

TAEP Account Portal

TAEP Account Portal is an account management system that allows TAEP participants to **view** their TAEP history, contact information, and application & reimbursement status.

- **The TAEP Account Portal is separate from the online application.** *It is not necessary to have an account setup within the TAEP Account Portal to apply online.*
- **You will not be able to setup an account if you have not applied for TAEP before.**

How to Set Up Your TAEP Account

To set up your TAEP online account, you will need:

- Valid email address
- TAEP Producer Number (TPN) – *located on Document A of your reimbursement documentation.*
- TAEP ID# – *located on Document A of your reimbursement documentation.*

Account Setup

- Go to **www.tn.gov/taep** and click on the **“TAEP Account Portal”** link.
- Click on the **“Set Up TAEP Account”** link.
- Enter your first and last name in the provided fields.
- Enter your **current email address** and double check for typos.
- Enter your **TAEP Producer Number (TPN)** and **TAEP ID#**.
- Choose one of the security questions listed in the drop-down box.
- List the answer to your security question.
- After you have entered the requested information, click on the **“Submit”** button to request your password.
- **Your password will be emailed to you.** *Check your spam/junk mail folder if you do not receive your password email in a timely manner.*
- Return to the TAEP Account Portal page, click on “TAEP Account Login” button. Log in using your TPN & password.
- After you log in, use the menu tabs at the top of the page to navigate through the system.

Forgot Password

- Click on the **“TAEP Account Login”** button.
- Click on the **“Forgot Password”** button and enter your **TAEP Producer# (TPN)**.
- Your password will be sent to the email on file with TAEP.