You must have an active registered user account in e-services to access the Secure Object Repository (SOR) mailbox. You can access the login page, register for e-services, reset your password, and make changes to your existing account on e-Services Online Tools for Tax Professionals on IRS.gov.

Once you have entered your login information, you will be prompted to select the organization you will represent in this session.

After selection, you will be on the Welcome Page.

Select Mailbox link in the menu bar.

Your mailbox will open in a new tab.

By Clicking on the Subject text you will open the message.

Click on View/Download, you will be prompted to save or download the file depending on the option you chose.

After download is complete, you can either delete the message or return to your inbox. Repeat this process if there are other messages/files to download. Messages will remain in your mailbox for 30 days before being purged.

To close your mailbox simply close the Secure Email tab which will take you back to your Welcome Page. Then you can sign out of your e-services account.