

Quick Reference Guide: POPLAR Delegation

POPLAR Delegation

The Portal for Online Property Legal Appeal and Review (POPLAR) allows taxpayers who have already filed an appeal with their county's Property Tax Assessment Board of Appeals (PTABOA) to appeal that decision online to the IBTR. You must have an Access Indiana account before you can utilize POPLAR for purposes of submitting and managing appeals with the IBTR. Registered users of POPLAR that wish to delegate authority for the submission and/or management of open appeals, the system provides a means to establish proxy users (Delegates). This Quick Reference Guide (QRG) will review the steps required to designate someone as your Delegate.

Party Delegation

Party delegation infers that you are delegating authority to another user to act on your behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. For the individual being assigned as a Delegate account, a POPLAR registration is required prior to making this designation. At any time, the delegation may be revoked by the authorizing party, resulting in delegate's inability to further act on your behalf. To establish an individual as your delegate, follow these steps:

1. As an authenticated/registered 'Party' user, login to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. By default, the POPLAR page for 'Party' users (Petitioners, Respondents, Authorized Representatives) is the **My Petitions/Appeals** home page upon login.
3. Navigate to your user profile, either by:
 - a. Choosing *My Profile* from the POPLAR menu (see Figure 1); or
 - b. Selecting your User ID from the information bar at the top of the screen (see Figure 2)

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Figure 1 – POPLAR Menu – My Profile

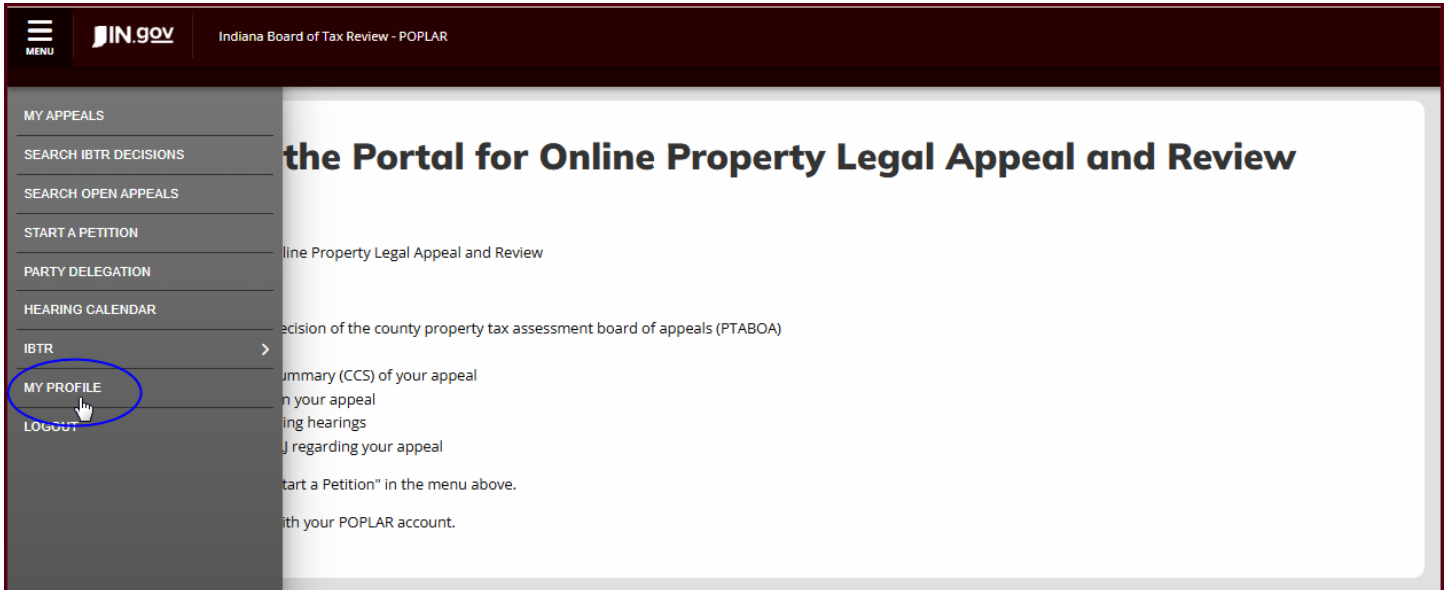


Figure 2 – User ID – Information Bar



4. The **My Profile** page for the authorizing party will open (see Figure 3)

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Figure 3 – My Profile – Authorizing Party

My Profile

User ID: U60E31A Date Registered: 10/7/2024, 1:56 PM CDT

Access Indiana

This information is reflective of information retrieved from Access Indiana. Use [Access Indiana](#) to change any of these values.

Email: khrris@xsoftinc.com

Last Name: Seger First Name: Glenn

Phone Number: (812) 483-8902

If you would like to see the petitions to which this account is associated, select [My Petitions/Appeals](#) for further information.

Party Delegation

By entering an email address below, you are delegating the ability of the subject user to act on your behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. For the individual being assigned as a Delegate account, a POPLAR registration is required prior to making this designation. At any time, you may remove the delegation from your profile; resulting in this individual's inability to further act on your behalf.

Delegate: email@address.com

Save Cancel

User Proxy Selection

In the event that you have been designated as a Delegate by another party, you may select from the list below the individual for whom you will be acting on behalf. Upon selection, any actions you take as a user of the POPLAR system will be reflected as being executed by the individual you have selected from this list. Upon logging out of the system, your selection will be reset to "Self"; requiring reselection from the Delegating Party list.

Delegating Party

Self

Switch

IBTR - POPLAR 1.25.0318.6

5. Observe the three sections of the **My Profile** page:
 - a. Access Indiana
 - b. Party Delegation
 - c. User Proxy Selection

6. In the Party Delegation section, enter the registered POPLAR User ID/Email Address of the individual to which you are assigning the delegation into the **Delegate** field and select the *Save* button (see Figure 4).

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Figure 4 – Delegate Entry

Party Delegation

By entering an email address below, you are delegating the ability of the subject user to act on your behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. For the individual being assigned as a Delegate account, a POPLAR registration is required prior to making this designation. At any time, you may remove the delegation from your profile; resulting in this individual's inability to further act on your behalf.

Delegate

Important: To complete this designation, the individual receiving the delegation must be a registered user of the POPLAR application.

7. Should the designee not be a registered user of the POPLAR application, the designating party will be advised (see Figure 5).

Figure 5 – Delegate Entry Message

Party Delegation

By entering an email address below, you are delegating the ability of the subject user to act on your behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. For the individual being assigned as a Delegate account, a POPLAR registration is required prior to making this designation. At any time, you may remove the delegation from your profile; resulting in this individual's inability to further act on your behalf.

Delegate

This delegation could not be completed due to the provided email address not being registered on POPLAR. Please advise this party to complete registration at <https://in.gov/ibtr/poplars>.

8. If the designee is a registered user of the POPLAR application, selecting the *Save* button will set the account as a **Delegate** (see Figure 6).

Note: Upon completion, POPLAR will send the designee an email, notifying them of this delegation.

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Figure 6 – Delegate List

Party Delegation

By entering an email address below, you are delegating the ability of the subject user to act on your behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. For the individual being assigned as a Delegate account, a POPLAR registration is required prior to making this designation. At any time, you may remove the delegation from your profile; resulting in this individual's inability to further act on your behalf.

Delegate

Save **Cancel**

Delegate	Email	Actions
Khris Seger	khris.seger+delegate@gmail.com	

Note: A delegation can be removed at any time by the authorizing party by simply selecting the *Delete Delegate* action icon in the Actions column. Too, multiple delegates are permitted.

User Proxy Selection

If designated as a Delegate by another party, you are authorized to act on their behalf in all matters related to appeal maintenance in the POPLAR system. This includes, but is not limited to submitting new petitions, interacting with open appeals, filing an appearance, uploading new documents, and utilizing POPLAR messaging. When employing this proxy designation, any actions you take as a user of the POPLAR system will be reflected as being executed by the individual that has granted the delegate function.

To the proxy designation, follow these steps:

1. As an authenticated/registered 'Party' user, login to POPLAR (<https://www.in.gov/ibtr/poplar>).
2. By default, the POPLAR page for 'Party' users (Petitioners, Respondents, Authorized Representatives) is the **My Petitions/Appeals** home page upon login.
3. Navigate to your user profile, either by:
 - a. Choosing *My Profile* from the POPLAR menu (see Figure 1, above); or
 - b. Selecting your User ID from the information bar at the top of the screen (see Figure 2, above)
4. The **My Profile** page for the authorizing party will open (see Figure 3, above)
5. Observe the three sections of the **My Profile** page:
 - a. Access Indiana

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- b. Party Delegation
 - c. User Proxy Selection
6. In the User Proxy Selection section, if authorized as a Delegate, you will see a list of accounts that have granted you authority to act on their behalf (see Figure 7).

Figure 7 – Delegating Party

User Proxy Selection

In the event that you have been designated as a Delegate by another party, you may select from the list below the individual for whom you will be acting on behalf. Upon selection, any actions you take as a user of the POPLAR system will be reflected as being executed by the individual you have selected from this list. Upon logging out of the system, your selection will be reset to "Self"; requiring reselection from the Delegating Party list.

Delegating Party

- khris.seger+party2@gmail.com
- khris.seger+party@gmail.com
- khriiss@xsoftinc.com
- Self

Switch

7. Select the radio button to the left of the account for whom you will be acting on behalf. If you are acting on your own behalf, the *Self* selection is that appropriate option to choose.
8. Once you have selected the desired account, select the *Switch* button below the User Proxy Selection section (see Figure 8).

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Figure 8 – Switch Delegating Party

User Proxy Selection

In the event that you have been designated as a Delegate by another party, you may select from the list below the individual for whom you will be acting on behalf. Upon selection, any actions you take as a user of the POPLAR system will be reflected as being executed by the individual you have selected from this list. Upon logging out of the system, your selection will be reset to "Self"; requiring reselection from the Delegating Party list.

Delegating Party

- khris.seger+party2@gmail.com
- khris.seger+party@gmail.com
- khriiss@xsoftinc.com
- Self

Switch

9. Upon executing the *Switch*, the **My Profile** page will be refreshed. The selected delegating party will be selected and the *Switch* button will be inactive. The user account published in the information bar in the upper righthand corner of the page will change to indicate the user and the designating party (see Figure 9).

Figure 9 – Information - Delegate Profile



Note: Upon logging out of the system, your selection will be reset to "Self"; requiring reselection from the Delegating Party list should you choose to act upon their behalf at the next login.

Note: Delegates will receive duplicate email notifications from POPLAR to that received by any account for which they are delegated authority.