your company name and a State Software ID for the product. Newly approved vendors will receive their Software ID from DOR via email after completing the New Vendor Registration. Returning vendors should have already received their Software ID.

Then, create a portal logon.

Once your portal logon is created, log in with your username and password.

After logging in, a two-factor authentication will be required.

You will be taken to the home screen where software partners with multiple products will be able to see all products listed under Vendor Codes with the associated Software IDs and product description. For products that support substitute forms, your NACTP ID will be listed as your Vendor Code.

## Submitting and Amending a Letter of Intent (LOI)

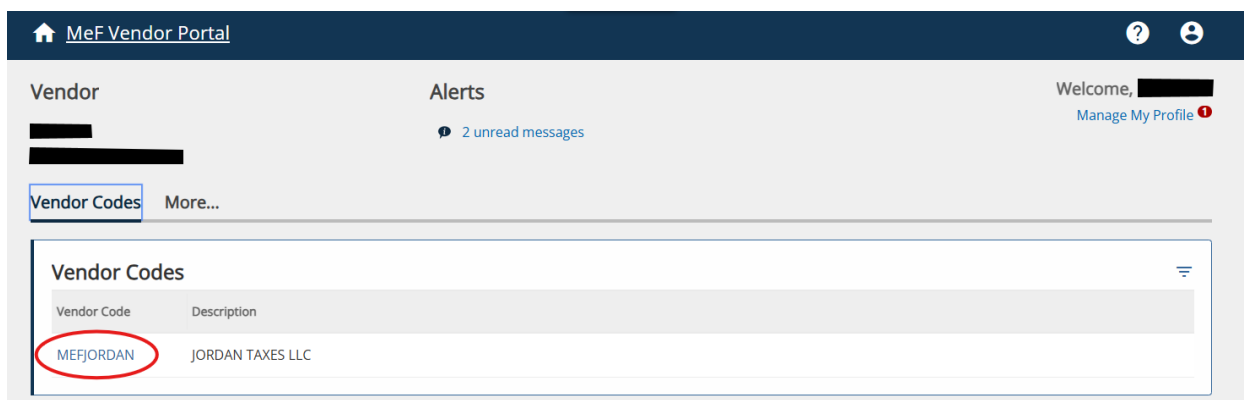
To submit a LOI, go to the “More” tab on the home page, select “Add a New Letter of Intent,” and follow the steps on the screen.

After submission, DOR will review the LOI, and an email will be sent to the user with either approval or denial of the LOI. **Note:** LOIs cannot be amended until after the approval or denial of the original LOI.

Once the LOI is approved, users should see their Software ID/NACTP ID under the “Vendor Codes” tab on the home page.

## Certification

To begin the certification process for a product, select the Software ID/NACTP ID in your “Vendor Codes” list.



Then, select “Certify” under “Status” and it will open the year to begin submissions. Once a year is selected, a list of forms will open. Select “Begin Certification Process” in the “Status” field. In the “Certifications” field, the number of form submissions that are required for the form type will be displayed.

Select the certification that is being submitted.

In this example, there are five submissions that must be completed for this form to be considered certified.

MeF Vendor Portal

< 2025

IT-41 Fiduciary e-File Submissions

Not Certified  
2025  
MEFJORDAN

Alerts

3 unread messages

View Messages

Certifications

Description	Status
FID Scenario 1: Sally Miller Trust	Awaiting Submission
FID Scenario 2: Phillip Bronze TR FBO Jackie Bronze	Awaiting Submission
FID Scenario 3: Estate of John Amber	Awaiting Submission
Substitute form: IT-41ES	Awaiting Submission
Substitute form: IT-8879C	Awaiting Submission

The submissions window will be displayed with a tab for “New Submissions” and another one for “Past Submissions.”

For MeF scenarios, add the submissions ID. This can be made up of numbers and letters and must be 20 characters. A note can be added but it is not required.

MeF Vendor Portal

< IT-41 Fiduciary e-File Submissions

Certification

IT-41 Fiduciary e-File Submissions  
2025  
MEFJORDAN

Awaiting Submission

New Submission Past Submissions

Description

Substitute form: IT-41ES

New Submission

Submission ID

Note

Submit

For substitute form submissions and courtesy copies of MeF test scenarios, use the portal’s message functionality to submit those attachments. Go back to the Certifications screen and select “View Messages” on the upper right of the screen. Then select “Send a Message” and select “PDF Review” below.

## Viewing Submission Statuses

When a submission has been approved by DOR, the certification field will indicate this in the number of past submissions.

To view the status of a submission, select the Form Type.

MEF Vendor Portal

?

<

2025

IT-41 Fiduciary e-File Submissions

Not Certified

2025

MEFJORDAN

Alerts

3 unread messages

>

View Messages

Certifications

Certifications

Description	Status
FID Scenario 1: Sally Miller Trust	Awaiting Submission
FID Scenario 2: Phillip Bronze TR FBO Jackie Bronze	Awaiting Submission
FID Scenario 3: Estate of John Amber	Awaiting Submission
Substitute form: IT-41ES	Passed
Substitute form: IT-8879C	Awaiting Submission

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A tab for “New Submissions” and a separate tab for “Past Submissions” will be displayed. Select the “Past Submissions” tab to see the status and notes for failed submissions. You may correct the issue and resubmit with a new Submission ID and PDF.

## Send and Receive Messages with DOR

For any questions, use the message function to contact DOR. Go to the homepage, select the “More” tab, and select “Send a Message.” This is also where you can view communications from DOR.

## Registering Additional Products

To register a new product under the same company, go to the “More” tab and select “Register a New Product” to register and receive additional Software IDs. Repeat the LOI submission and certification steps.