

PBBA USER EXPERIENCE - FROM REGISTRATION TO OFSS SUBMISSION STATUS

Registration, PIN selection, and PBBA TCC Application			Download, complete, and sign forms		Upload and Submit forms in OFSS Portal, verify Submission Status (Accepted or Rejected)				
Step 1: Register for online access*	Step 2: Create an e-Services PIN and Apply for a PBBA TCC*	PBBA TCC generated (User logs out until ready to submit forms)	Download Fillable Forms from IRS.gov site ONLY	Complete Forms Offline Enter PIN for eSignature Complete any required Attachments	Step 3: Use the BBA Online Form Submission Service (OFSS)*	Upload Forms in OFSS Portal and Submit	Receive On-screen Submission Acknowledgement ("Receipt ID"). Keep Receipt ID.	Click on "Select Submission Status" to Verify Acceptance/ Rejection Status	If Forms accepted, Filer is done. If Forms are rejected - Filer must fix, Login, and resubmit
Individual Registers for online access	Submit an Application for PBBA TCC for Entity to upload PBBA audit forms	When application is approved, TCC can be obtained on-screen	If problem ... Contact eSubmit Help Desk at 813-367-8037 or LBI.BBA.eSubmit@irs.gov	Determine which forms must be uploaded in "fillable format" and which are scanned	Select Link to OFSS Portal to Upload and Submit PBBA audit Forms and Attachments	Enter TCC and ACN in OFSS portal prior to forms upload	Receipt ID only indicates that the IRS has received the submission.	If status displays "processing" beyond 24 hours, contact Help Desk at 813-367-8037 or LBI.BBA.eSubmit@irs.gov.	If problem ... Contact eSubmit Help Desk at 813-367-8037 or LBI.BBA.eSubmit@irs.gov
ALL Contacts to be included on PBBA TCC Application must complete online access registration before the TCC application is submitted and a TCC is assigned. Contacts who plan to sign PBBA Forms, will need to create a PIN.	PIN is self-selected. Responsible Official uses PIN to sign the PBBA TCC Application. If you are not prompted to create a PIN, select "Modify PIN" from the menu to create or update your PIN.	PBBA TCC will be confirmed by mail (Letter 6295C). Please wait 3 days before submitting forms.	NOTE: Tax Law Questions are not handled by eSubmit Help Desk.	"Fillable format" means that the red outlines and blue boxes are visible. Some forms require scanned Signature page(s). Use IRS.gov forms ONLY.	Only individuals included on a PBBA TCC application have access to OFSS portal. OFSS portal is also used to request tracking number(s). Tracking number(s) must be requested if submitting Forms 8985 and 8986.	OFSS Portal validates TCC before allowing access to form upload. Validations at upload are size of files, virus detection, file names, and that required forms are included based on selection.	Filer MUST check status of submission - either accepted or rejected using the Receipt ID provided.	If Filer needs to submit additional forms, they can submit in the same session by going "Home" or back to "Upload Forms" after receiving a Receipt ID.	Rejection message informs Filer why rejected and what Filer needs to do to "perfect" submission. Complete file must be resubmitted before due date.

*refer to Steps 1, 2, and 3 outlined at www.irs.gov/BBAeSubmit