

Direct Pay Pre-filing Registration

Step-by-step guidance

Step 1: Create an account or log into your agency's existing account.

Log into Existing Account

- If you have an existing account with ID.me , you can use that to create your Clean Energy Business Account.
- Select [Add Clean Energy Business](#).
- Go to step 3 of this process.

Looking to access business tax account?
Based on our records, you can't access business tax account at this time. We're working to support more entity types and business users soon.
Learn more about [business tax account](#).

Other IRS Services

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| <p>Clean Energy</p> <p>To register for clean energy and manufacturing credits, add a clean energy business.</p> <p>ADD CLEAN ENERGY BUSINESS ></p> <p>Learn more about clean energy.</p> | <p>Individual</p> <p>Access your personal tax information, make payments and more.</p> <p>GO TO INDIVIDUAL ACCOUNT ↗</p> <p>Learn more about individual account.</p> | <p>Tax Professional</p> <p>Manage your authorizations and view your client information.</p> <p>GO TO TAX PRO ACCOUNT ↗</p> <p>Learn more about tax pro account.</p> |
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Create an Account

- Create a new account by entering your e-mail address and selecting a password.
- You will receive an e-mail with a confirmation code you need to enter to complete the creation of your account.
- Once you have created your account, you will then be asked to select a multi-factor authentication method.
- When creating a new account, you must verify your identity.
- Proceed to step 2 for instructions on how to verify your identity.

Step 2: Verify Your Identity (new accounts)

- Select a verification option- Self- service or video call.

The screenshot shows the ID.me + IRS logo at the top. Below it, the text reads "VERIFYING IS FAST AND EASY". The main heading is "Choose how to verify your identity from the options below". There are two radio button options: "Self-Service" (selected) and "Video Call". The "Self-Service" option states it takes 5-10 minutes and involves uploading a driver's license or state ID, passport, or passport card, and capturing a selfie. The "Video Call" option states it takes 10-15 minutes and involves uploading the same documents and joining a quick video call. A blue "Continue" button is at the bottom. A link at the bottom left says "I don't have a driver's license, state ID, passport, or passport card."

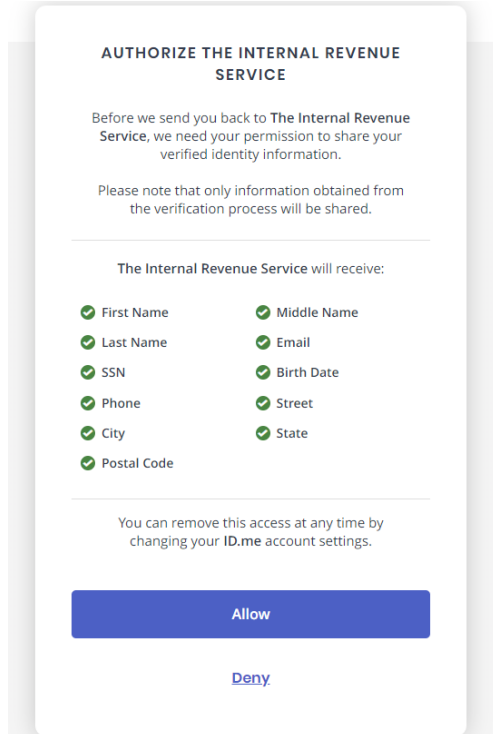
- Agree to the terms and conditions.

The screenshot shows a consent screen titled "Consent for ID.me to collect Biometric Data and Sensitive Personal Information". It contains a scrollable area with the following text: "CONSENT FOR ID.ME TO COLLECT BIOMETRIC INFORMATION AND SENSITIVE PERSONAL INFORMATION", a disclaimer about language versions, a "BIOMETRIC INFORMATION PRIVACY STATEMENT" explaining that ID.me will not sell or trade biometric information and that it will only be used for verification, and a "Notice and Consent" section. At the bottom, there is a checkbox for "I acknowledge that I have read, understood, and agree to these terms" and a grey "Continue" button.

- If you selected to verify using the online portal, you will be asked to enter your cell phone number and will receive a text with a link.

The screenshot shows a screen titled "VERIFY YOUR IDENTITY" with a progress indicator showing steps 1 through 5, with step 2 highlighted. The main heading is "Take photos of your identity document". Below this, it says "Enter a mobile phone number, then we'll text you a link to take photos of your identity document." There is a section for "Identity Document" with a dropdown menu set to "Driver's license or state ID" and a "Change document" link. Below that is a "Mobile Phone Number *" input field. A light blue box contains the text "Your smartphone must have a camera and a web browser." At the bottom, it says "By entering your phone number, you agree to receive notifications through text message or voice calls during sign-in attempts in order to protect your account." and a blue "Continue" button.

- Click on this link and begin the verification process. You must be using a smartphone with a camera and internet connection for this step.
- Upload a picture of your chosen verification document (i.e. drivers license)
- Once you have uploaded you verification document, you will be asked to take a “video selfie,” follow the prompts provided to complete this step.
- Once you have completed the “video selfie”, you will be instructed to return to the webpage on your computer.
- You will be asked to enter your social security number (SSN).
- Next, a dialog box will appear asking you to allow the IRS access to specific personal information.



- Select allow and the system will verify your identity.
- Please note, you will receive a letter in the mail from the IFS informing you that an account was created using your personal information.

Step 3: Create your clean energy business account.

- You will be asked to enter personal information (i.e. phone number, address)
- Next you will be asked to enter your agency's information (EIN, agency name, phone number, e-mail)

The screenshot shows the IRS website header with the logo and a navigation bar. Below the header is a title bar that reads "Create Your Clean Energy Business Account". A progress indicator at the top shows six steps: 1. Authorization (highlighted), 2. Personal Info, 3. Entry Info, 4. Attestation & Signature, 5. Review & Submit, and 6. Confirmation. The main content area is titled "Authorization" and includes a note: "(*) Indicates a required field. Before you create your account, we need to confirm that you're an authorized user." Below this is a field for "Employer ID Number (EIN) (*)" with a help icon and a sub-note: "9 digits without spaces or dashes (for example, 123456789)". A "NEXT" button is located at the bottom left of the form area.

Step 4: Attestation & Signature

- You will be asked to attest to the following:

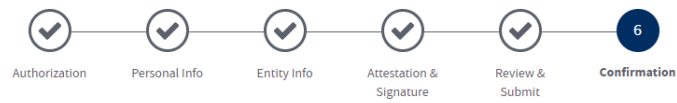
The screenshot shows the IRS website header and a title bar that reads "Create Your Clean Energy Business Account". A progress indicator at the top shows six steps: 1. Authorization, 2. Personal Info, 3. Entry Info, 4. Attestation & Signature (highlighted), 5. Review & Submit, and 6. Confirmation. The main content area is titled "Attestation & Signature" and includes a note: "(*) Indicates a required field. Before you create your account, we need to confirm that you're an authorized user." Below this is a section titled "Acts Authorized" with the text: "I am authorized to perform acts on behalf of the taxpayer for the purpose of providing information and conducting transactions through this IRS Clean Energy Tax Credit platform." Underneath is a section titled "Attestation" with two checkboxes:
 Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.*
 I am a designated employee, corporate officer, partner, trustee or individual other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer.*
At the bottom of the form are "BACK" and "NEXT" buttons.

Step 5: Review & Submit

- After you have completed the attestation, hit the next button.
- Select submit.

Step 6: Confirmation

Create Your Clean Energy Business Account



✓ Success

You now have access to Clean Energy for Washington State Department of Enterprise Services.

[Go to my accounts](#)