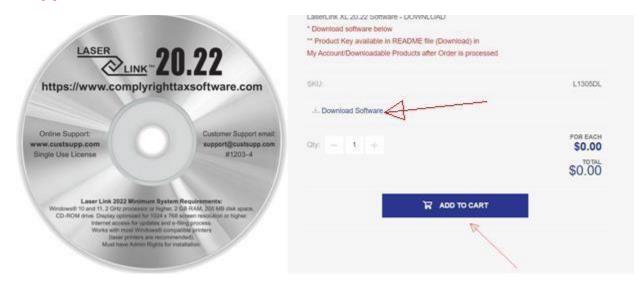
Downloaded Software Order Process

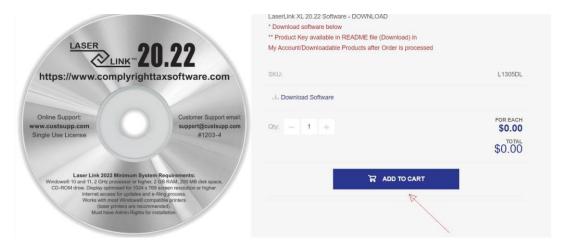
Log into www.formstax.com.

Navigate to the product page of what you are ordering.

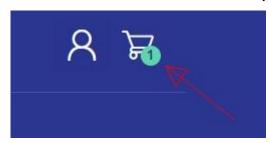
Click on "Download Software". This saves the software in your Downloads folder; once you complete checkout you will get access to the Product Key for activating the software. "You may receive a shipping confirmation notice; please disregard as downloads are not shipped"



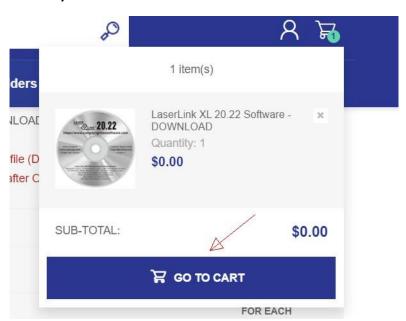
Then click "ADD TO CART"



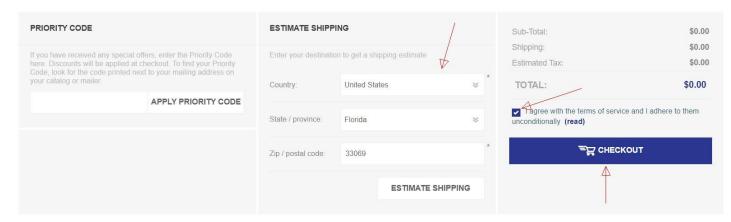
You will now have an item in your cart.



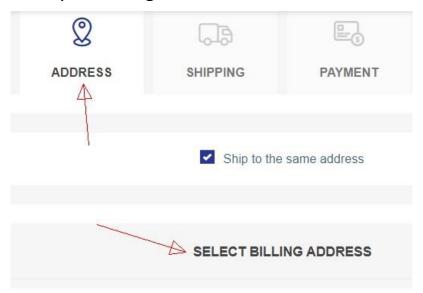
Go to your Cart



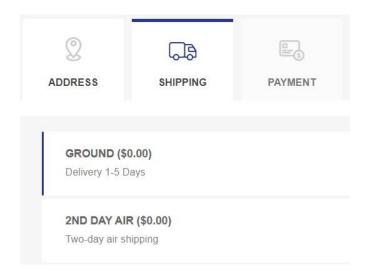
Make sure all your information is filled out and check the box for terms of service and click "Checkout"



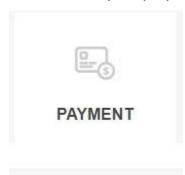
Enter your billing address information in this next section



This section shows your shipping charges, select either Ground or Air. If you are only ordering downloadable software, nothing will be shipped and you will not be charged for shipping.



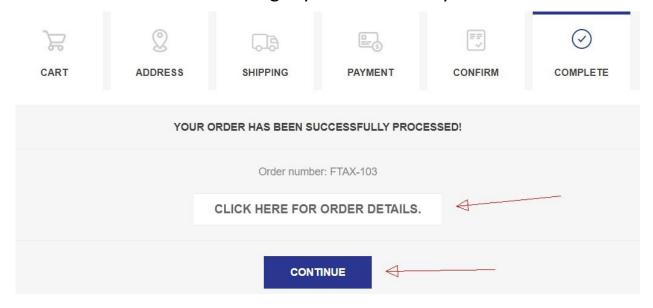
Next enter you payment information.



Confirm your transaction.



Once your order is successfully processed, you can click "for order details" or click "continue" to get your Product Key.



Clicking "CONTINUE" will bring you directly to "My Account > Downloadable Products" where you can download your purchased Product Key text file.

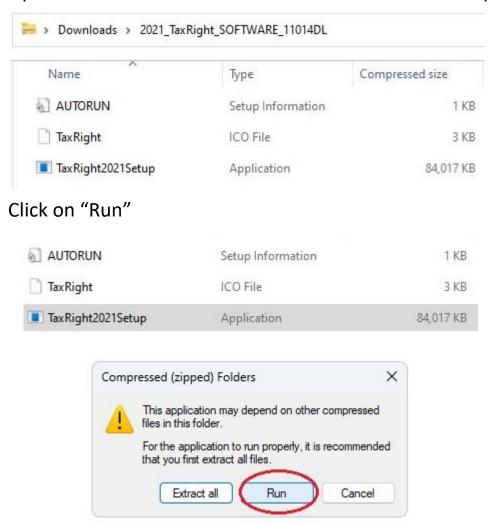


Software Installation

Navigate to your Downloads folder.



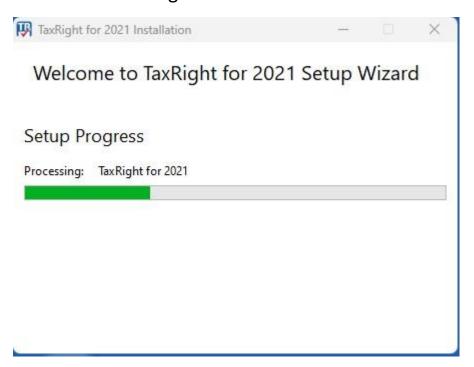
Open the downloaded file and double click on the Setup File.



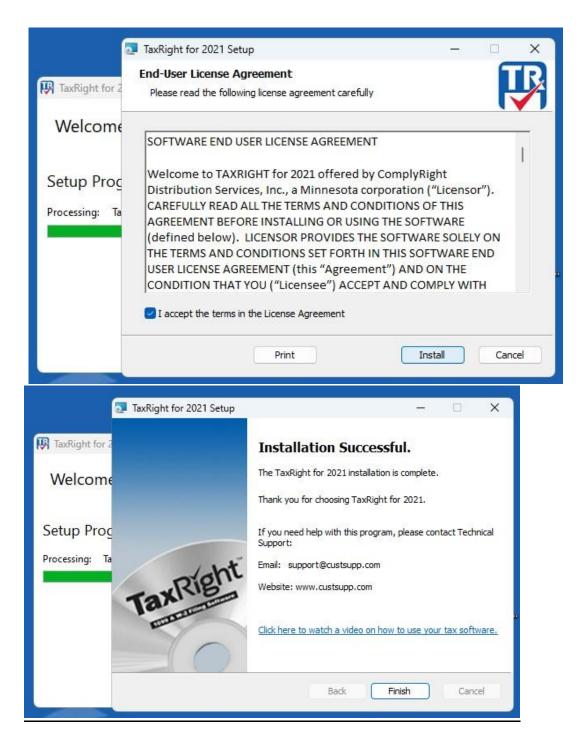
Click on "Next"



Installation will begin



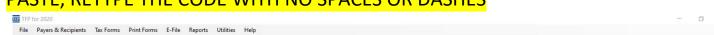
Check the box to accept the terms of the license agreement. Click "Install"



Click "Finish" - Installation is complete.

Now run the software you just installed and you will get a window asking to enter your email address and product key.

WHEN ENTERING YOUR PRODUCT KEY CODE, DO NOT COPY AND PASTE, RETYPE THE CODE WITH NO SPACES OR DASHES

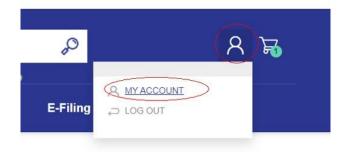




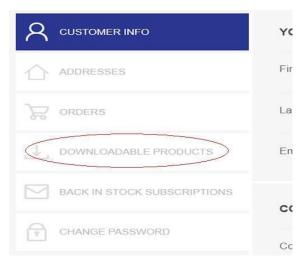
Once you enter this information, your software is ready to use! NOTE: if the application pauses during installation, that's just the software updating itself, give it time to pull the latest updates for you.

If you want to get your Product Key after leaving the completion screen, here is how to navigate to the page manually.

How to get to "My Account > Downloadable Products" to download your PRODUCT KEY text file manually At the Home Page click on My Account.



On the Left hand side you will see these options:



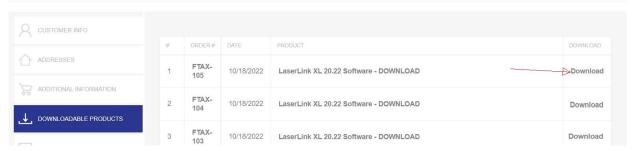
Click on "Downloadable Products"

This section is where your product key download .txt file will be after purchasing the product.

Click on "Download" to download your ReadMe.txt file with your product key.

WHEN ENTERING YOUR PRODUCT KEY CODE, DO NOT COPY AND PASTE, RETYPE THE CODE WITH NO SPACES OR DASHES

MY ACCOUNT



Example: Product Key Code xxxx xxxx xx23



Now you can run the software installation and enter the readme key to complete the installation process. NOTE: if the application pauses during installation, that's just the software updating itself, give it time to pull the latest updates for you.

NOTES:

Some Product Downloads will give an error when entering your key, this means it needs an update. You will need to let the software sit at the screen where you enter the key; this may take 15-30 minutes or more for the update to automatically kick in. Once you perform this update, the key will start working.

You may receive a shipping confirmation notice; please disregard as downloads are not shipped.