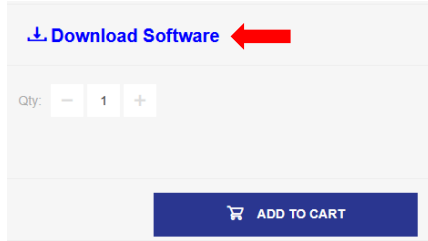


Downloaded Software Order Process

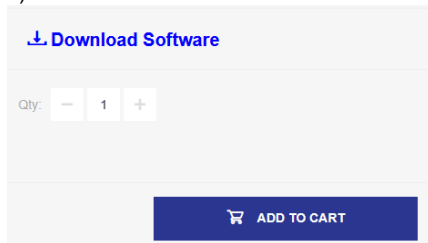
Please Log into your Account at www.formstax.com and follow below steps:

1) Navigate to the product page of what you are ordering.

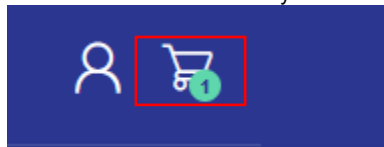
Click on "Download Software". This saves the software in your Windows Downloads; once you complete checkout you will be able to download the Access Code in order to activate the software. "You may receive a shipping confirmation notice; please disregard as downloads are not shipped".



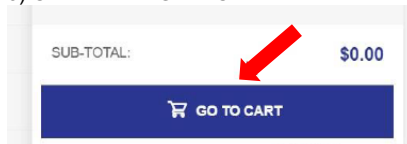
2) Then click "Add To Cart" button.



You will now have an item in your cart and click on Shopping Cart icon.



3) Click on the "Go to Cart" button.



4) Make sure all Shipping information is filled out, checkmark the box for terms of service then click "Checkout" button.

Note: ONLY Checkmark Tax Exempt box if you're Tax Exempt.

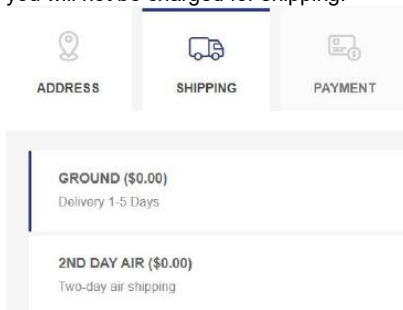
A screenshot of the checkout form. It is divided into three main sections. The left section is for "PRIORITY CODE" with a text input field and an "APPLY PRIORITY CODE" button. The middle section is for "ESTIMATE SHIPPING" with fields for "Country" (United States), "State / province" (Florida), and "Zip / postal code" (33069). The right section contains a checkbox for "Yes, my organization is tax exempt and I will provide documentation." and a checked checkbox for "I agree with the terms of service and I adhere to them unconditionally (read)". At the bottom right is a blue "CHECKOUT" button. A red arrow points to the "APPLY PRIORITY CODE" button.

5) Checkmark Ship to the same address box if needed and select Billing Address in this section by clicking on "Bill To This Address" button.

Note: If entering new address please be sure to enter Country and State.

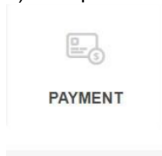
A screenshot of the billing address section. At the top are three tabs: "ADDRESS", "SHIPPING", and "PAYMENT". Below them is the "BILLING ADDRESS" section. It contains a checkbox for "Ship to the same address" which is checked. Below this is a "SELECT BILLING ADDRESS" button. To the right of this button is a "BILL TO THIS ADDRESS" button with a red arrow pointing to it. Further right are two dropdown menus for "Select country" and "Select state", both of which have red boxes around them.

6) 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.



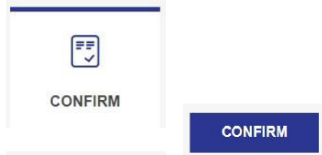
The shipping selection interface shows three tabs: ADDRESS, SHIPPING, and PAYMENT. The SHIPPING tab is active. Below the tabs, there are two shipping options: GROUND (\$0.00) with a delivery time of 1-5 Days, and 2ND DAY AIR (\$0.00) with a delivery time of Two-day air shipping.

7) Next please enter ALL your payment information.



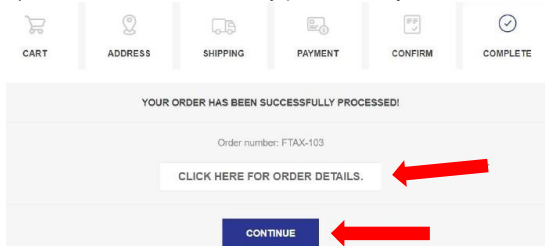
The payment selection interface shows a single tab labeled PAYMENT with a credit card icon.

8) Confirm your transaction by clicking on “Confirm” button.



The confirmation interface shows a CONFIRM tab with a checkmark icon and a large blue CONFIRM button.

9) Once order is successfully processed, you can click “For Order Details” or click “Continue” to get your Access Code.



The order processing completion screen shows a progress bar with steps: CART, ADDRESS, SHIPPING, PAYMENT, CONFIRM, and COMPLETE. The COMPLETE step is active. Below the progress bar, it says "YOUR ORDER HAS BEEN SUCCESSFULLY PROCESSED!". It also displays the order number: FTAX-103. There are two buttons: "CLICK HERE FOR ORDER DETAILS." and "CONTINUE". Red arrows point to both buttons.

Clicking “CONTINUE” will bring you directly to “My Account > Downloadable Products” where you can download your Access Code README file which will contain the Access Code. Click on “Downloadable Products” then Click on Download link which is located to the right of product description. README file will then be in your Windows Downloads. Once found you may open it.



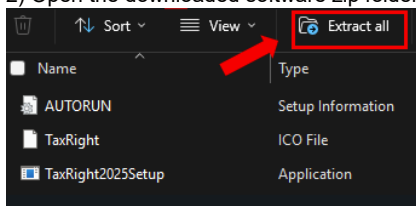
The "My Account > Downloadable Products" screen shows a sidebar with links: CUSTOMER INFO, ADDRESSES, ORDERS, and DOWNLOADABLE PRODUCTS. The DOWNLOADABLE PRODUCTS link is highlighted with a red box. The main content area shows a product listing for "TaxRight 20.25 Tax Form Software - DOWNLOAD" with a red arrow pointing to the DOWNLOAD button.

The Following steps will cover Software Installation:

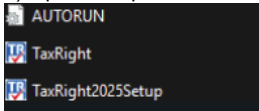
1) Navigate to your Windows Downloads folder to locate the software zip folder.



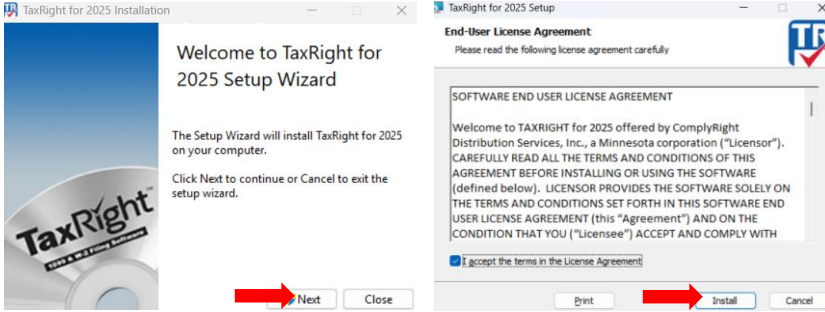
2) Open the downloaded software zip folder and Select Extract All.



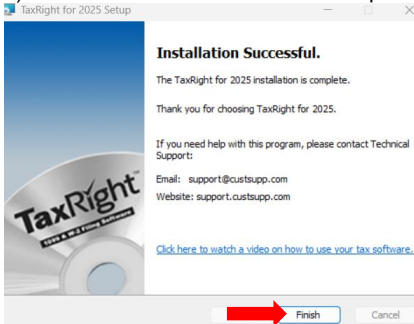
3) Open Setup.exe to run and install software. (Note: Say YES if you receive “do you want to allow this app to make changes” message).



4) Click on “Next” and Checkmark box to accept License Agreement then Click on “Install”.



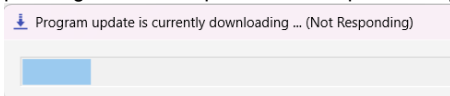
5) Click “Finish” and Installation is complete.



6) Now run the software you just installed and you will get a window asking to enter your email address and Access Code. **NOTE: Previous year software will say Product Key instead of Access Code.** When entering Access Code do not copy & paste, simply re-type the code with no spaces or dashes. **We no longer offer CD software disc and all software is digital download only.**



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, please give it time to pull the latest updates for you.

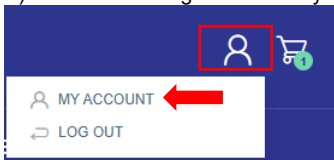


What if I can't find my Access Code ?

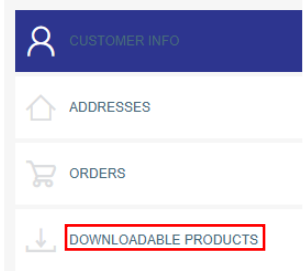
If you want to get your Access Code after leaving the completion screen, please follow these steps (A through D):

A) Log In to your account at www.formstax.com

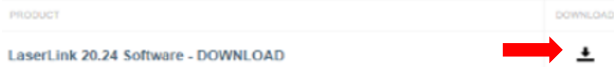
B) At the Home Page click on “My Account” by clicking on the Circle Half Circle icon in upper right corner of Home Page.



C) On the Left hand side you will Click on "Downloadable Products".



D) Click on "Download" link which is located to the right of product description.



NOTE: The access code will save to your Windows Downloads on your computer as a README file.



Once you open README file you will then see access code.

Now you can run the software installation and enter the Access Code found in REAME file to activate your software.

REMINDER: Some Product Downloads will give an error when entering your key, this means a software update is needed. You will need to let the software run through the software update which may take 15-30 minutes or more for the update to automatically kick in. Once you perform this update, the access code will start working.

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