

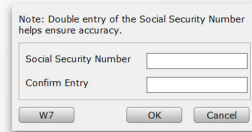
# How to:

## - Start a Tax Return

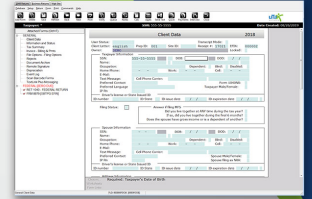
Click **Add New** on toolbar



Type taxpayer's



Tax returns opens

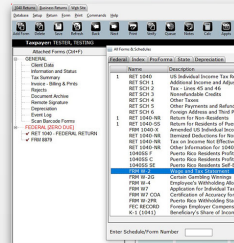


## - Add a Tax Form

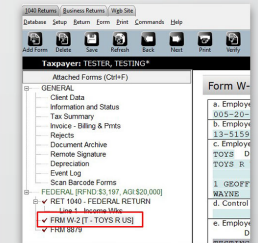
Click **Add Form** on toolbar



Select desired form



Form is attached to tax return

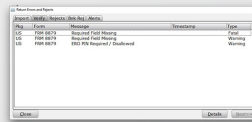


## - Verify a Tax Return

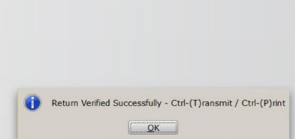
Click **Verify** on toolbar



Correct all errors

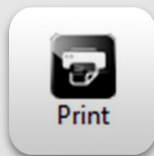


Tax return can now be printed/transmitted

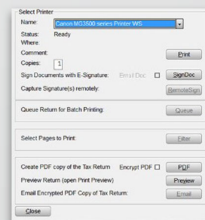


## - Print a Tax Return

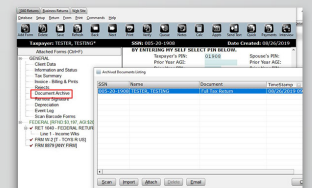
Click **Print** on toolbar



Click **Print** to print/archive



Tax return is printed/archived

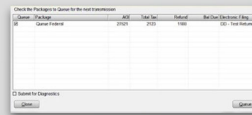


## - Transmit a Tax Return

Click **Transmit** on tax return toolbar



Click **Send** to queue tax return



Click **Transmit** on program toolbar



## - Quick Lookup

Click **Quick** on toolbar



Type Last Name or SSN and click Search



Information from Tax Return

