

Quick Start Guide for Individual eServices

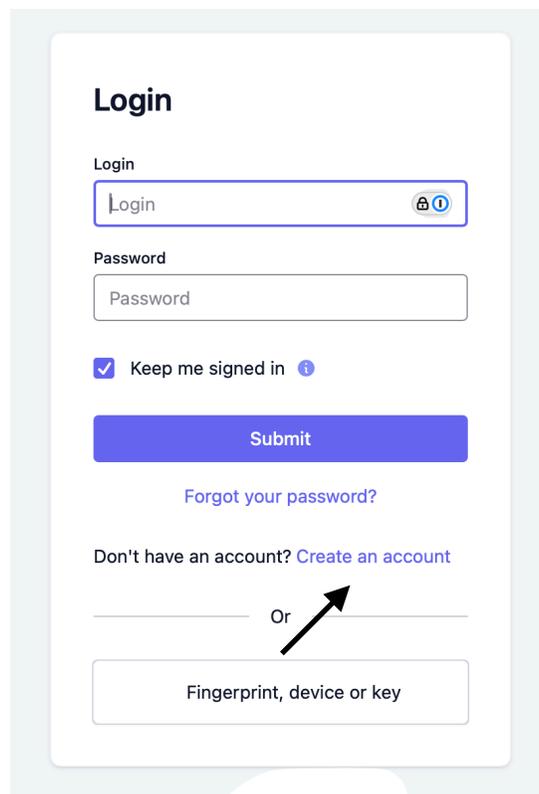
This guide is intended for individual users. If you are a professional tax preparer please refer to the 3rd Party Quick Start Guide.

Create and register an account on <https://ind.beitb.org>

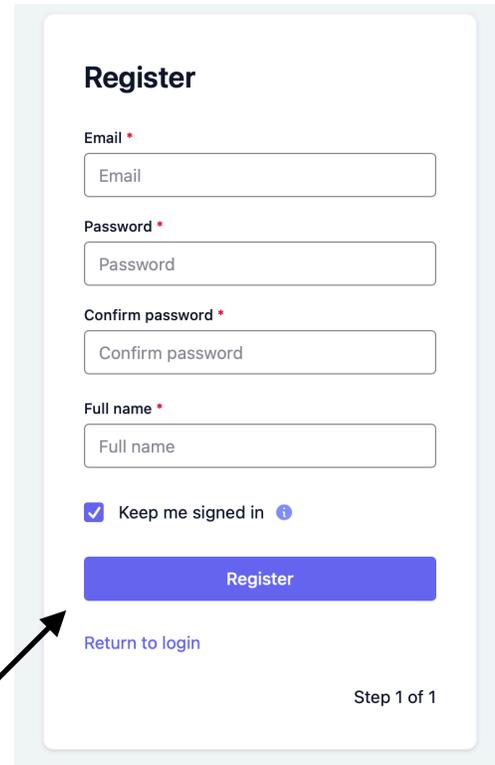
1. In the upper right corner, click on **Sign In**.



2. Click on **Create an account**.

A white login form with rounded corners, set against a light gray background. At the top, the word "Login" is written in bold black text. Below it, there are two input fields: "Login" and "Password". The "Login" field has a blue border and a small lock icon on the right. Below the "Password" field, there is a checked checkbox labeled "Keep me signed in" with an information icon. A blue "Submit" button is centered below the checkbox. Underneath the button, there is a blue link "Forgot your password?". Below that, there is a line of text: "Don't have an account? [Create an account](#)". A horizontal line with the word "Or" in the center separates this from the bottom section. Below the line, there is a button labeled "Fingerprint, device or key". A black arrow points from the "Or" text towards the "Fingerprint, device or key" button.

3. Enter the required information then click **Register**.



The screenshot shows a registration form with the following fields and elements:

- Register** (Section Header)
- Email *** (Text input field)
- Password *** (Text input field)
- Confirm password *** (Text input field)
- Full name *** (Text input field)
- Keep me signed in** (with an information icon)
- Register** (Blue button)
- [Return to login](#) (Link)
- Step 1 of 1 (Page indicator)

An arrow points to the **Register** button.

4. Enable two-factor authentication.

1. Choose your method - use an authentication app OR have a code emailed to you. (Authentication apps include Google Authenticator, Microsoft Authenticator, iPhone Passwords and others available in your preferred app store.)

- **Authenticator App** - Scan the QR code. Enter the verification code produced by your authenticator app and click **Verify**.

Enable two-factor

Select a method *

Authenticator app

Open your authentication app and scan the QR code. Then enter the code from your authenticator app in the form below.



- **Email** - Click **Send a one-time code**. You will receive an email with the subject “Your second factor code.” Copy the code in that email and enter in the box labeled Verification code. Click **Enable**.

Enable two-factor

Select a method *

Email

To enable two-factor using email, enter an email address and click the button to send a one-time use code. Once you receive the code, enter it in the form below.

Email *

Send a one-time code

Verification code *

Enter the one-time code

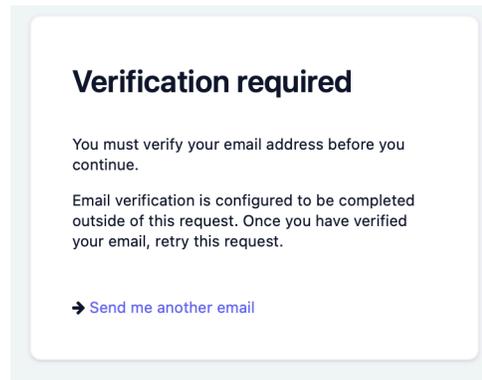
Enable

2. Be sure to save your recovery codes in a safe place and click **Done** to continue.

Recovery codes

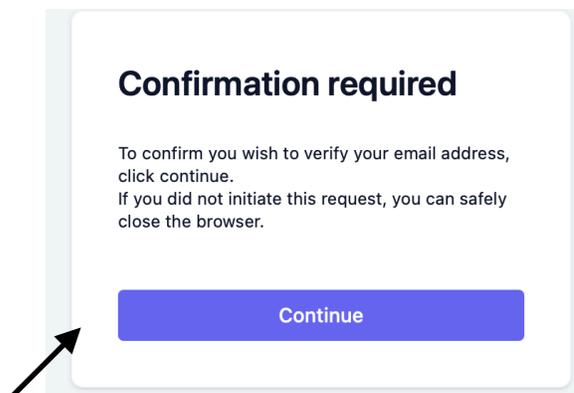
Record these recovery codes, they will not be shown again. Recovery codes can be used to complete a two-factor login or disable two-factor authentication if you lose your device.

3. The following message will display:



5. Verify your email address.

1. Check your email and click the link in the email to verify your account.
2. On the website click **Continue**.

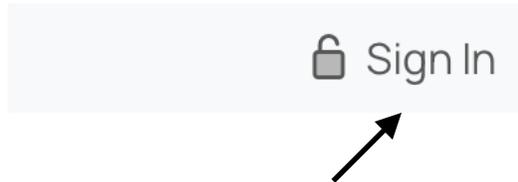


6. Congratulations on successfully creating your account! Return to the homepage. <https://ind.beitb.org>

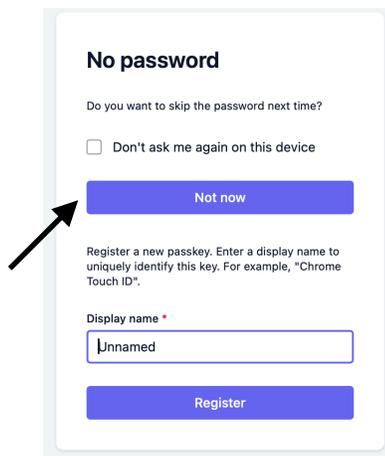
Sign in/manage your account

Follow these steps to sign in to your account and manage your account.

1. In the upper right corner, click on **Sign In**.



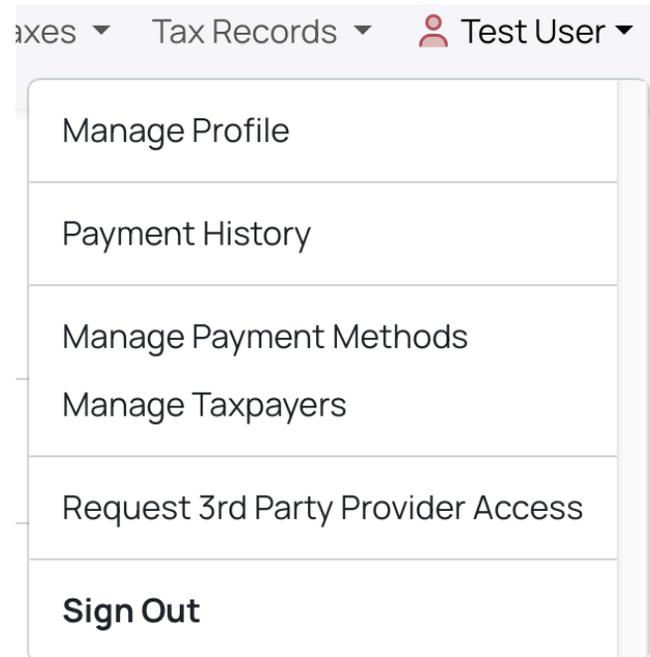
2. Enter your info for the account you created.
3. Click **Not Now**. (You will have the opportunity to set up a passkey at a later time.)



4. Click on your user name on the upper right side.



5. A drop down account menu will display where you can choose options to manage your account.



Set up a payment method

1. In the account menu click on **Manage Payment Methods**. The following screen will display:

Payment Methods

Available Bank Accounts

Record #	Description	Account Number	Actions
Add Bank Account			

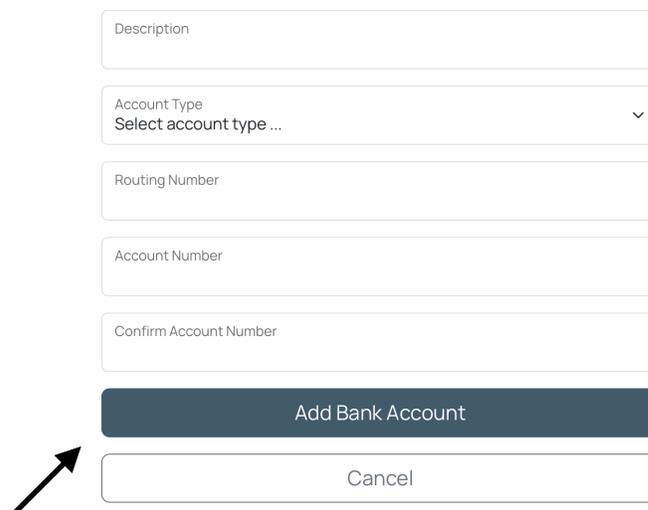
Available Cards

[Add Card](#)

Choose which type of payment method to add and follow the steps below for that type.

To add a bank account:

1. Click on the **Add Bank Account** button.
2. Enter your information, then click **Add Bank Account** at the bottom.



The form contains the following fields and buttons:

- Description
- Account Type (Select account type ...)
- Routing Number
- Account Number
- Confirm Account Number
- Add Bank Account** (dark blue button)
- Cancel

An arrow points to the **Add Bank Account** button.

To add a credit card:

1. Click on the **Add Card** button.
2. Enter your information, then click **Add Payment Method** at the bottom.

Card Payment Methods

 Card

Card number

1234 1234 1234 1234    

Expiration date Security code

MM / YY CVC  123

Country ZIP code

United States 12345

By providing your card information, you allow Lancaster County Tax Collection Bureau to charge your card for future payments in accordance with their terms.

Add Payment Method

Cancel

Set up taxpayers for your account

1. In the account menu click on **Manage Taxpayers**.
2. Click on **Add New Account**.

Taxpayer Accounts

Record #	First Name	Last Name	SSN	Actions
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Add New Account



3. Enter your information, then click **Search for Taxpayer**.

Taxpayer Accounts Add New Taxpayer

Social Security Number

Last Name

Zip Code

Search for Taxpayer

Cancel

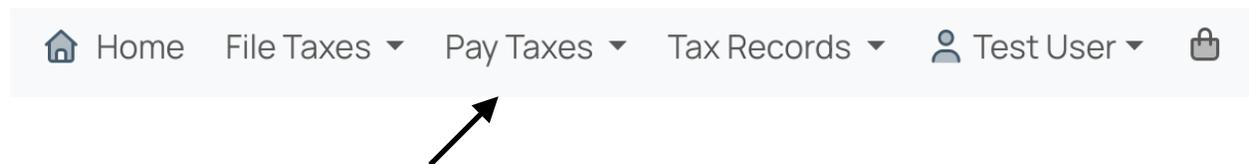


4. On the next screen confirm your information, then click **Add Taxpayer**.
5. Follow these steps to add additional taxpayers to your account.

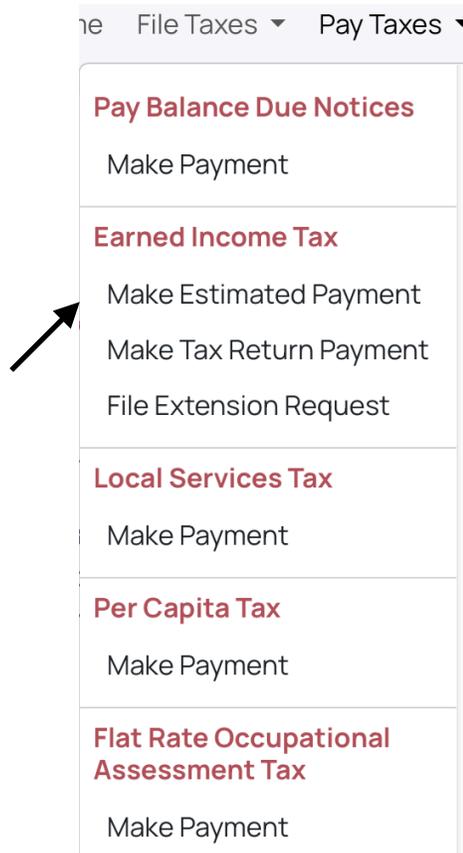
How to pay taxes online

This guide covers how to make an Earned Income Tax estimated payment. Other types of tax payment may be made online. Please refer to the Individual eServices Guide for more information.

1. Locate **Pay Taxes** in the top menu bar and click.

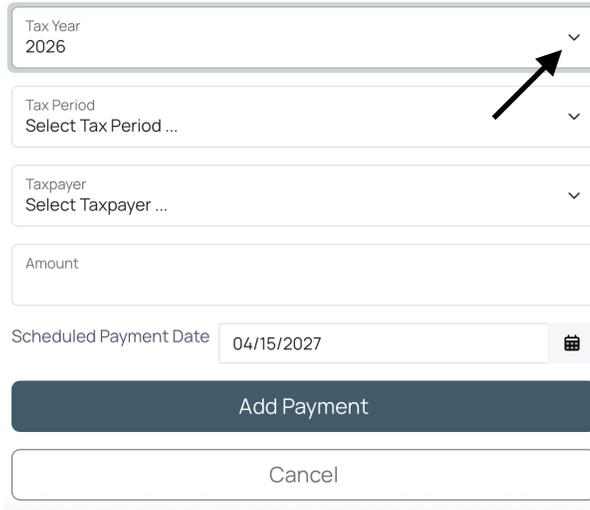


2. A drop down Pay Taxes menu will display where you can choose options for paying taxes. For this example, under Earned Income Tax click on **Make Estimated Payment**.



3. Select the tax year, tax period, and taxpayer you wish to make a payment for by clicking the down arrows in each box.

Make Estimated Payment

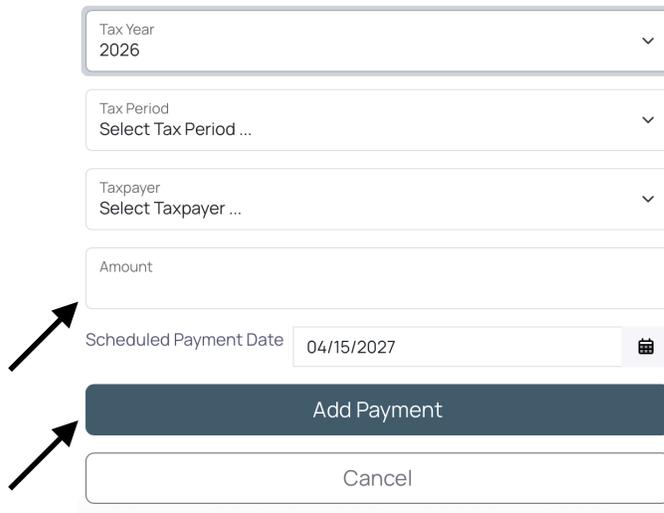


The screenshot shows the 'Make Estimated Payment' form. It includes the following fields and controls:

- Tax Year:** A dropdown menu with '2026' selected. An arrow points to the downward arrow icon.
- Tax Period:** A dropdown menu with 'Select Tax Period ...' selected. An arrow points to the downward arrow icon.
- Taxpayer:** A dropdown menu with 'Select Taxpayer ...' selected. An arrow points to the downward arrow icon.
- Amount:** An empty text input field.
- Scheduled Payment Date:** A date field with '04/15/2027' and a calendar icon.
- Buttons:** 'Add Payment' (dark blue) and 'Cancel' (white with grey border).

4. Enter a dollar amount then click on **Add Payment**. Please note the amount must be greater than \$10 and less than \$100,000.

Make Estimated Payment



The screenshot shows the 'Make Estimated Payment' form. It includes the following fields and controls:

- Tax Year:** A dropdown menu with '2026' selected.
- Tax Period:** A dropdown menu with 'Select Tax Period ...' selected.
- Taxpayer:** A dropdown menu with 'Select Taxpayer ...' selected.
- Amount:** An empty text input field. An arrow points to this field.
- Scheduled Payment Date:** A date field with '04/15/2027' and a calendar icon.
- Buttons:** 'Add Payment' (dark blue) and 'Cancel' (white with grey border). An arrow points to the 'Add Payment' button.

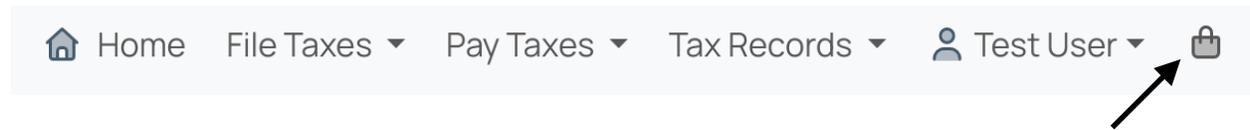
5. The next screen will display that the payment has been added to your cart. At this point you can choose to add additional payments or proceed to the cart and begin the checkout process. Refer to **The Checkout Process** in this guide for more information.

Earned Income Tax

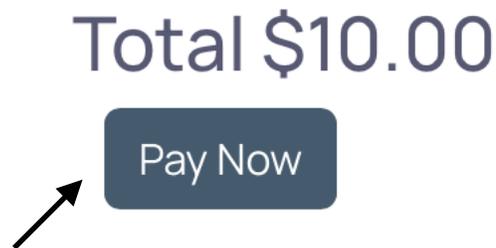
Payment Added to Cart

The checkout process

1. Click on the cart in the upper right corner by your user name.



2. The dollar amount will display along with a Pay Now button. Click on **Pay Now**.



3. Choose your payment method and bank account, if applicable. *Please note there is no fee if paying by bank account/ACH debit.* Click **Confirm Payment**.

Make Payment

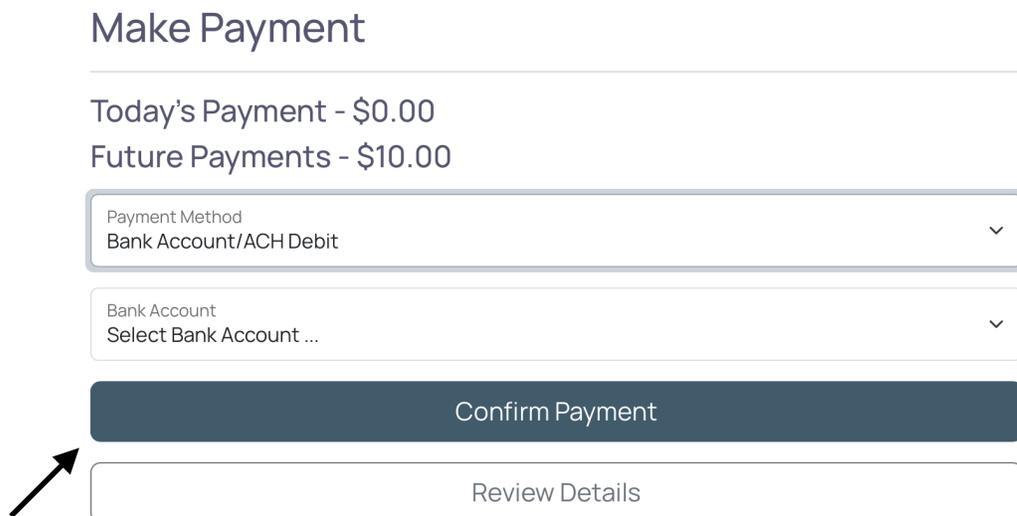
Today's Payment - \$0.00
Future Payments - \$10.00

Payment Method
Bank Account/ACH Debit ▼

Bank Account
Select Bank Account... ▼

Confirm Payment

Review Details

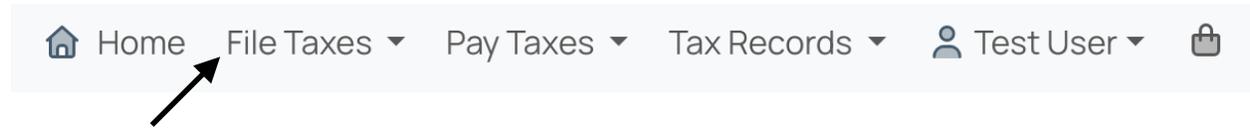
A screenshot of a 'Make Payment' form. It shows a summary of payments: 'Today's Payment - \$0.00' and 'Future Payments - \$10.00'. Below this are two dropdown menus: 'Payment Method' with 'Bank Account/ACH Debit' selected, and 'Bank Account' with 'Select Bank Account...' selected. At the bottom are two buttons: a dark blue 'Confirm Payment' button and a white 'Review Details' button. A black arrow points from the bottom left towards the 'Confirm Payment' button.

4. A screen will display confirming your payment was successfully submitted.

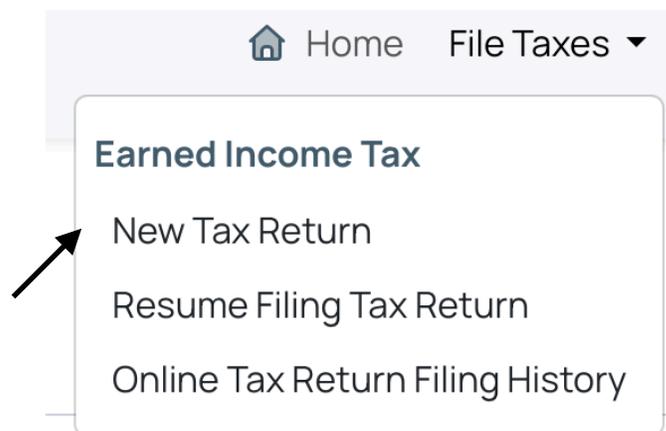
Payment Submitted Successfully

How to file your tax return online

1. Locate **File Taxes** in the top menu bar and click.



2. A drop down File Taxes menu will display. Click on **New Tax Return**.



For further assistance filing your taxes online refer to the **Quick Start Guide to Filing your Individual Tax Return**.