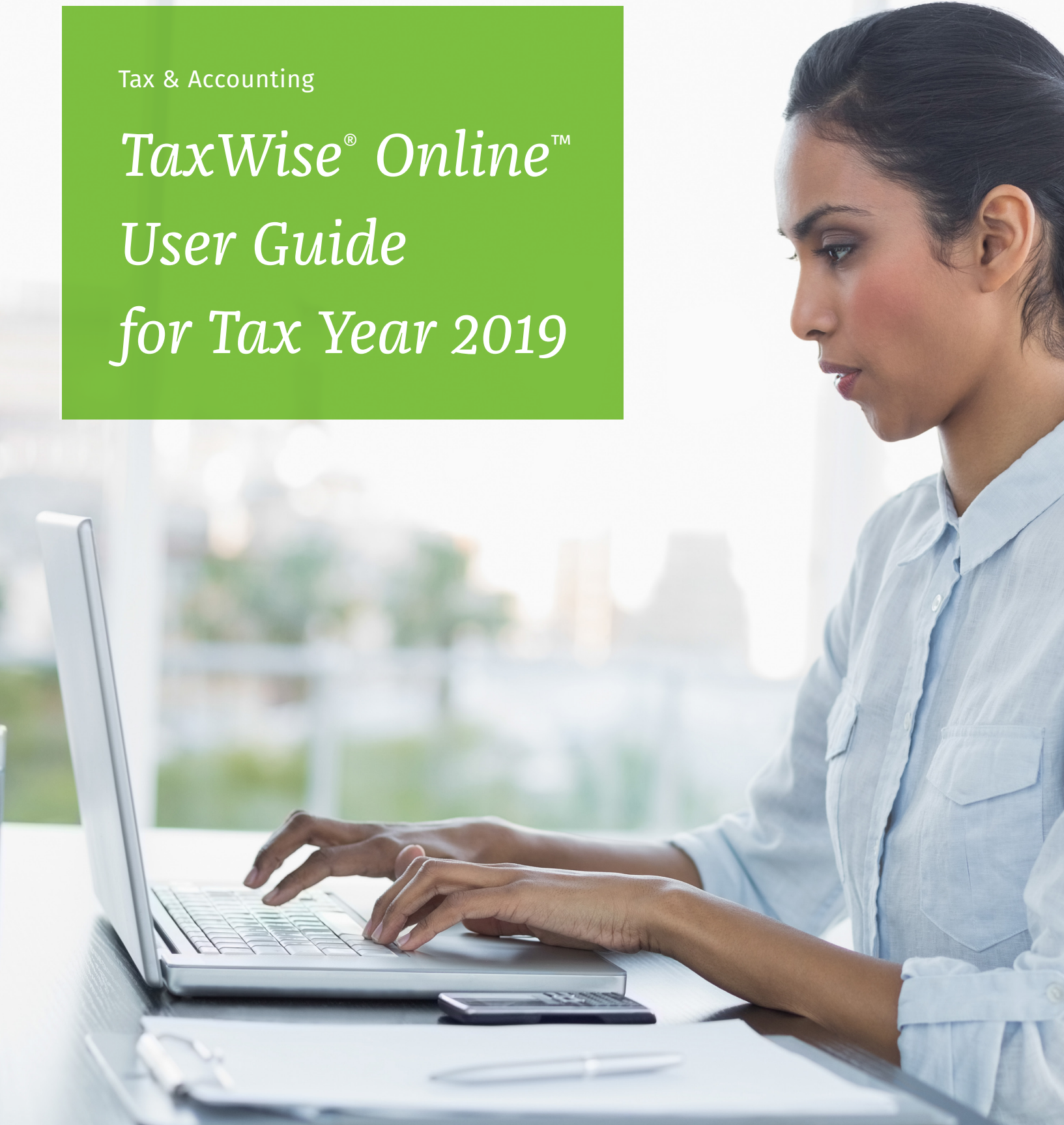




Tax & Accounting

*TaxWise® Online™
User Guide
for Tax Year 2019*



User Guide

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November 2019

This User Guide contains information similar to that in the Program Help provided with TaxWise Online. Because this User Guide is published only once at the beginning of the tax season, you should consider using Program Help as your primary resource during tax season. Program Help contains the most up-to-date information on the product.

Table Of Contents

TaxWise Online User Guide Cover	1
TaxWise Online 2019	1
System requirements	1
Browsers Supported:	1
Advantages of TaxWise Online	1
Learn about TaxWise Online	2
Differences between TaxWise Desktop and TaxWise Online	2
Access TaxWise Online 2019	4
Create a favorite in Internet Explorer	4
Create a bookmark in Google Chrome	4
Prior Year URLs	5
TaxWise Online training resources	6
TaxWise Online training site	6
Accessing the Training Site	7
Log in	8
Password requirements for users	8
2-Step Verification	8
Log in as the Admin user	11
Log in as a created user	12
Reset a locked account	12
Administrator functions	14
Login As	14
Multi-office quick view	15
General Settings	15
User Settings	15
Administrator Settings	15
Create custom fields and pick lists for preparer's use	16
Create return stages	17
Print sets	18
Custom print sets	19
State print sets	21
Advanced settings	22
Carry Forward Return Templates	22
Add and edit salutations	23
Themes	24
Return Templates	24
Create Return Templates	25
Edit Return Templates	25
Assign Return Template(s) to user(s)	27
Unassign Return Template(s) to user(s)	28
Publish Return Templates	29
Delete Return Templates	29
Lock and unlock Return Template fields	29
Manage users	29
Add new users	30
User roles	31
Create a custom message	35

Inactivate a user	35
Manage 2-Step Verification	36
Client letter templates	36
Edit a client letter template	38
Delete a client letter template	38
Security	39
OCHiFirm	39
Send settings	40
Partner Verification	41
Import returns from TaxWise Desktop (Alternative Preparation Solution)	42
Resolve Import Duplicates	43
Import returns from competitor conversions	44
Remove Failed Conversions	46
Resolve Import Duplicates	46
Export returns	47
TaxWise Online Dashboard	49
Use the Dashboard	49
Settlement Solutions (Bank Products)	50
ERO Application	50
Know Your Bank Procedures	50
Access your ERO application	50
Fix rejected bank application	50
Tax returns	51
Return List	51
Search for returns	51
Reorder the columns	51
Sort the columns	51
Filter the list	52
Customize columns	52
Include returns from all users	53
Export return list	53
Steps in preparing a 1040 tax return	55
Start a new return	56
Import Interviews	57
Delete an unprocessed interview	58
Navigate the tax return	58
Understand color coded entries	59
keyboard Shortcuts	59
Forms Tree	60
Preparer Use fields in a return	60
Add forms to a return	61
Link Forms	62
PDF attachments	63
Vault	63
Snap a photo image using Google Chrome or Microsoft Edge	63
Snap a photo image using Internet Explorer (IE) or Safari	66
Importing a file	70
Send to Client Portal	71
Delete stored files	71
Use the Refund Monitor	72
Return Summary	72

Set the Return Stage	72
Return stage from inside a return	73
Return stage from the return list	73
Client Notes	74
Access client notes from the Return list	74
Move returns	75
Run diagnostics	76
Correct electronic filing errors	77
Warnings	77
Overridden Entries	77
Estimated Entries	77
Email Client	77
Client Letter	78
Add a client letter to a tax return	78
Print a client letter for a tax return	79
Delete returns	80
Restore deleted returns	80
Restore multiple deleted returns	81
Printing	83
Print Returns	83
Print a single form (page)	83
Print returns from the return list	85
Print checks	87
eSignature	88
Use eSignature	88
eSignature status	90
Tax Help	91
Tax Help widget	91
Master Tax Guide	91
IRS Publications	92
Practice Aids	93
Line Explanations	94
Accessing Line-Specific Research within Returns	94
CPE Link	95
Upgrade my Tax Help	95
Request Registration Email	95
CCH iFirm Client Portal	97
Send to Client Portal from Vault	97
Send tax return PDF to Client Portal	97
Working with e-Files	99
Create and submit e-Files	99
Linked vs. unlinked state returns	100
Acknowledgements	100
View acknowledgements	100
View acknowledgements by calendar date	101
Archive acknowledgements	101
Identify rejected returns	102
Correct and resubmit rejected returns	102
State Rejects	102
Clear sent e-Files	102

Print Reject Details	103
Reports	104
Print Reports	104
Communicating with Textellent	105
Textellent Settings	105
Using Textellent	107
TWO Mobile App	108
Co-Brand Mobile App	108
Use the TaxWise Online help	110
TaxWise Online help	110
Table of Contents tab	111
Index tab	111
Search tab	112
Favorites tab	112
State help	113
Context sensitive help	114
TaxWise Online User Guide Cover	117

Chapter 1

TaxWise Online 2019

TaxWise Online brings the power and ease-of-use of TaxWise Desktop to the user's web browser. The flexibility and convenience of working with tax returns anywhere, anytime makes TaxWise Online the best option for tax professionals and tax preparers who need a powerful tax preparation program combined with the mobility of a web-based product. TaxWise Online utilizes broadband internet to access our secured servers for online return preparation and submission.

System requirements

Browsers Supported:

- Google Chrome
- Internet Explorer 11
- Microsoft Edge
- Apple Safari

For the best experience, we recommend:

- Google Chrome
- Screen resolution of at least 1024x768 / 768x1024
- Device screen size of at least 7" (tablet size)

Advantages of TaxWise Online

Reduced tax preparation burden:

- No installation on individual computers - program maintained on Wolters Kluwer servers
- No updates required - program updated by Wolters Kluwer
- No need to backup and restore returns to a central computer for transmission - data already resides at Wolters Kluwer

Improved security:

- No data stored on individual computers - the Wolters Kluwer secured facility stores all data
- Intrusion detection - Wolters Kluwer uses software to reduce threat of hackers

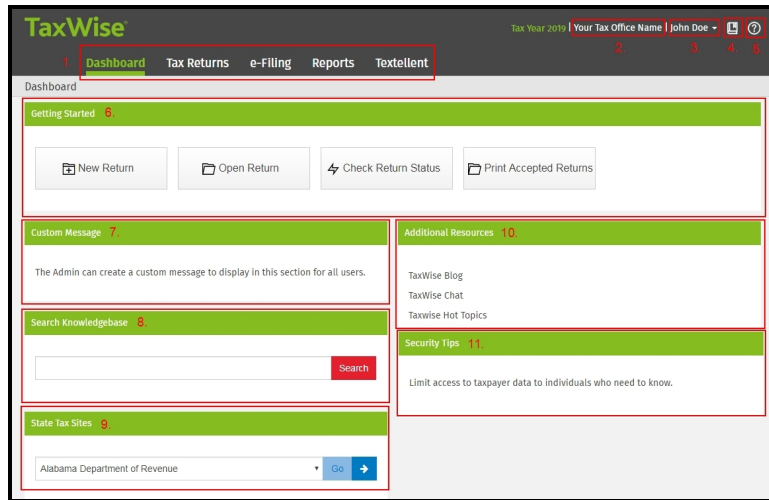
Greater mobility:

- With proper log in credentials, TaxWise Online can be accessed from any computer with a broadband internet connection
- Troubleshoot problems remotely
- Immediate availability - nothing to ship

Learn about TaxWise Online

Navigating within TaxWise Online is easy and intuitive. When you first log on to TaxWise Online you will see the dashboard, along with some menus and links.

Use the image below to learn how to navigate within TaxWise Online.




1. These links allow you to navigate to the following areas:
 - **Dashboard** - On the dashboard you are able to search the Knowledgebase, create a custom message, and link to state websites.
 - **Tax Returns** - On the Tax Returns page you are able to create, view and access returns.
 - **e-Filing** - On the e-Filing page you can submit e-File, print reject details, and view acknowledgements.
 - **Reports** - On the Reports page you can generate and view reports.
2. The firm name that is entered in the **User Settings** or **Return Templates** is displayed.
3. The current user's name is displayed. Clicking on your name allows you to access **Settings** or **Log Out**. Your user role(s) will determine what is shown on the **Settings** page.
4. **Tax Help** - Offers you numerous ways to research tax information using CCH® AnswerConnect or CCH® IntelliConnect®.
5. **Help** - The **Help** button provides links to the program and state help, user guide, release notes and much more.
6. **Getting Started** - This section provides direct access links to [start a new return](#), open an existing return, check return status, [print checks](#) and [print accepted returns](#). The options available will depend on the user role(s) you are assigned.
7. **Custom Message** - This section lets the **Admin** or user with **Administrator** rights to create a custom message to be displayed for all users.
8. **Search Knowledgebase** - This section allows you to search the TaxWise Online knowledgebase.
9. **State Tax Sites** - This section allows you to visit state websites.
10. **Additional Resources** - This section provides links to the TaxWise Online Blog, Chat and Hot Topics.
11. **Security Tips** - This section provides security tips from IRS Publication 5294. When the dashboard is refreshed a different tip will be displayed.

Differences between TaxWise Desktop and TaxWise Online

The following table displays the main differences between TaxWise Online and TaxWise Desktop:

TaxWise Online	TaxWise Desktop
Inserts a row on a multi-line statement or worksheet: Ctrl+I Removes a row on a multi-line statement or worksheet: Ctrl+R	Insert Row: Alt+Insert Delete Row: Alt+Delete
Prior Year Carry Forward: No preliminary steps. Prompted to carry forward data when starting a new return.	Prior Year Carry Forward: Must carry forward data prior to creating returns.

TaxWise Online	TaxWise Desktop
Printing: Pre-defined form sets, plus the ability to customize federal and/ or state print sets.	Printing: Ability to customize print packets
Internet: High-Speed required	Internet: High Speed Recommended
Return Storage: All return are stored on Wolters Kluwer servers.	Return Storage: Local
Updates: Federal , state and module updates apply automatically at 7am EST	Updates: Federal , state and module updates must be downloaded and manually applied to all computers
Client Letter: Limited client letters	Client Letter: Wide variety of client letters
Training: Year-round via twonline-training.taxwise.com	Training: Year-round training via the Training user name

 TaxWise Desktop users can switch to TaxWise Online and carry forward prior year data, as long as they performed regular or archive backups during the prior filing season.


The following keyboard shortcuts function the same for TaxWise Desktop and TaxWise Online:

- **F1** - Opens program help
- **F3** - Toggle Estimated for the selected field
- **F8** - Override the selected field
- **F9** - Link to a form

Chapter 2

Access TaxWise Online 2019

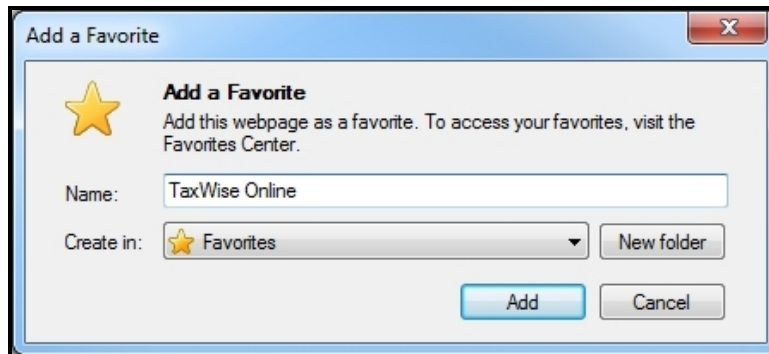
To access TaxWise Online 2019, type <https://twonline-19.taxwise.com> in the address bar of your internet browser and press **Enter**.

 TaxWise Online 2019 will be activated approximately November 26, 2019. Prior to November, the application will be the 2018 version. You must disable all pop-up blockers to use TaxWise Online.

Create a favorite in Internet Explorer

To create a favorite link in Internet Explorer, use the following steps:

1. Open Internet Explorer.
2. Type <https://twonline-19.taxwise.com> in the address bar of the internet browser and press **Enter**.
3. Click the **Favorites** menu and select **Add to Favorites**.



4. Enter the name you want the **Favorites** menu to display for TaxWise Online.



The Name box displays User Management – Login by default. Other TaxWise login screens also display this name. TaxWise recommends changing the name to TaxWise Online.


5. Click **Add**.



To open the Favorites list, click the **Favorites** button on the toolbar.

Create a bookmark in Google Chrome

To create a bookmark in Chrome, use the following steps:

1. Open Google Chrome.
2. Type <https://twonline-19.taxwise.com> in the address bar of the internet browser and press **Enter**.
3. Click the star button  in the address bar.

Bookmark

Name:

Folder:

[Sign in](#) to get your bookmarks everywhere.

4. Enter the name you want the bookmark to display for TaxWise Online.
5. Select the folder where the bookmark should be and click **Done**.

Prior Year URLs

Tax Year	URL
2018	https://twonline-18.taxwise.com
2017	https://twonline-17.taxwise.com
2016	https://twonline-16.taxwise.com

Chapter

3

TaxWise Online training resources

The training site allows users to go through the entire process of creating returns, running diagnostics and more.

TaxWise Online training site

The TaxWise Online Training Site allows you to create training tax returns which enables you to experience tax preparation before tax season begins. You must log in to the TaxWise Online training website: <https://twonline-training.taxwise.com> using the same login you use for your TaxWise Online site.

Items available in the Training Site:

- The ability to create and edit tax returns.
- The **Print Return(s)** button is available in the Training Site giving you the ability to step through printing a return. However, when you click **Get Document**, a new browser window will open but no return will be displayed for the Training Site.
- The ability to move returns, delete returns, restore returns, export returns (**Admin** only), and export the return list.
- The ability to print reports.
- The **Admin** or any user with the **Administrator** role has access to **General Settings**. The Training Site and TaxWise Online use the same settings. Any changes to the settings will affect both sites.
- The **Admin** or any user with the **Administrator** role has access to **Return Templates**. Return Templates can be created in the Training Site or you can create them in your TaxWise Online site and then [publish](#) them to Training.
- The **Admin** or any user with the **Administrator** role has access to **Manage Users**. Any users created in the Training Site will have access to TaxWise Online.
- The **Admin** or any user with the **Administrator** role has access to **Client Letter Templates**. The Client Letter templates that you create in the Training Site will not be available within TaxWise Online.
- The **Admin** or any user with the **Administrator** role has access to **Security**. This allows you to enter your credentials for CCH iFirm.



We would recommend not using the integration between TaxWise Online and CCH iFirm in the Training Site because you would be sending training data to CCH iFirm.

- The **Admin** or any user with the **Administrator** role has access to **Send Settings**. If you create custom fields, return stages, return templates and print sets in the Training Site of the Main Office, you have the ability to send those settings to the Training Site of your sub-offices.
- The **Admin** has access to **Partner Verification**.

Items not available in the Training Site:

- e-Filing (including the ability to create an e-File);
- Check Return Status; and
- Print Checks



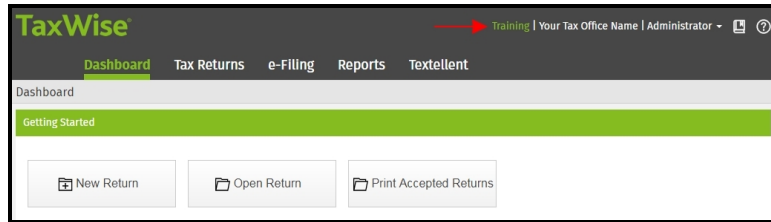
You must have an EFIN entered on Form 8879 in order to see any errors after running Diagnostics. If you do not have an IRS issued EFIN, you can enter any six digit number in this field for the Training Site.

Accessing the Training Site

1. Type <https://twonline-training.taxwise.com> in the address bar of the internet browser and press **Enter**.
2. Enter the Client ID, Username, and Password that you use to log into your TaxWise Online site and log in as normal.



In the top right corner, it will say "Training" so you know what site you are in.



Chapter

4

Log in

In order to begin working in TaxWise Online, you must first log in to the site. The Admin user's initial password will be your **Registration Code** if you are a first time TaxWise Online user. Upon logging in for the first time, you will be prompted to change your password immediately. If you already have a password for Admin, you will use it.

Password requirements for users

Passwords assigned to new users must meet the following requirements:

- Password must contain at least 8 characters.
- Must not exceed 100 characters.
- Must contain at least one number.
- Must contain at least one special character (#?!@\$%^&*~).
- Must contain at least one upper case character.
- Must contain at least one lower case character.
- Passwords are case-sensitive.
- Cannot contain the user name.
- Cannot reuse any of your last 10 passwords.
- Passwords must be changed every 90 days.



The Admin user or a user with the PasswordMaintenance role can reset password for users. When a password is reset, it reverts to the user name and will immediately require the user to change the password upon logging in.

2-Step Verification



2-Step Verification is used on the TaxWise Support Site, COM, CCH iFirm, and other Small Firms Solutions. 2-Step Verification does not affect how you log in using TaxWise Desktop.

The 2-Step Verification Process

As we strive to build long-lasting and sustainable partnerships, we continue to assess and leverage technology that aims to help you provide more security to your customers.

In light of this, a more rigorous log in process was implemented for the 2018 filing season called two-step verification. With this log in process, your account has an extra layer of security that makes it more difficult for cybercriminals to access your tax practitioner data.

Using 2-Step Verification

To log in using 2-step verification, use the following steps:

1. Enter your Client ID, the User Name, and the password.
 - New admin user - enter your registration code for the password.



New Admin users will be prompted to change the password following the guidelines shown on-screen. Once you change the password, you should enter your email address and accept the license agreement. You will then be logged in. Follow the steps below for subsequent log ins.

- New non-admin user - enter the temporary password sent to the email address provided by your Admin when your user was created.

2. The following screen is displayed:

- New Admin users see this screen on the second log in.
- New non-Admin users logging in for the first time.
- When an existing user's (Admin and non-Admin users) email address has been changed.
- All others skip to step 4.

New Security Enhancements

As we strive to build long-lasting and sustainable partnerships, we continue to assess and leverage technology that aims to help you provide more security to your customers.

In light of this, a more rigorous login process was implemented for the 2018 filing season called two-step verification. With this new login process, your account will have an extra layer of security that makes it more difficult for cybercriminals to access your tax practitioner data.

Here is how this new process works:

- 1) The first step is to enter your client ID, username and password.
- 2) Next, you will need to enter a code that will be sent to the e-mail address on file for your account, which is displayed in the box below.
- If you'd like to have the code sent to a different e-mail, enter the updated e-mail in the box below. Note that this will change the e-mail listed on your account as well.

After you go through these two steps, you will be logged in to your software. At the verification screen, you can select "trust this device" to have your computer and browser remember the code for 90 days so you don't have to enter it every time you login.

User Name:
Preparer1

Email Address:

Continue



The email address displayed is the one provided by your Admin when your user was created.

3. Verify that the email address shown in the box is the correct email address. Click **Continue**.

Request a code to be sent to the previously entered email address.

The screenshot shows a blue header with a padlock icon and the text "Verify Your Identity" and "For added security, we need to verify your identity. You will receive a one time code or phone call to confirm your identity." Below this, the question "How do you want to confirm your identity?" is displayed. A radio button is selected for "E-mail to", and a green input field contains the email address "Joh*****@gm*****". A blue button labeled "Send the code" is positioned below the input field. At the bottom, a note states "This code will expire in 10 Minute(s)".

4. Click the **Send the code** button.
5. The code will be sent to your email address and will be valid for 10 minutes.
6. Enter the code in the box shown below:

The screenshot shows the same blue header as the previous screen. Below the header, the text "Enter the code" is displayed above a white input field with a vertical cursor. A blue button labeled "Submit" is centered below the input field. Below the button, there is a link "Didn't get the code? Resend" and a checkbox labeled "Trust this device for 90 days" with the subtext "Uncheck if this is a public device".

7. Optional: Select the **Trust this device** check box if you wish. The Trust this device feature is suitable if you often use the same device and/or browser to access the website. It enables the system to remember (for 90 days) the particular device and/or browser you are using, so you do not have to go through the verification process every time you log in to the website. The next time you log in using that device and/or browser, you will bypass the 2-Step Verification page and therefore, not have to enter a code. For security reasons, this feature works for 90 days for each device and/or browser you add. When the 90 days are up, you will need to go through the verification process once again.
8. Click the **Submit** button.
9. If you entered a temporary password, once you enter a valid code, you will be prompted to change your password following the guidelines shown on-screen.

Manage 2-Step Verification Settings

We highly recommend that you keep this new process enabled in order to provide additional assurance that all users are who they claim to be. However, as the Admin user, you can choose to opt out of this two-step verification for all users by going to **Manage Users** and clearing the **Enable 2-Step Verification** check box. Alternatively, at the verification screen, you can select "trust this device" to have your computer and browser remember the code for 90 days so you don't have to enter it every time you log in.

When two-step verification is turned off, all users will sign in with just their Client ID, username, and password.

Log in as the Admin user

Each user must have a unique user name and password and can only be utilized on one device at a time. If the same user name and password are logged in at the same time, one user will automatically be logged out of the application.

If your office has 2-Step Verification enabled, refer to the [Log in using 2-Step Verification](#) topic.



If you used TaxWise Online in a prior year, you would login using the password used in that prior year. If you do not remember the password, use the **Forget user name or password** link located on the Client Login page.



The **Admin** must log in and accept the license agreement before any other users will be able to login to TaxWise Online.

To log in to TaxWise Online 2019 for the first time as the Admin user, use the following steps:

1. Do one of the following:
 - Type [https:// twonline-19.taxwise.com](https://twonline-19.taxwise.com) in the address bar of the internet browser and press Enter.
 - Double-click the TaxWise Online icon on the desktop.
 - Double-click the internet browser icon, click the **Favorites/ Bookmark** button and select TaxWise Online.

Client Login
Please login to your account by completing the form below

Client ID

Username

Password

User Verification ([what's this?](#))
 I'm not a robot

WARNING: Three unsuccessful login attempts will lock your account
[Forgot username or password?](#)
 Remember Me

Password Requirements

- Must be at least 8 characters in length
- Must not exceed 100 characters
- Must contain at least one number
- Must contain at least one special character(#?!@%\$%^&*.)
- Must contain at least one upper case character
- Must contain at least one lower case character
- Case-sensitive
- Cannot contain the user name
- Cannot reuse any of your last 10 passwords
- Passwords expire every 90 days

User names and passwords used on this site are different from user names and passwords used in the desktop tax application. Each must be maintained independently.

[Need Help?](#)

2. Enter the **Client ID**.
3. Enter **Admin** in the User Name box.
4. Enter the **Registration Code** or established password in the **Password** box.



Your Client ID and Registration Code can be obtained from your Site Administrator/ Office Manager.

5. Select the **I'm not a robot** check box, and then select all the squares that apply.
6. Click **Verify**.
7. Click **Login**.



Immediately upon your first login, TaxWise Online prompts you to change your password.


8. Enter a new password in the **New Password** box.
9. Re-enter a new password in the **Confirm Password** box.
10. Click **Change Password**.
11. Click **Continue**.

12. Enter your email address and click OK.
13. Read the license agreement and select the **I Agree** check box indicating that you accept the terms of the license agreement.
14. Click **OK**.

Log in as a created user

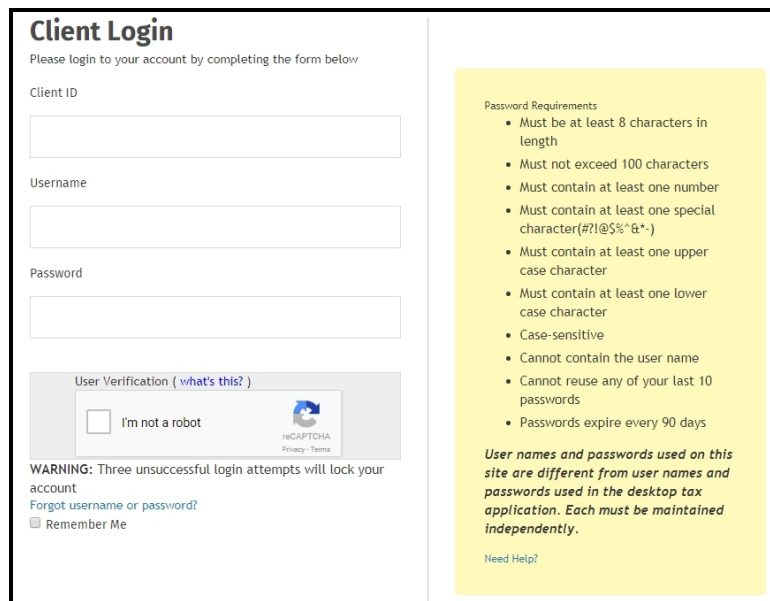
Each user must have a unique user name and password and can only be utilized on one device at a time. If the same user name and password are logged in at the same time, one user will automatically be logged out of the application.

If your office has 2-Step Verification enabled, refer to the [Log in using 2-Step Verification](#) topic.

 The **Admin** user must log in and accept the license agreement prior to other users logging into TaxWise Online.

To log in to TaxWise Online 2019, use the following steps:


1. Do one of the following:
 - Type <https://twonline-18.taxwise.com> in the address bar of the internet browser and press **Enter**.
 - Double-click the TaxWise Online icon on the desktop.
 - Double-click the internet browser icon, click the **Favorites/Bookmark** button and select TaxWise Online.




2. Enter the **Client ID**.
3. Enter the **User Name**.
4. Enter the temporary password sent to the email address provided by your Admin when your user was created in the **Password** box.
5. Select the **I'm not a robot** check box, and then select all the squares that apply.
6. Click **Verify**.
7. Click **Login**.
8. Enter the new password in the **New Password** box.
9. Re-enter the new password in the **Confirm New Password** box.
10. Click **Change Password**.
11. Click **Continue**.

Reset a locked account

When a user fails to provide the correct password in three consecutive attempts, TaxWise Online locks the account. Once the account is locked, you need to reset the password so you are able to log in.

 If **non-Admin** users are unable to reset the password, they should contact the **Admin** or a user with the PasswordMaintenance role. After the password has been reset the user will receive an email containing a temporary password. The user will be prompted to change the password following the guidelines shown on-screen.

 To reset the **Admin** password you must contact Customer Support. After the **Admin** password is reset the user will enter their Registration Code as the password. An electronic authorization will be sent to the email address on file for the account.

To unlock the account, use the following steps:

1. Click the **Click here to reset your locked account** link.
2. Enter the **Client ID** and **User Name** of the locked account.
3. Click **Next**.
4. You will be sent an email containing a temporary password to the email address associated with your user name. You will be prompted to change the password following the guidelines shown on-screen.

Chapter 5

Administrator functions

The **Admin** user name gives the administrator/ office manager complete control over TaxWise Online. The following functions are available to any user who is assigned the **Administrator** role:

- Create user names and assign user roles.
- Enable override function for user roles.
- Create return templates (Tax Form Defaults) for all user names in the system.
- Lock fields and entries in Return Templates.
- Open, edit, print, and if applicable, create and submit e-Files for returns under any user name.
- Delete or move tax returns under any user name.
- Assign or restrict user privileges.
- Set general settings.
- Create federal and state print sets for sub-offices.
- Send settings to designated offices.
- Force preparer(s) to use interview before tax forms.
- Clear sent e-File status.
- Carryforward return templates.

Login As

Login As allows the **Admin** and any user assigned the **Support** role to access their sub-offices without having to log out of the Main Office's site of TaxWise Online.

1. Log in as the **Admin** or any user assigned the **Support** role.
2. Click your name on the top right of the screen and select **Login As**.

EFIN	Company Name	Login
	TWO SUB OFFICE 59,2	Login
	TWO SUB OFFICE 59,3	Login
	IPO SUB OFFICE 59,[ALSO TWO]	Login

3. Locate the office you want to log in as and click **Login**.

You are logged in as "TWO SUB OFFICE 59,2" [Back to Main Office](#)

TaxWise

[Dashboard](#) [Tax Returns](#) [e-Filing](#) [Reports](#) [Textellent](#)

Your Tax Office Name | John Doe



When logged in as a sub-office you will see a ribbon located at the top of TaxWise Online, detailing the office you are logged in as.

4. Click **Back to Main Office**, to return to TaxWise Online for the Main Office

Multi-office quick view

If you manage multiple offices, you will see dashboard widgets that provide a quick view of the e-Filing status, Settlement Solutions (Bank) application status, and Received Fee deposits for all your sub-offices.

General Settings

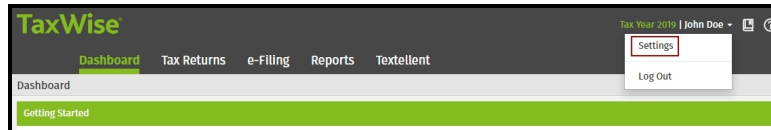
In the **General Settings**, each user can set up their **User Settings**, which includes their tax preparer and ERO information. The **Admin** or a user with the **Administrator** role will have additional settings they can use to create and edit settings for all users.

User Settings

The **User Settings** function in TaxWise Online allows you to customize data; program behavior and display settings to carry over to all returns. The settings are saved under the user name and are placed into effect on new subsequent returns.

To access your user settings, use the following steps:

1. Click your name on the top right of the screen and select **Settings**.



2. Click **General Settings**.
3. Click **Tax Preparer** or **ERO** in the **User Settings**.

The following table describes each settings function available under the **User Settings** dialog:

Settings	Description
Tax Preparer	Allows you to input information about the tax preparer. You do not need to use this setting if you have the information set in return templates. This feature is for offices using multiple paid preparers.
ERO	Allows you to input information about the Electronic Return Originator. You do not need to use this setting if you have the information set in return templates.

 You have the option to override default **Return Template** values with information entered in the **User Settings**.

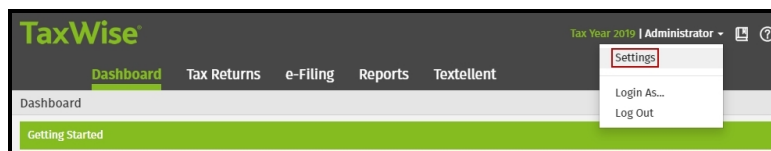
Administrator Settings

The **Administrator Settings** allow the **Admin** user to create and subsequently edit settings for all users.

 You must be logged in as the **Admin** or a user with the **Administrator** role to have access to the Administrator Settings.

To access Administrator Settings:

1. Click your name on the top right of the screen and select **Settings**.
2. Click **General Settings**.



The following table describes each setting's function available under **Administrator Settings**:

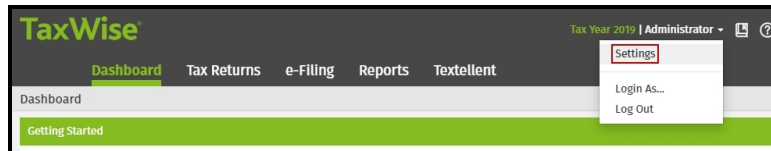
Settings	Description
Custom Fields	Allows you to create custom questions associated with the Preparer Use Form .
Return Stages	Allows you to create progress levels (stages) that can be assigned to returns.
Print Sets	Allows you to create custom Federal and state print sets or select 'sets' of forms to be printed.
Advanced	Allows you the option to enable the override feature for roles and the option to carry forward the preparer use form.
Carry Forward Templates	Allows you the option to carry forward your return templates from last year.
Salutations	Allows you to create and edit salutations available in the salutation fields of the Main Information Sheet .
Themes	Allows the Admin user to select between using the gray or green theme. This option is not available for users assigned the Administrator role.

Create custom fields and pick lists for preparer's use

The **Admin** or a user with the **Administrator** role can create up to 25 questions for use in your office. These questions will be displayed in the **Custom Questions** of the interview or on the **Preparer Use Form (Prep Use)** form inside a tax return.

To add or edit preparer use questions, use the following steps:


1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **General Settings**.
4. Click **Custom Fields** in the **Administrator Settings**.



If the **Check here if using the Preparer Use Form** is selected, the form will be included in every new return.

5. Click the **Edit** button  on the row you want to add or edit.
6. You can customize each field as follows:
 - Make a field required by selecting the **Required** check box.
 - Assign a custom question for each field under **Custom Question**.
 - Assign a standard set of values for each field in the **Pick List Values**.

Below is an example of a custom question you might enter:

Custom Fields and Pick Lists for Preparer's Use

Preparer Use Field 1

Required

Custom Question:
Add client to our mailing list

Pick List Values:

Yes
No

Requirements for values in this list:

- Alpha-numeric characters only
- Values must be on separate lines
- Maximum of **25** values per list
- Values must be **15** characters or less

Update Cancel

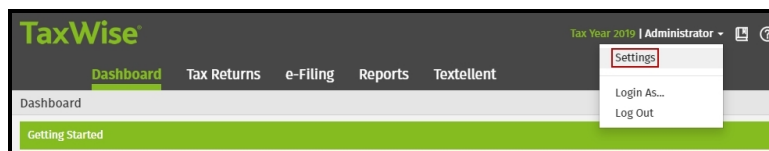
7. Click **Update**.
8. The **Preparer Use Field 1** is now complete. You can add or edit other **Preparer Use** fields by repeating the steps above.
9. Click **Save and Close** to close the **General Settings**.

Create return stages

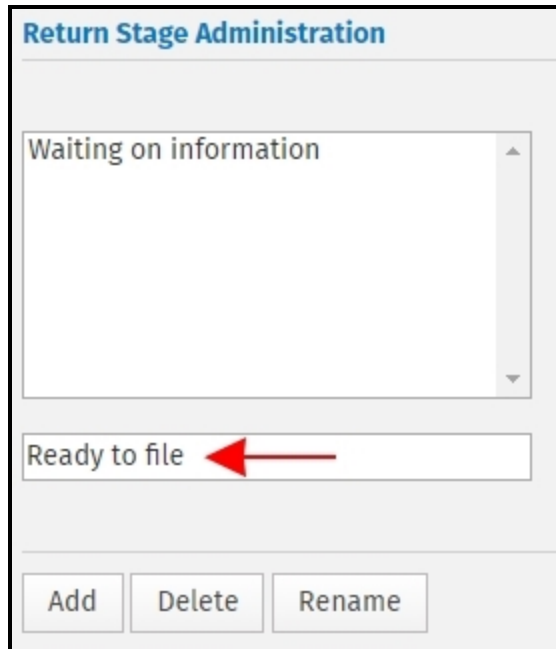
The **Admin** or a user with the **Administrator** role can create return stages to assign to tax returns in the return list. This list enables your preparers to assign a stage to a return, such as Missing W-2, Missing Spouse Signature, Paid in Full, or whatever meets your business needs.

To create return stages, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **General Settings**.
4. Click **Return Stages** in the **Administrator Settings**.
5. Enter a return stage in the lower field (one return stage at a time).



6. Click **Add**.



You can delete or rename a particular return stage by selecting the desire stage and click **Delete** or **Rename**.

7. Click **Save and Close** to close the **General Settings**.

Print sets

By default, TaxWise Online prints one copy of each form, schedule, worksheet, statement, and scratch pad in a tax return when you print a return. If this meets your business needs, you do not have to change the default print settings. If this does not meet your needs, you can create your own set to include the forms and the number of each form that you need.

To select a print set(s), use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **General Settings**.
4. Click **Print Sets** in the **Administrator Settings**

There are four default print sets:

- **Federal Copy to be Mailed** - prints a copy of the Federal return that can be mailed to the IRS.
- **File Copy** - prints all forms in a return.
- **Signature Pages** - prints the main tax forms, disclosure forms and e-file authorization pages.
- **Taxpayer Federal Copy** - packet prints a copy of the Federal return for the taxpayer.

5. Select the check box(es) next to any, all, or none of the print sets desired.

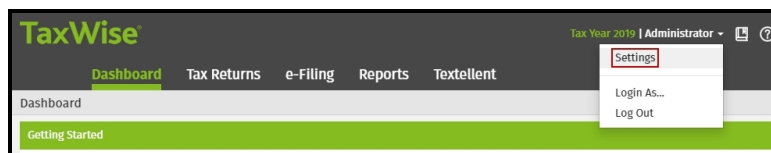
The **Admin** or a user with the **Administrator** role can also customize federal or state print sets. See the [Custom Print Sets](#) and [State Print Sets](#) sections for detailed instructions.

Custom print sets

If the default of printing one copy of each form, schedule, worksheet, statement, scratch pad, and client letter does not meet your business requirements, you can create a custom print set for your Federal forms.


To create a custom print set, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.




3. Click **General Settings**.
4. Click **Print Sets** in the **Administrator Settings**.
5. Click **Create Custom Print Set**.

6. Enter a name for your **Custom Print Set**.
7. Select a template from the drop-down list that you would like to base your custom print set off at.
8. In the **Available Forms** window, select the form(s) you would like to print.


 You can select a range of forms by holding the **Shift** key while selecting.

9. Move the selected form(s) to the **Selected Forms** window by clicking the **Add >** button..

 Once the desired 'set' of forms is displayed in the **Selected Forms** window, you can determine how many copies of each form to print by selecting the form(s) and clicking **+1 Copy** to add copies or **-1 Copy** to subtract copies. You can also change the print order of your forms by selecting the desired form(s) and clicking **Up** or **Down** to move the selected form(s) higher or lower in the print order.

10. When you have determined which forms and how many copies of each are to be printed in which order, click **Save and Close**.

The **Print Sets** dialog will now show another option for printing:

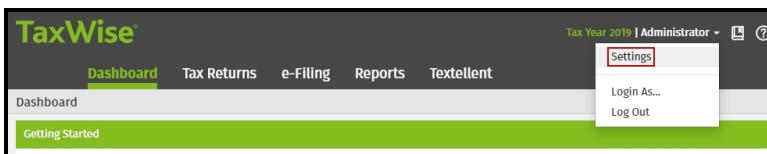
 The ERO Defined custom print set can be edited at any time by clicking the **Edit** button.

State print sets

State print sets allow you to create a collection of forms to print for your state returns. The **Admin** or a user with the **Administrator** role can determine which forms and how many of each form to print.

To create a state print set, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **General Settings**.
4. Click **Print Sets** in the **Administrator Settings**.



5. Click **Create Custom State Print Set**.
6. Enter a name for your **Custom State Print Set**.
7. Expand the desired state(s) by clicking the plus (+) icon to the left of the state abbreviation.
8. Select the check box(es) next to the form(s) desired for your state print set or select the check box next to the state abbreviation to include all forms for that state.
9. Move the selected forms from the **Available Forms** window to the **Selected Forms** window by clicking the **Add >** button.



Once the desired 'Set' of forms is displayed in the **Selected Forms** window, you can determine how many copies of each form will be printed by selecting the form(s) and clicking **+1 Copy** to add copies or **-1 Copy** to subtract copies. You can also change the print order of your forms by selecting the desired form(s) and clicking **Up** or **Down** to move the selected form(s) higher or lower in the print order.

10. Click **Save and Close**.



Your custom state print set may be edited at any time by clicking the **Edit** button.

Advanced settings

Enable override feature

TaxWise Online allows you the option to enable the override (**F8** or **Ctrl+Enter**) feature for the following roles:

- ReturnPreparer
- Interviewer
- Reviewer
- ReturnPrinter
- ReturnDeleter
- Support
- eSignature
- PasswordMaintenance

If the check box is selected for any of the roles above any user assigned that role will have the ability to override/ un-override calculated fields within the tax returns.

Carry Forward the Preparer Use Form

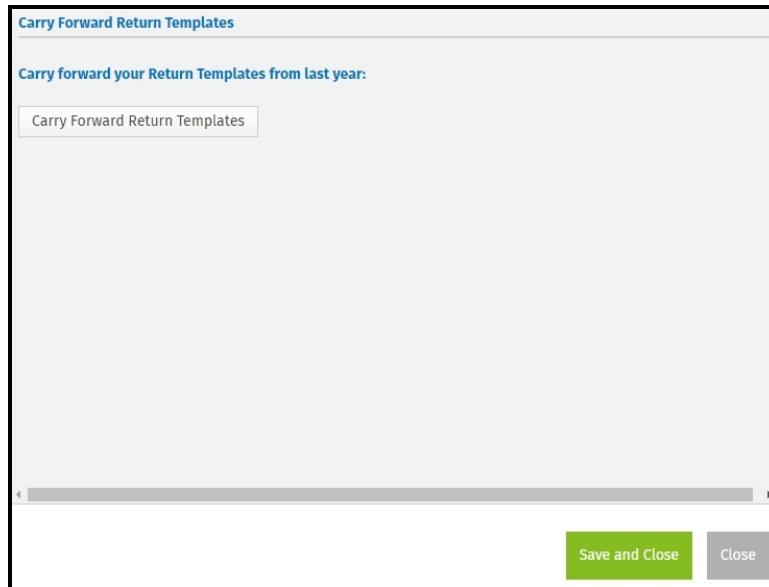
Select this check box to copy the data from the Preparer Use Form during the carry forward process.

Carry Forward Return Templates

TaxWise Online allows you the option to carry forward your return templates from the last year.

To carry forward your templates from last year, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **General Settings**.
4. Click **Carry Forward Templates** in the **Administrator Settings**.



5. Click **Carry Forward Return Templates**.

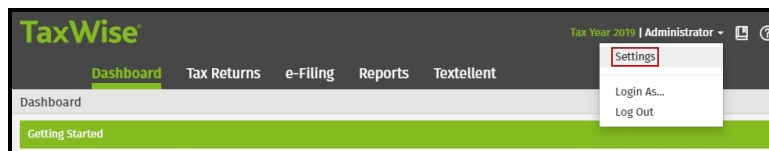
If any templates already exist in the current year of TaxWise Online, you can rename the existing templates from the [Return Templates](#) screen by clicking on the name of the template and editing the name on the **Edit Return Template Details** dialog to prevent them from being overwritten.


Add and edit salutations



The salutation fields on the **Main Information Sheet** have default values of Mr, Mrs, Dr, Ms, and Miss, which may be selected from the list when preparing a return. The options available in the list are editable.

To edit salutations, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **General Settings**.
4. Click **Salutations** in the **Administrator Settings**.
5. Click the **Edit** button  on the row you want to edit.

Salutations		
Field	Req	Values
 Taxpayer Salutations	<input type="checkbox"/>	Mr, Mrs, Dr, Ms, Miss
 Spouse Salutations	<input type="checkbox"/>	Mr, Mrs, Dr, Ms, Miss


6. If the salutation should be required for all returns, select the **Required** check box.
7. Enter the salutations you need in the **Pick List Values** list.

 When adding salutations, you must observe the **Requirements for values in this list** rules (listed to the right of the **Pick List Values**).

8. Click **Update** to add the new salutations to the list located on the Main Information Sheet.

Themes

In the **Administrator Settings**, TaxWise Online allows you to select a theme for your users. The gray theme is selected by default.

 This option is only available to the root **Admin**, not a user with the **Administrator** role.

Select the theme you want to use and click **Save and Close**.

Return Templates

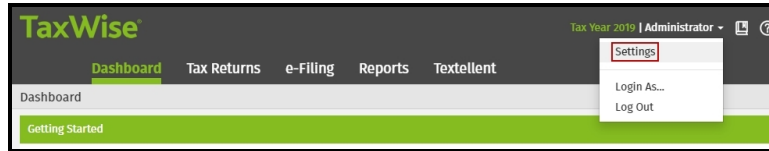
Return Templates allow the **Admin** or any user with **Administrator** role or **TemplateManager** role to complete common information that will show in all subsequently created tax returns. Entering information into a return template saves you from re-keying the same information over and over again. This is especially useful for entering prices on the Price Sheet, Preparer Information, and your EFIN on Form 8879.

Create Return Templates

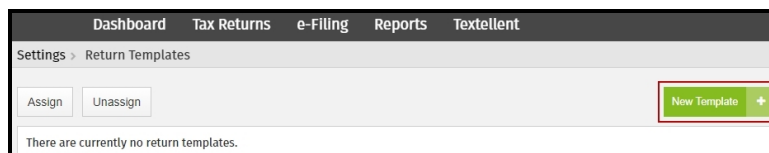
The steps below will walk you through creating a new template, once the template is created you will need to [edit](#), [assign](#) and [publish](#) the return template.

To create a new return template, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **Return Templates**.
4. Click **New Template**.



5. Enter a name and description for the template.
6. Select the **Set as default** check box, if you want this to be the default template.
7. If you choose to base this template on an existing template, select the template from the list.
8. Click **Create Template**.

Edit Return Templates

In the return template, you can open any form and enter information that you want to appear in all new returns. Open and close forms just as you would in a regular tax return.

What type of information should be in a Return Template?

You should fill out the Price Sheet. On the Price Sheet, enter the price you charge for each form in the package. TaxWise Online then calculates the tax preparation fee automatically for each return based on the forms used in the return. If you charge by the hour, enter your price per hour. Within each return, you enter the chargeable time and TaxWise Online calculates the fee.


Depending on what is appropriate for your business, you may also want to:

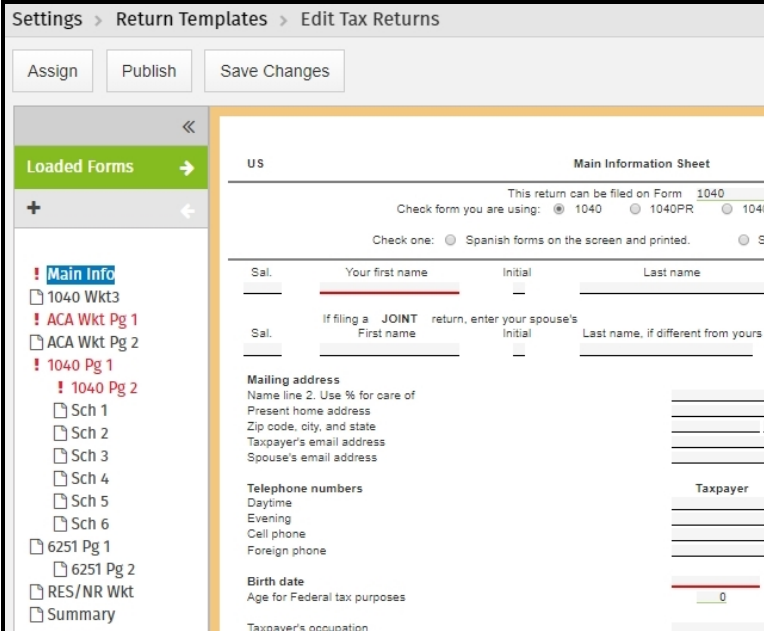
- Main Information Sheet, which allows you to:
 - Exclude or include income from Puerto Rico, depending on your location.
 - Select the check for no state return or enter a two letter state abbreviation in the resident state box.
 - Define your type of return, such as Bank Products, e-File ONLY, or Paper.
 - Select bank, if applicable.
 - Enter preparer's PIN information.
 - Change third party designee selection.
 - Enter your Paid Preparer information.
- If you are offering bank products, you should enter the SFS technology fee and Service Bureau fee on the application form for your bank. You **must** match the fee amounts that are on your ERO Bank Application. To load the bank forms, select the **Type of Return** on Main Info as **Bank Products** and select your bank.
- Form 8879, which allows you to enter your EFIN and your ERO or preparer information.



Press **Ctrl+Spacebar** to make an entry required.

To edit return templates, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Return Templates**.
4. Click the **Edit** button  on the row you want to edit.

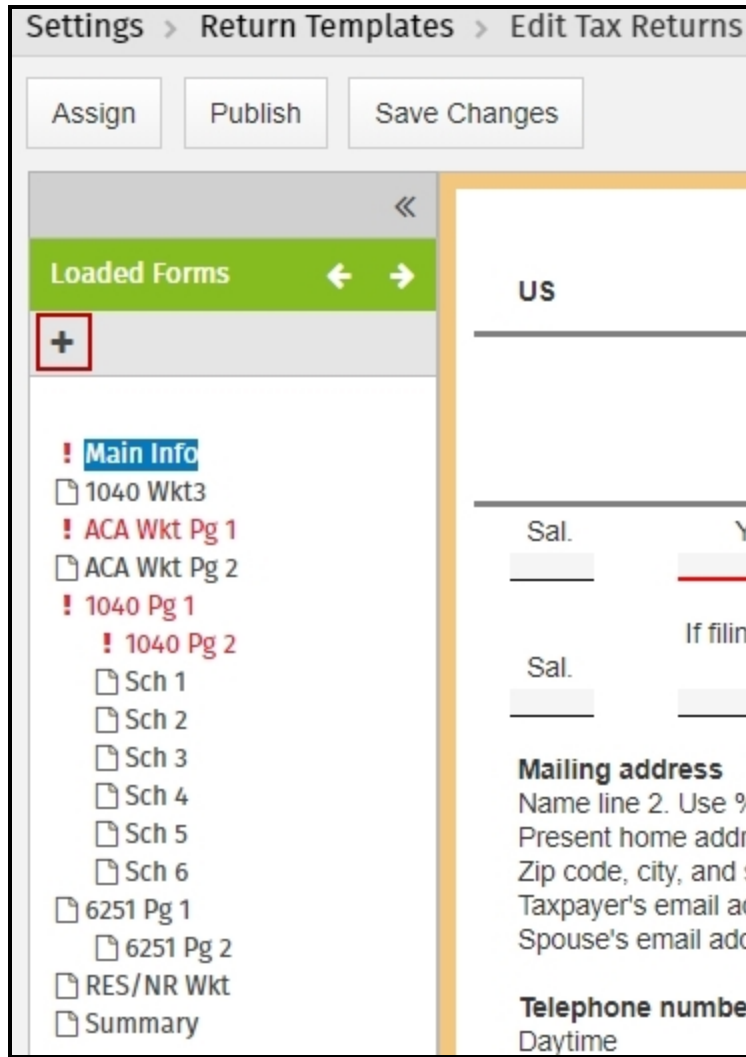


The screenshot shows the 'Settings > Return Templates > Edit Tax Returns' interface. At the top, there are buttons for 'Assign', 'Publish', and 'Save Changes'. Below these is a navigation bar with a back arrow and a 'Loaded Forms' section with a right arrow. The main content area is titled 'Main Information Sheet' and contains a form for 'US' with fields for 'Your first name', 'Initial', and 'Last name'. There are also sections for 'Mailing address', 'Telephone numbers', and 'Birth date'. A light orange background highlights the 'Loaded Forms' sidebar and the top navigation area.



The light orange background indicates that you are in **Return Templates** mode and any changes made to this template will only affect new returns.

5. Click **Add a Form** above the loaded forms to load any additional forms.



6. Click the **Add** button  on the **Add a Form** dialog to select the appropriate form.



The Preparer Use form cannot be added in templates.


7. After adding the forms needed in your template, click **Save Changes** or **Save and Close**.

Assign Return Template(s) to user(s)

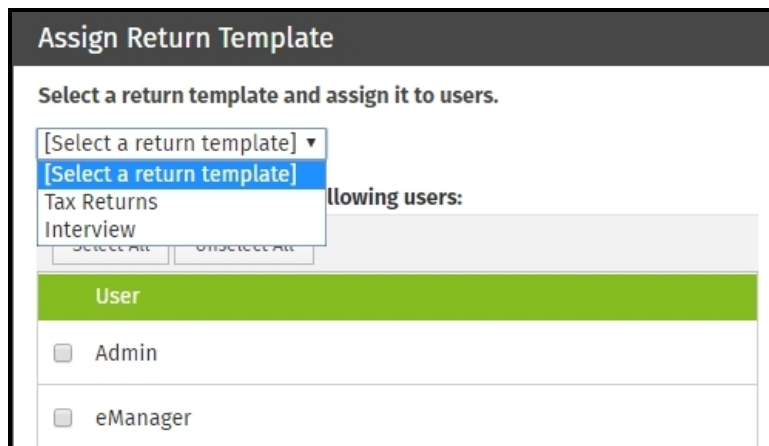
To assign a return template to a user, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Return Templates**.
4. Do one of the following:
 - Click **Assign**.




- Click **Edit**  on the row of the template you want to assign, and then click **Assign**.

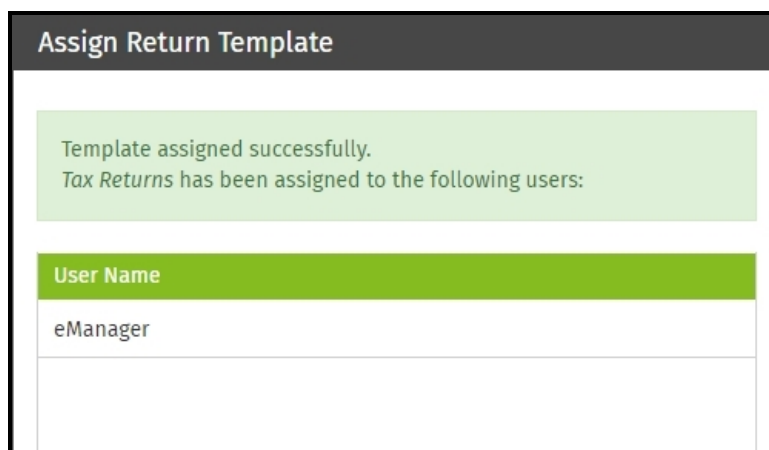
5. Select the appropriate return template from the list.



6. Select the check box next to the user to assign the return template.

 Click **Select All** to select all users in the list.


7. Click **Assign**.



8. Do one of the following:
- Click **Assign More** to assign a return template to another user.
 - Click **Close**.

Unassign Return Template(s) to user(s)

1. Log in as the **Admin** or a user with the **Administrator** or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Return Templates**.
4. Click **Unassign**.
5. Select the check box next to the user to remove their currently assigned return template.

 Click **Select All** to select all users in the list.

6. Click **Unassign**.
7. Do one of the following:

- Click **Unassign More** to remove the current return template from other users.
- Click **Close**.



Publish Return Templates

After you [create](#), [edit](#), and [assign](#) your return templates, you can publish them to the TaxWise Online [Training Site](#). This allows your preparers to go through the process of creating returns, running diagnostics and more.




If a return template is published to your Training Site, the return template can not be edited from within the Training Site.

To publish return templates, use the following steps:


1. Log in as the **Admin** or a user with the **Administrator** role or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Return Templates**.
4. Do one of the following:
 - Click the **Publish** button .
 - Click **Edit**  on the row of the template you want to publish, and then click **Publish**.

Delete Return Templates

To delete return templates, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **TemplateManager** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Return Templates**.
4. Click the **Delete** button  located on the row of the template you want to delete.



Delete	Edit	Publish	Name	Default	Users	Description
			Tax Returns		Users	Preparers starting tax returns.
			Interview		Users	Preparers must start return in Interview mode.

Lock and unlock Return Template fields

The **Admin** user has the ability to lock and unlock fields or entries in the return templates, by doing one of the following:

- Lock/ unlock any field in a return by doing **Ctrl+L** while the field is focused.
- Lock/ unlock all fields by clicking the appropriate button in the upper right portion of the form.

Lock/ unlock any field or all fields in return templates, and any new return based on the template will have the same fields locked.

Manage users

The management of users is handled by the **User Manager** tool.

- The **Admin** user has full access to this manager module.
- A licensed user with only the PasswordMaintenance role can reset user passwords (other than the Admin user) and manage user details (name, email address, active/ inactive user) but cannot edit role assignments.

The **User Manager** tasks are:

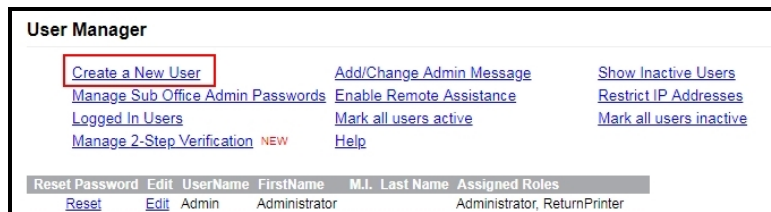
- **Create and manage users in the system:** Including the assignment of user roles and password resets.
- **Add/ Change Admin Message:** The **Admin** user creates custom messages for users in case their account becomes locked.

- **Show Inactive/ Active Users:** Allows the **Admin** to view the inactive or active users list.
- **Manage Sub Office Admin Passwords:** Allows you to reset the **Admin** password of a sub-office, if you are designated as the Main Office.
- **Enable/ Disable Remote Assistance:** Creates a user account for the TaxWise Customer Care Representative to remotely log in to the system.
- **Restrict IP Addresses:** Allows the **Admin** to designate the IP addresses that are allowed to use TaxWise Online.
- **Logged In Users:** Allows the **Admin** user to view the last log in for each user name.
- **Mark all users active:** Allows the **Admin** user to restore access to TaxWise Online for all users.
- **Mark all users inactive:** Allows the **Admin** user to deactivate access to TaxWise Online for all users.
- **Manage 2-Step Verification:** Allows the **Admin** user to opt out of two-step verification for all users.

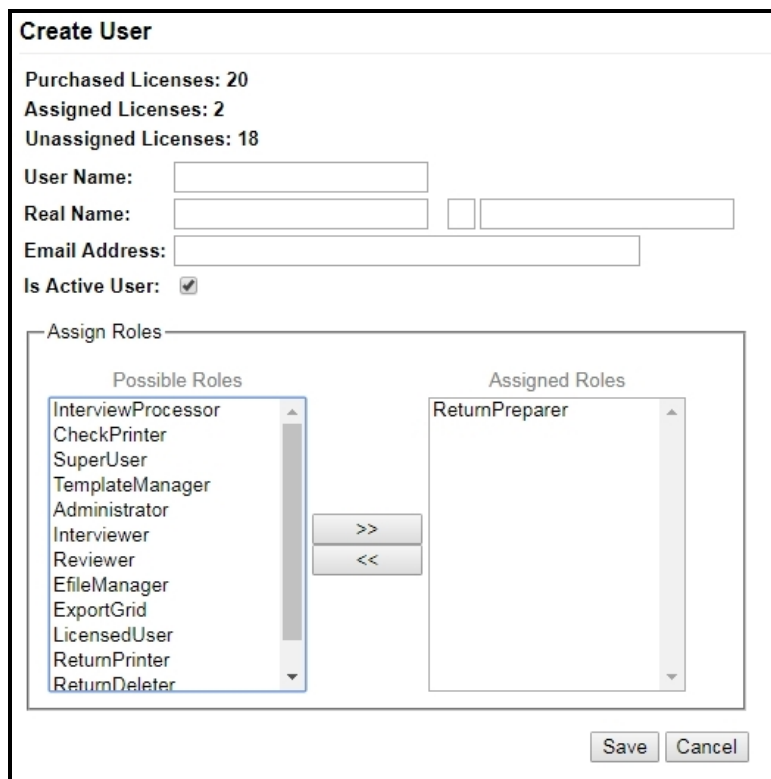
Add new users

To add new users to TaxWise Online, use the following steps:


1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Manage Users**.




4. Click **Create a New User**.



5. Enter a user name in the **User Name** box. The user names are case-sensitive and should be entered exactly the same way each time.


 All preparers must have their own unique user name.

6. Enter the user's first, middle initial and last name in the **Real Name** box.
7. Enter the user's e-mail address in the **Email Address** box.


 If the user does not have an e-mail address, enter the e-mail address of the site administrator/ office manager. An e-mail address is required to reset a new user's password.

By default, the check box **Is Active User** is selected.

8. Assign user role(s) for the user by selecting the desired user role(s) in the **Possible Roles** window and clicking the **Arrow** button **>>** to move the user role to the **Assigned Roles** window.


 To assign more than one role to a new user, hold down the **Ctrl** key and select each additional role, then click the **Arrow** button **>>** to move the selected roles in the **Assigned Roles** window.

9. Click **Save**.

 User roles can be removed by highlighting the desired role(s) to be removed in the **Assigned Roles** window, then clicking the **Arrow** button **<<** to move them to the **Possible Roles** window.

User roles

The Administrator (Admin) or a user with the Administrator role assigns user roles to each preparer based on which job functions they will perform and which parts of the program they need to access. Some forethought may be required to determine who will do what tasks and what resources they will need access to in order to accomplish them. There are twelve possible roles available for each user and they can be assigned individually or in any combination desired by the Administrator.

 The Admin user must assign the **LicensedUser** role to all users in order for them to have access to TaxWise Online. The **LicensedUser** role can only be assigned to as many users as you have purchased (e.g., if you purchased 5 users, only 5 users can have that role and therefore have access to TWO).

To view a list detailing what items are available for each user role, click on the user role to expand the list.

Admin (this is the root administrator)

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Print Checks
 - Import Interviews (This button will only be available when there are pending interviews to be imported.)
 - Create New Return
 - Print Returns
 - View More Actions > Move Returns
 - View More Actions > Delete Returns
 - View More Actions > Restore Returns
 - View More Actions > Import Returns
 - View More Actions > Resolve Import Duplicates
 - View More Actions > Export Returns
 - View More Actions > Export Returns Status
 - View More Actions > Export Return List
 - eSignature button (inside an open return)
- e-Filing
 - Submit e-Files
 - Print Reject Details
 - Clear Sent e-Files

- View Acknowledgements
- Reports
- Settings
 - General Settings > User Settings
 - General Settings > Administrator Settings
 - Return Templates
 - Manage Users
 - Client Letter Templates
 - Security
 - Send Settings
 - Partner Verification

Administrator

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Print Returns
 - Import Interviews (This button will only be available when there are pending interviews to be imported.)
 - View More Actions > Move Returns
 - View More Actions > Delete Returns
 - View More Actions > Restore Returns
 - View More Actions > Import Returns
 - View More Actions > Resolve Import Duplicates
 - View More Actions > Export Return List
- e-Filing
 - Submit e-Files
 - Print Reject Details
 - Clear Sent e-Files
 - View Acknowledgements
- Reports
- Settings
 - General Settings > User Settings
 - General Settings > Administrator Settings
 - Return Templates
 - Manage Users
 - Client Letter Templates
 - Security
 - Send Settings

SuperUser

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Create New Returns
 - Print Returns
 - View More Actions > Move Returns
 - View More Actions > Delete Returns
 - View More Actions > Restore Returns
 - eSignature button (inside an open return)
- e-Filing
 - Submit e-Files
 - Print Reject Details
 - View Acknowledgements

- Reports
- Settings
 - General Settings > User Settings

ReturnPreparer

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Create New Return
- Settings
 - General Settings > User Settings

TemplateManager

- Dashboard
- Settings
 - General Settings > User Settings
- Return Templates

EfileManager

- Dashboard
- e-Filing
 - Submit e-Files
- Settings
 - General Settings > User Settings

Interviewer

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Create New Return (A user assigned the Interviewer role only has the option to "Go to Interview" when creating a new return.)
- e-Filing
 - View Acknowledgements
- Reports
- Settings
 - General Settings > User Settings

Reviewer

- Dashboard
- Tax Returns
 - Check Return Status (Return Query)
 - Create New Returns
 - View More Actions > Move Returns
- e-Filing
 - Print Reject Details
 - View Acknowledgements
- Settings
 - General Settings > User Settings

Support

If your TaxWise Online office has sub-offices, you can assign this role to users giving them access to the [Login As](#) feature. Users with

this role will be able to log in to the sub-offices without having to log out of the Main Office's site of TaxWise Online.

PasswordMaintenance

A licensed user with only the PasswordMaintenance role can reset user passwords (other than the Admin user) and manage user details (name, email address, active/inactive user) but cannot edit role assignments.

The following user roles must be assigned in addition to one of the following user roles: SuperUser, ReturnPreparer, Interviewer, or Reviewer.

CheckPrinter

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the CheckPrinter role and the SuperUser role, you will have the items listed below, plus the items listed above for SuperUser.

- Tax Returns
 - Print Checks

ReturnPrinter

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the ReturnPrinter role and the ReturnPreparer role, you will have the items listed below, plus the items listed above for ReturnPreparer.

- Tax Returns
 - Print Returns

ExportGrid

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the ExportGrid role and ReturnPreparer role, you will have the items listed below, plus the items listed above for ReturnPreparer.

- Tax Returns
 - View More Actions > Export Return List

InterviewProcessor

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the InterviewProcessor role and the SuperUser role, you will have the items listed below, plus the items listed above for SuperUser.

- Tax Returns
 - Import Interviews (This button will only be available when there are pending interviews to be imported.)

ReturnDeleter

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the ReturnDeleter role and the ReturnPreparer, you will have the items listed below, plus the items listed above for ReturnPreparer.

- Tax Returns
 - View More Actions > Delete Returns
 - View More Actions > Restore Returns

eSignature

This role will have access to the following items along with the items available for the other user role assigned. For example, if you assign the eSignature role and the ReturnPreparer, you will have the items listed below, plus the items listed above for ReturnPreparer.

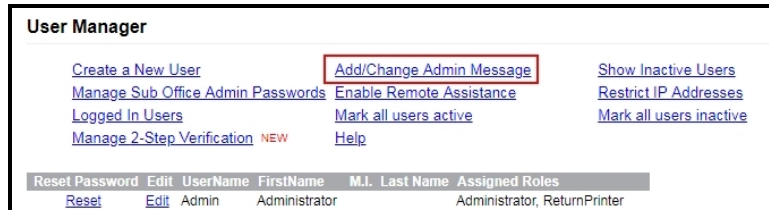
- Dashboard

Create a custom message

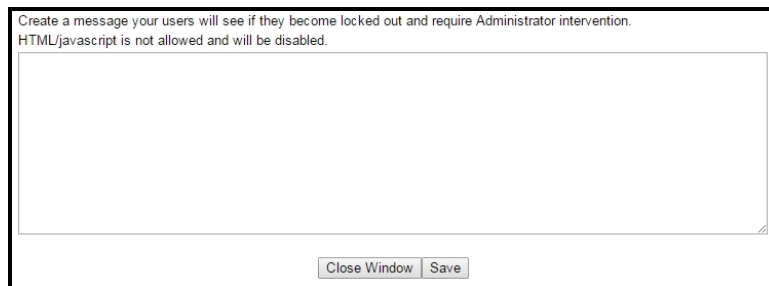
The **Admin** has the ability to create a custom message in the event a user is locked out of the system and requires assistance.

To add or change the **Administrator** screen message, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Manage Users**.
4. Click **Add/ Change Admin Message**.



5. Type a new message or edit the existing message.



6. Click **Save**.

When users attempt to log in to a locked account, they will see the message that was created.

Inactivate a user

The **Admin** or a user with the **Administrator** role should inactivate a user if that user is no longer working in the office. An inactive user no longer has access TaxWise Online. The **Admin** or any user assigned the **Administrator** role can still access the returns created by the inactive user.

To inactivate a user, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Manage Users**.
4. Click **Edit** on the row of the appropriate user.
5. Clear the **Is Active User** check box.

Edit User

Purchased Licenses: 100
Assigned Licenses: 8
Unassigned Licenses: 92

User Name: John

Real Name: John Doe

Email Address: johndoe@sample.com

Is Active User:

Assign Roles

Possible Roles	Assigned Roles
InterviewProcessor	LicensedUser
CheckPrinter	Administrator
SuperUser	ReturnPrinter
TemplateManager	ReturnPreparer
Interviewer	ReturnDeleter
Reviewer	
EfileManager	
ExportGrid	
Support	
eSignature	
PasswordMaintenance	

Save Cancel

The user must have access to the email address specified below in order to get their temporary password and to use 2-Step Verification if it is enabled.

6. Click **Save**.
7. Click **Close**.
8. Click **OK**.

Manage 2-Step Verification

We highly recommend that you keep this new process enabled in order to provide additional assurance that all users are who they claim to be. However, as the Admin user, you can choose to opt out of this two-step verification for all users by going to **Manage Users** and clearing the **Enable 2-Step Verification** check box. Alternatively, at the verification screen, you can select "trust this device" to have your computer and browser remember the code for 90 days so you don't have to enter it every time you log in.

When two-step verification is turned off, all users will sign in with just their Client ID, username, and password.

Manage 2-Step Verification Settings

Enable 2-Step Verification (Highly recommended)

A more rigorous login process was implemented for the 2018 filing season called two-step verification. We highly recommend that you keep this new process enabled in order to provide additional assurance that all users are who they claim to be.

When two-step verification is turned on, upon initial login, all users will be required to enter their username, password and client ID. Next, they will need to enter a unique code which will be sent to the e-mail address on their account.

As an alternative to disabling two-step verification, when entering the verification code, your users can select "trust this device" to have their computer and browser remember the code for 90 days. This way, the code doesn't have to be entered upon every login. After the 90-day time period, a new code will be sent via e-mail and will need to be entered at login again.

When two-step verification is turned off, all users will sign in with just their username, password and client ID.

Cancel Save & Continue

Client letter templates

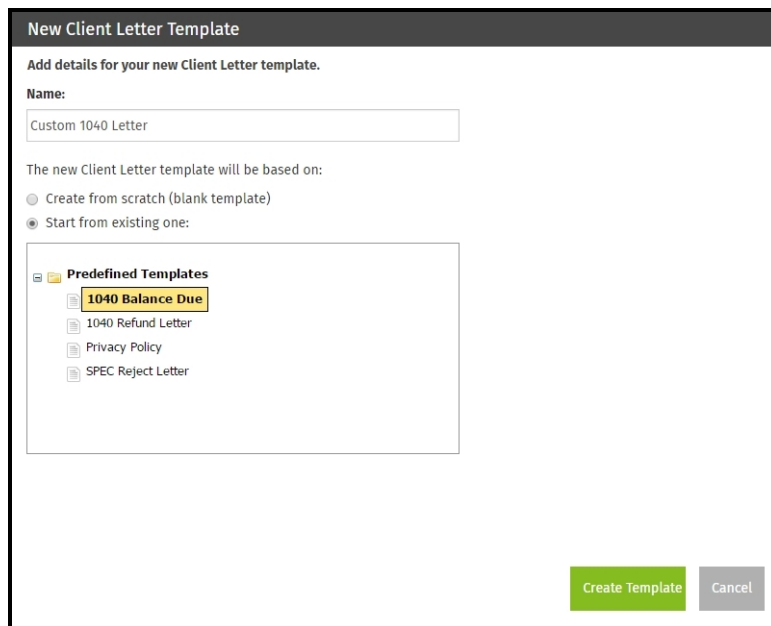
Predefined client letter templates are included in TaxWise Online. If the predefined templates do not meet your business needs, you can edit them to suit your tax practice.

To create a new client letter template, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Client Letter Templates**.
4. Click **New Template**.



5. Enter a name for your client letter in the **Name** box.
6. Do one of the following:
 - Select **Create from scratch (blank template)** to start with a blank letter.
 - Select **Start from existing one** and select a letter from the **Predefined Templates**.



7. Click **Create Template**.
8. In the template you are able to, do the following:
 - Add text to the body of the letter.
 - Data fields can be added by double-clicking the field in the **Special Fields** section.
 - Use the editor's toolbar to change font size and indent text.

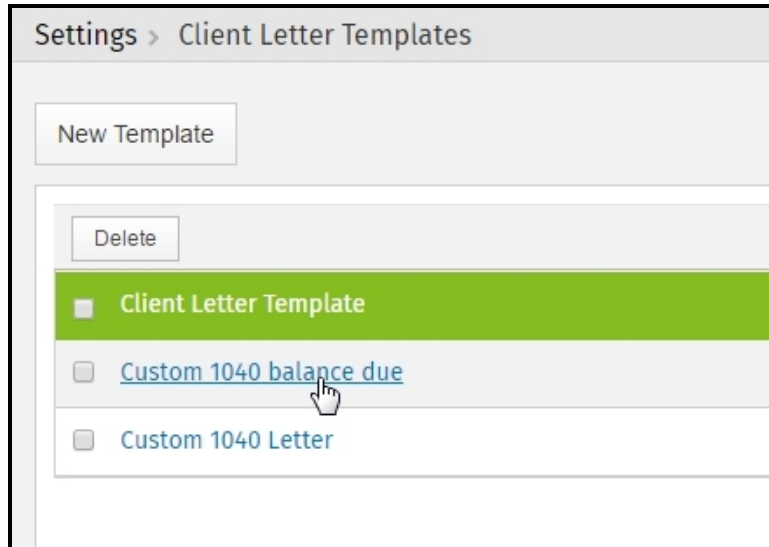


9. Click **Save**.
10. Click **Close**.
11. Click **OK** on the confirmation.

Edit a client letter template

To edit a client letter template, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Client Letter Templates**.
4. Click on the name of the template you want to edit.

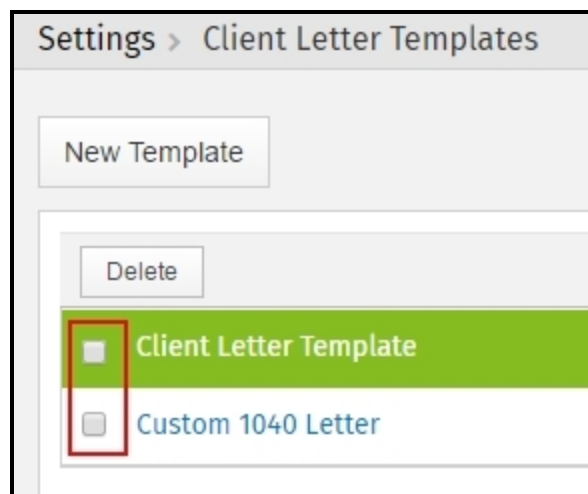


5. Make any necessary changes to the letter template.
6. Click **Save**.
7. Click **Close**.
8. Click **OK** on the confirmation.

Delete a client letter template

To delete a client letter template, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Client Letter Templates**.
4. Select the check box on the row of the template you want to delete. To select all templates, select the check box next to **Client Letter Template**.



5. Click **Delete**.
6. Click **Delete** to confirm the deletion.

Security

The **Security** page located within **Settings** allows the **Admin** or any user with the **Administrator** role to set up authentication for integrated products.

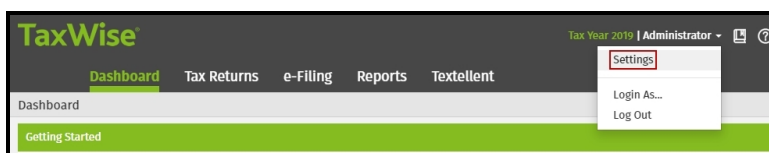
CCH iFirm

Connect to iFirm

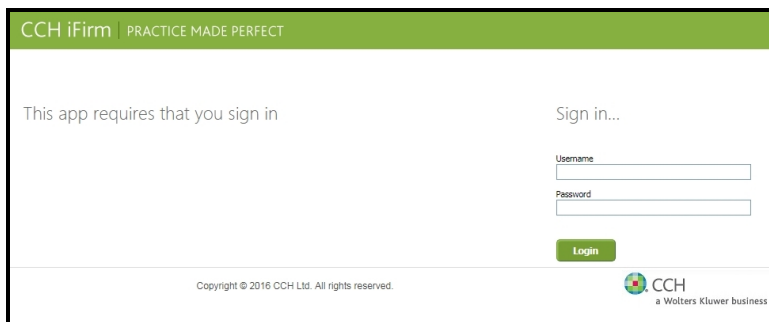
Entering your credentials into the CCH iFirm page opens the line of communication between the CCH iFirm and TaxWise Online application and enables data to be shared.

The following steps will walk you through this process:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **Security**.
4. Click **CCH iFirm**.
5. Copy and paste the address from your CCH iFirm account email or enter your site name which is located in your URL before the (.cchifirm.us).
6. Click **Connect to iFirm**. The **Sign in with iFirm** dialog box displays.

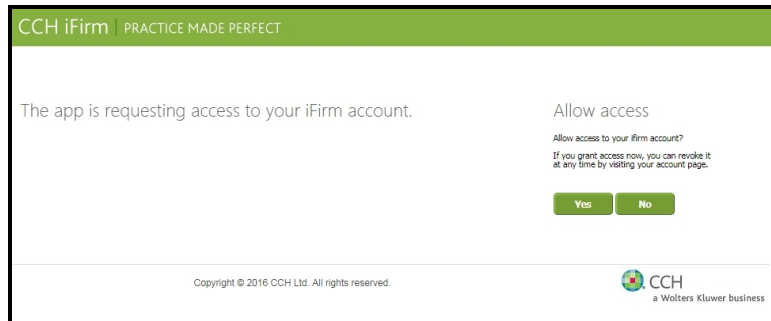


7. Enter your CCH iFirm **Username** and **Password**; then, click **Login**. The CCH iFirm login credentials will need to be a general user containing the correct security roles, not the admin login credentials.



There are two security roles (Client Portal - View and Client Portal - Admin) associated with Client Portal in CCH iFirm. It is recommended to have both of those assigned to this user.

The **Sign in with iFirm** displays an acknowledgement asking if you want to allow TaxWise Online access to your CCH iFirm account.



8. Click **Yes** to allow access.

Disconnect from iFirm

The following steps will walk you through this process:

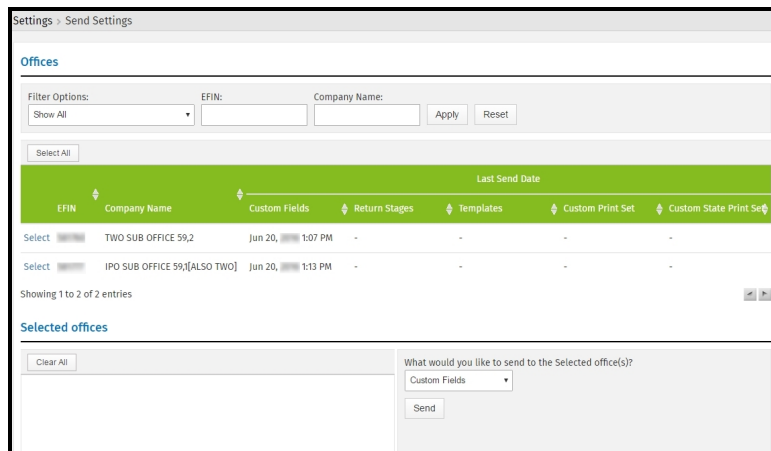
1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Security**.
4. Click **CCH iFirm**.
5. Click **Disconnect from iFirm**.

Send settings

If you have multiple offices, you can create custom fields, return stages, templates, print sets and then send them to your other offices. This will save you time when setting up all your offices.

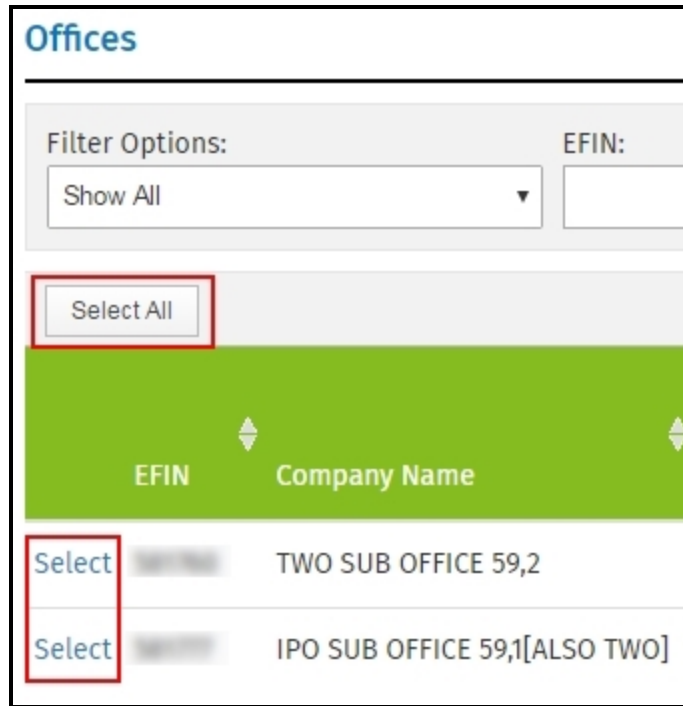
To send custom fields, return stages, templates, custom print sets, and/or custom state print sets, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Send Settings**.



The list of sub-offices can be filtered by selecting an item from the list, or entering the EFIN or company name.

4. Do one of the following to select the sub-office(s):
 - To add individual sub-offices, click **Select**.
 - To add all sub-offices, click the **Select All**.



5. Select which item you would like to send from the list in the **Selected offices** section.



If you choose to send **Templates**, you will need to select the templates to send. You can select the **Default Template** from the list, then select the check box on the row of any additional templates to send.



6. Click **Send**.

Partner Verification

Partner Verification allows you to view information for Settlement Solutions and additional services. These additional services include Versicom and Protection Plus. The options on this page depend on what you are currently enrolled in.

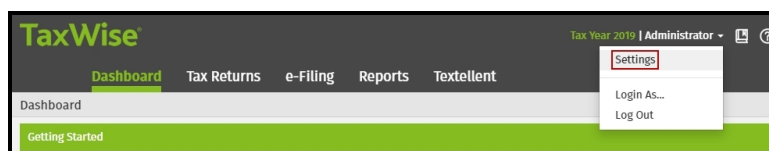
If you are enrolled in a Settlement Solution the agreed upon fees will be shown on this page and will automatically be displayed within your tax returns. This will prevent users from getting rejects due to mismatched fees. If you are not enrolled in any additional services a link is provided where you are able to learn more about the service.



The Protection Plus Add On Fee (up to \$55.00) can be entered directly on this screen.

To access the Partner Verification information, use the following steps:

1. Log in as the **Admin**. This option is only available to the root **Admin**, not a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.



3. Click **Partner Verification**.

Import returns from TaxWise Desktop (Alternative Preparation Solution)

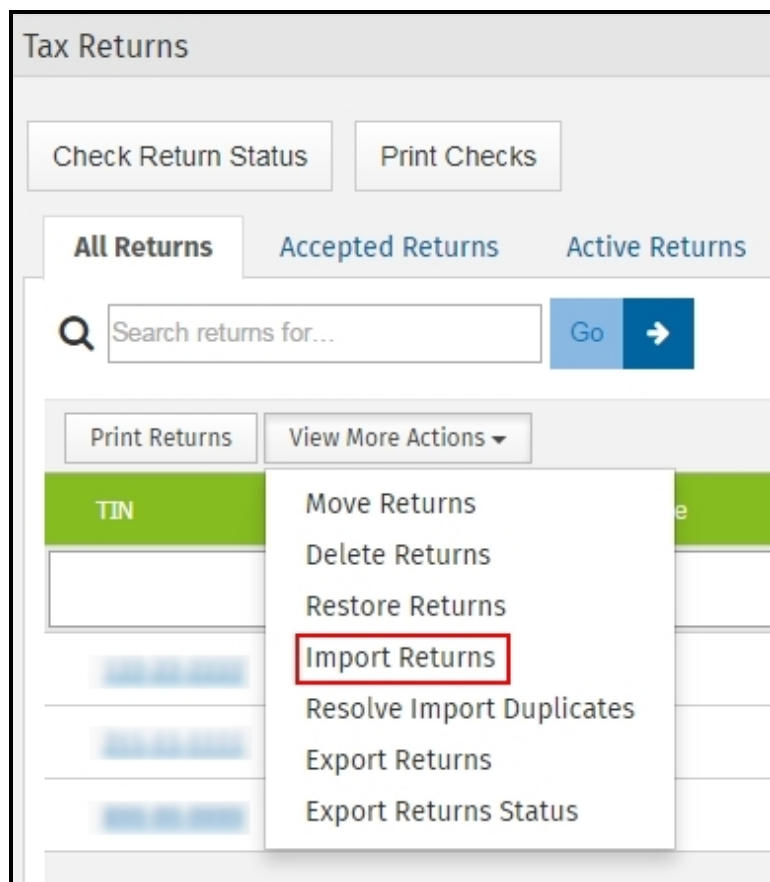
TaxWise Online allows you to import returns that were created and uploaded by TaxWise Desktop to a user name under your client ID.



TaxWise Desktop must be registered with the same EFIN.

To import returns, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click **Tax Returns**.
3. In the **View More Actions** list, click **Import Returns**.



4. From the **Assign to user** list, select the user where you want the return(s) imported.

Import Returns

Select returns to be imported and assigned to a user

Some returns already exist and are not available for Import. Please select the Resolve Import Duplicates link to review the returns.

Select All
Unselect All
Assign to User:

TIN	Last Name	First Name	User
<input type="checkbox"/> [REDACTED] 0000	twentyfourtwo	safetynetmb	GUEST
<input type="checkbox"/> [REDACTED]	twentyfourthree	safetynetmb	GUEST
<input type="checkbox"/> [REDACTED]	twentyfourthree	safetynetmb	GUEST
<input type="checkbox"/> [REDACTED]	twentyfourfour	safetynetmb	GUEST
<input type="checkbox"/> [REDACTED]	twentyfiveone	safetynetmb	GUEST

Import
Close

5. Select the check box(es) beside the return(s) to be imported.
 - For instances where the check box is disabled and the text is in red, hovering over the check box will display a tool tip telling you a return already exist in TaxWise Online for that TIN. See [Resolve Import Duplicates](#) for more information.
7. Click **Import**.
8. Click **OK** to confirm the import.
9. Click **Close** on the dialog displaying the status of the import.

Resolve Import Duplicates

If a return already exist in TaxWise Online, you will not be able to import a return with the same SSN from TaxWise Desktop using the above steps. You will need to resolve the import duplicates.

To resolve import duplicates, use the following steps:

1. In the **View More Actions** list, click **Resolve Import Duplicates**.

Resolve Import Duplicates

Returns with the following TINs already exist.

Do you want to use the existing return or replace it with the imported file?

TIN	Name	Username	Select which Return to Use
[REDACTED]	twentyfourtwo, safetynetmb	karen	<input type="button" value="Existing"/> <input type="button" value="Imported"/>

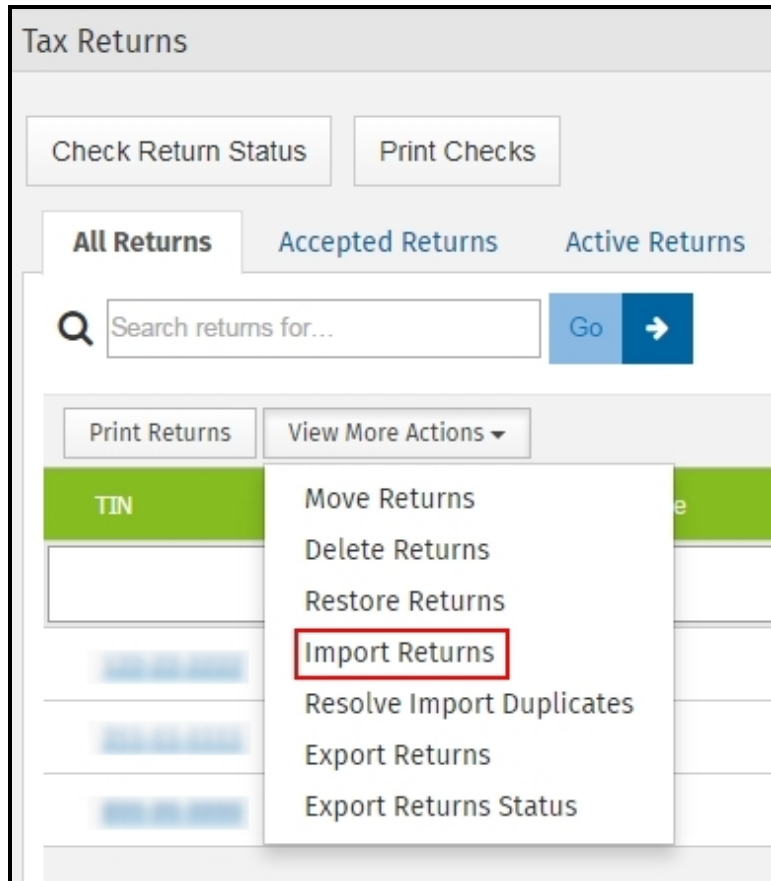
2. Click one of the following options:
 - **Existing:** This allows you to keep the existing return in TaxWise Online, but deletes the attempted import from TaxWise Desktop.
 - **Imported:** This deletes the existing return in TaxWise Online and imports the return from TaxWise Desktop.
3. Click **OK** on the confirmation.

Import returns from competitor conversions

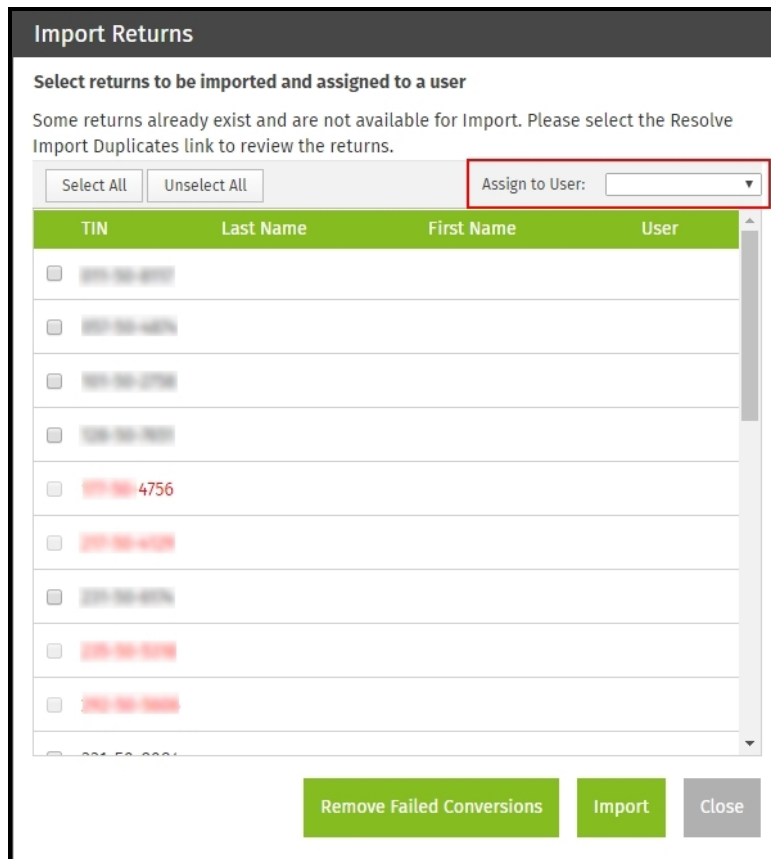
New users can download a conversion utility from the [Solution Center](#) to convert your previous year returns to use in TaxWise Online. Once the returns are converted and uploaded to the Solution Center, you will need to import the returns into TaxWise Online.

To import returns, use the following steps:

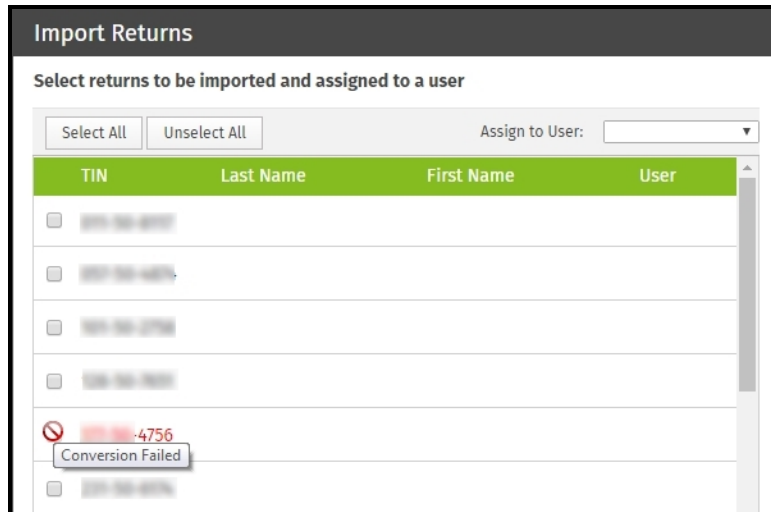
1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click **Tax Returns**.
3. In the **View More Actions** list, click **Import Returns**.



4. From the **Assign to user** list, select the user where you want the return(s) imported.



5. Select the check box(es) beside the return(s) to be imported.
 - For instances where the check box is disabled and the text is in red, hovering over the check box will display a tool tip with an explanation of why the return will not import. The tool tips you could see are:
 - **Return Exists** - See [Resolve Import Duplicates](#) for more information.
 - **Conversion Failed** - For returns where the conversion failed, try converting the returns again and uploading the new returns. If the returns fail to import correctly, contact Customer Support.



6. Click **Import**.
7. Click **OK** to confirm the import.
8. Click **Close** on the dialog displaying the status of the import.

Remove Failed Conversions

Any returns that failed to convert can be removed from the **Import Returns** dialog, by clicking the **Remove Failed Conversions** button.



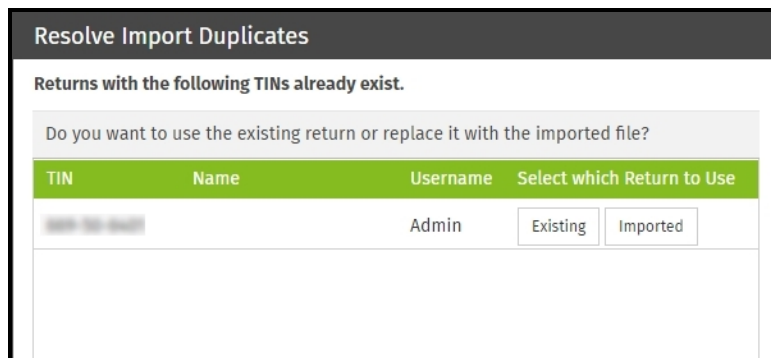
We suggest writing down the TINs of the returns that didn't convert so you can try to convert and import those returns again. If the import is unsuccessful the second time, contact Customer Support.

Resolve Import Duplicates

If a return already exist in TaxWise Online, you will not be able to import a return with the same SSN from a competitor conversion using the above steps. You will need to resolve the import duplicates.

To resolve import duplicates, use the following steps:

1. In the **View More Actions** list, click **Resolve Import Duplicates**.



2. Click one of the following options:
 - **Existing:** This allows you to keep the existing return in TaxWise Online, but deletes the attempted import from a competitor conversion.
 - **Imported:** This deletes the existing return in TaxWise Online and imports the return from the competitor conversion.
3. Click **OK** on the confirmation.

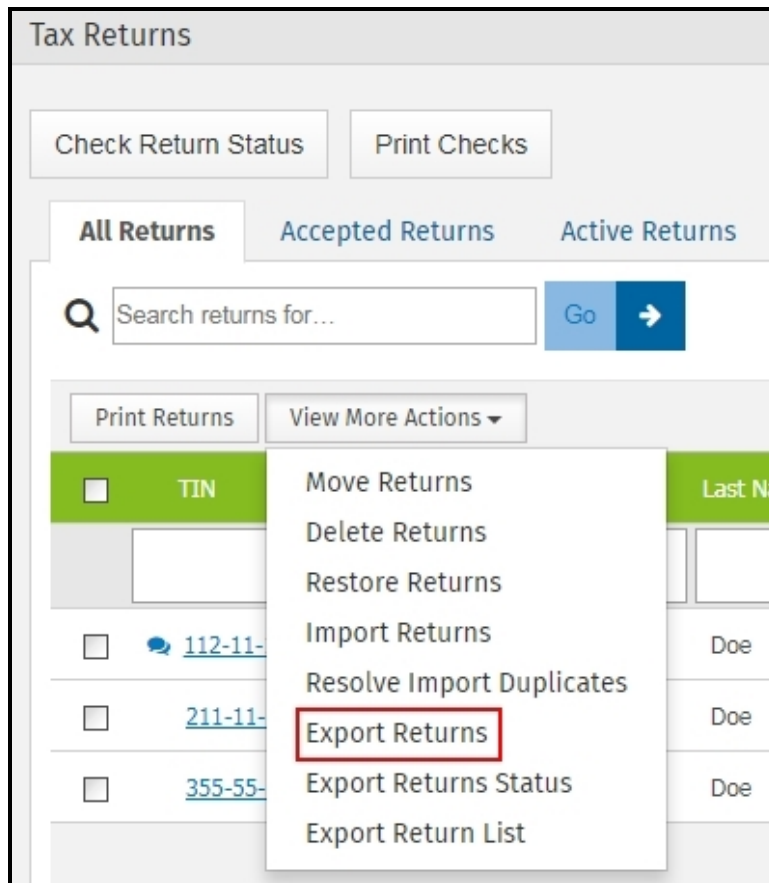
Export returns

TaxWise Online gives you the ability to export your return data and those files can then be used in TaxWise Desktop. The export file will be password protected and encrypted. An email containing the password will be sent to the email address on record for the **Admin**.

 The email address for the **Admin** user can be verified in **Settings > Manage Users**. Click **Edit** on the row for the **Admin** user name. The email can be changed on this dialog.

To export returns, use the following steps:

1. Log in as the **Admin**. This option is only available to the root **Admin**, not a user with the **Administrator** role.
2. Click **Tax Returns**.
3. In the **View More Actions** list, click **Export Returns**.



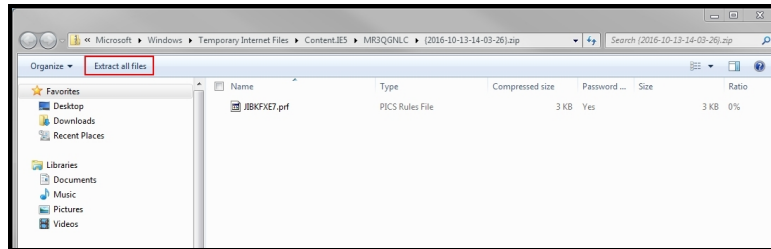
The screenshot shows the 'Tax Returns' interface. At the top, there are buttons for 'Check Return Status' and 'Print Checks'. Below these are tabs for 'All Returns', 'Accepted Returns', and 'Active Returns'. A search bar is present with the text 'Search returns for...' and a 'Go' button with a right arrow. Below the search bar are buttons for 'Print Returns' and 'View More Actions'. The 'View More Actions' dropdown menu is open, showing several options: 'Move Returns', 'Delete Returns', 'Restore Returns', 'Import Returns', 'Resolve Import Duplicates', 'Export Returns' (highlighted with a red box), 'Export Returns Status', and 'Export Return List'. Below the dropdown, a table is partially visible with columns for 'TIN' and 'Last Name'. The table contains three rows of data with TINs 112-11-, 211-11-, and 355-55- and last names 'Doe'.

4. Select the returns and click **Export**.

 If all returns need to be exported, click **Select All**. To clear all the check boxes, click **Unselect All**.

5. Click **OK** to confirm the export.
6. On the **Export Return Status** dialog, do one of the following:

- Click **Close** if you want to continue working in TaxWise Online and let the export run in the background. Continue to step 7.
 - Wait till the export completes and click the link to download the export. The name of the zip file will contain a date and time stamp showing when the export was created. If the status of the export is not **Complete**, then click **Close** and start at step 3 again. Continue to step 9.
7. In the **View More Actions** list, click **Export Returns Status**.
 8. Click the link to download the completed export. The name of the zip file will contain a date and time stamp showing when the export was created. If the status of the export is not **Complete**, then click **Close** and start at step 3 again.
 9. Depending on your browser the steps will vary to open the downloaded files. Double-click on the .zip file and click **Extract all files**. Depending on your computer settings the files may look differently than what is displayed below.

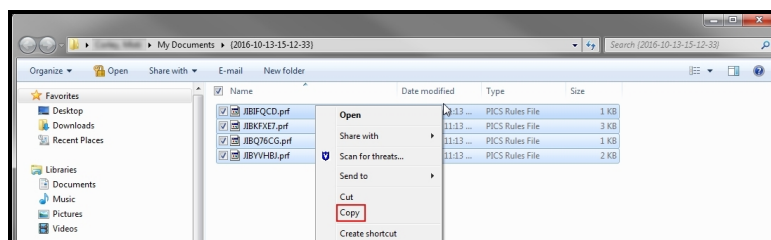


10. Click **Extract**.
11. From the email that is sent to the email address on record for the **Admin** user in **Manage Users > User Manager**, copy the password into the **Password needed** dialog.
12. Click **OK**. If TaxWise Desktop is installed and you want to make the return export data available, continue to step 13. If not, make note of where the files are saved or copy them to a new location.



If you had documents or images associated to your returns using [Vault](#), you will see a Documents folder in addition to the return files. The Documents folder will contain sub-folders for each return containing the documents or images. These files will not be accessible in TaxWise Desktop.

13. Select and copy all the files in the folder. Depending on your computer settings the files may look differently than what is displayed below.



14. Browse to the drive where TaxWise Desktop is installed and double-click on the **UTS19** folder.
15. Double-click on the **PROFORMA** folder.
16. Right-click and paste the files.
17. You are now able to complete the carryforward in TaxWise Desktop and start a new return.

The export file that you created will be available in TaxWise Online for 5 days, or until a new **Export Returns** session is initiated. It's available on the **View More Actions** list as **Export Return Status**.

Chapter

6

TaxWise Online Dashboard

Whether you are the **Admin** user or another user, the Dashboard is the first thing you see when you log in to TaxWise Online. From the Dashboard, you can start a new return, open an existing return, check return status, print checks, print accepted returns, search the knowledge base, link to state tax sites, or link to additional resources.

Use the Dashboard

TaxWise Online condenses resources into one central location called the Dashboard.

- **Getting Started** - provides direct access links to [start a new return](#), open an existing return, check return status, [print checks](#) and [print accepted returns](#). The options available will depend on the user role(s) you are assigned.
- **Custom Message** - allows the **Admin** or user with **Administrator** rights to create a custom message to be displayed for all users.
- **Tax Help** - Click the link to request your tax help registration email for CCH® AnswerConnect®.
- **Sub-Office e-Filing Status** - If you manage multiple offices, you will see this dashboard widget that provides a quick view of the e-Filing status for all your sub-offices.
- **Sub-Office Bank Application Status** - If you manage multiple offices, you will see this dashboard widget that provides a quick view of the Sub-Office Bank Application status for all your sub-offices.
- **Received Fee Deposit** - If you manage multiple offices, you will see this dashboard widget that provides a quick view of the Received Fee Deposit for all your sub-offices.
- **Search Knowledgebase** - provides direct access to the Knowledgebase (without having to log in to the Solution Center).
- **State Tax Sites** - provides links to all state tax sites.
- **Additional Resources** - offers links to the blog, chat and hot topics.
- **Security Tips** - provides security tips from IRS Publication 5294. When the dashboard is refreshed a different tip will be displayed.

Chapter 7

Settlement Solutions (Bank Products)

This section applies only to TaxWise Online users who have been accepted to participate in a bank product program with one of the participating banks. To apply for the bank product program you must complete the ERO Application on the [Solution Center](#). Be sure to read the procedures guide provided by your bank and know the procedures. You are responsible for understanding and applying the procedures.

ERO Application

To apply for the bank product program you must complete the ERO Application on the [Solution Center](#).

Know Your Bank Procedures

Be sure to read the procedures guide provided by your bank and know the procedures. You are responsible for understanding and applying the procedures.

Access your ERO application

1. Click **TaxWise Hot Topics** in the **Additional Resources** panel of the TaxWise Online Dashboard.
2. Click the **Login** button in the top right corner of the screen.
3. Click the **Login** button at the top of the screen.
4. Log in with your Client ID, User name, and Password.
5. Click the **My Information** link on the bar near the top of the window.
6. Click the **Settlement Solutions** link.
7. Click the **Enroll/ Notify Bank** link for the bank with which you wish to apply.
8. From this point, follow the on-screen prompts and instructions to complete and submit your ERO application.

Fix rejected bank application

A return with a rejected bank application will display a **Fix** button in the US e-File column of the Return List. You will need to click the **Fix** button to correct the information listed in the acknowledgement on the **Fix Rejected Bank Application** dialog and click **Resubmit Bank App**.



If corrections are made in the fees section of the **Fix Rejected Bank Application** dialog, click the **Update Calculations** button before resubmitting the bank application.

Chapter

8

Tax returns

From beginning to end TaxWise Online is built to save you valuable time, that you can use to be more productive and increase your business. TaxWise Online uses state of the art programming and software tools to minimize the amount of time required to build a return, from getting started to sending off the final product to the IRS.

Return List

TaxWise Online gives you the ability to search, sort and filter the return list for each type of view (All Returns, Accepted, Active, etc.) listed on the **Tax Returns** page.

The view filter offers you the following options:

- All Returns
- Accepted Returns
- Active Returns
- Paper Returns
- Rejected Returns
- Send/ Create Failed (allows you to view the returns that failed when creating or submitting the e-File)

Search for returns

TaxWise Online allows you to search for a particular return by SSN or user name.

To search for a return, use the following steps:

1. Enter the **SSN** or **user name** in the **Search returns for...** box.



2. Click **Go**.

TaxWise Online displays any returns matching the entered criteria in the window.

Reorder the columns


To reorder the columns, click the desired column heading and drag it to the new location.

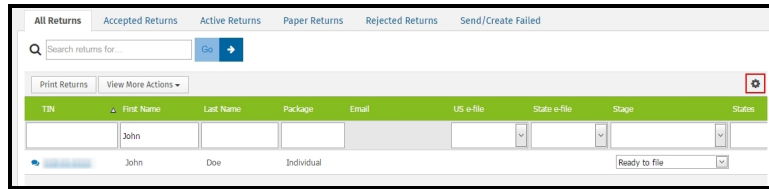
Sort the columns

By default the returns are sorted by the first column, **TIN**. To sort by a different column, click the column heading you want to search by. The returns will be sorted in ascending order. To sort the list in descending order, click the column heading again.

TaxWise Online remembers the last sort option you selected when returning to the return list.

Filter the list

Each column is able to be filtered by typing in the field or selecting an option from the available list. To remove the filters, click the **Gear** button , then click **Clear Filters**.



Customize columns

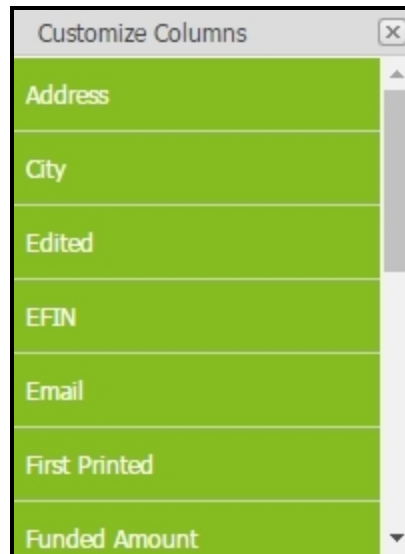
On the return list you have the option to show or hide all the columns, except the **TIN** column. By default, the columns listed are TIN, First Name, Last Name, Company Name, Package, US e-File, State e-File, Stage, States, Evening Phone and Username.




The customization of columns has to be done for each tab listed on the **Tax Returns** page. For example, if you want to customize the **All Returns** tab and the **Accepted** tab you will need to select the tab you wish to customize and follow the steps below.



To show additional columns, use the following steps:

1. Click the **Gear** button .
2. Click **Customize Columns**.



3. Select the column name from the box, then drag and drop to the desired location in the return list.
4. Click the **Close** button  on the **Customize Columns** box.
5. Click the **X** to close the **Return List Options**.

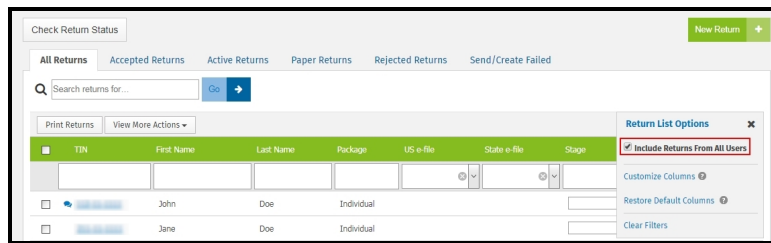
To hide columns, use the following steps:

1. Click the **Gear** button .
2. Click **Customize Columns**.
3. Select the column name from the return list, then drag and drop to the **Customize Columns** box.
4. Click the **Close** button  on the **Customize Columns** box.
5. Click the **X** to close the **Return List Options**.

Include returns from all users

The **Admin** or a user with the **Administrator** role has the option to include returns from all users to be displayed in the return list.

1. Click the **Gear** button .
2. Select the check box to **Include Returns From All Users**.

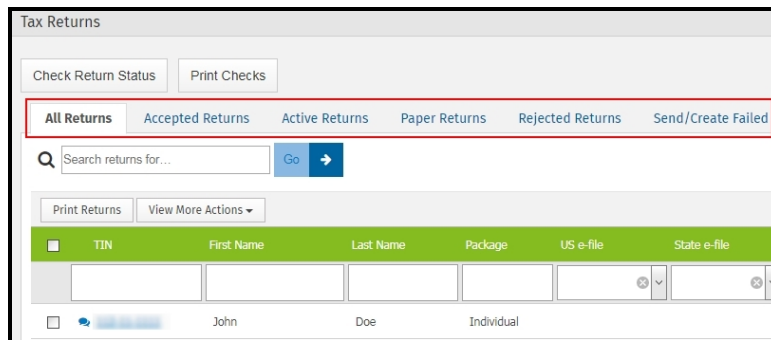


Export return list

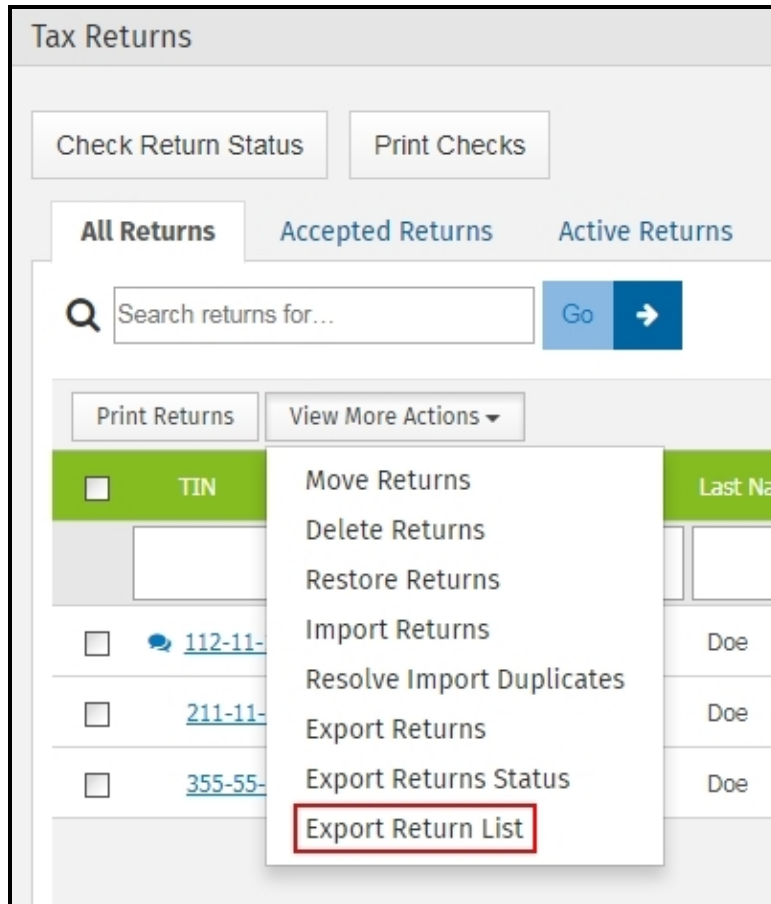
The return list on the **Tax Returns** tab can be exported as a .csv or .xls file.

To export the return list, use the following steps:

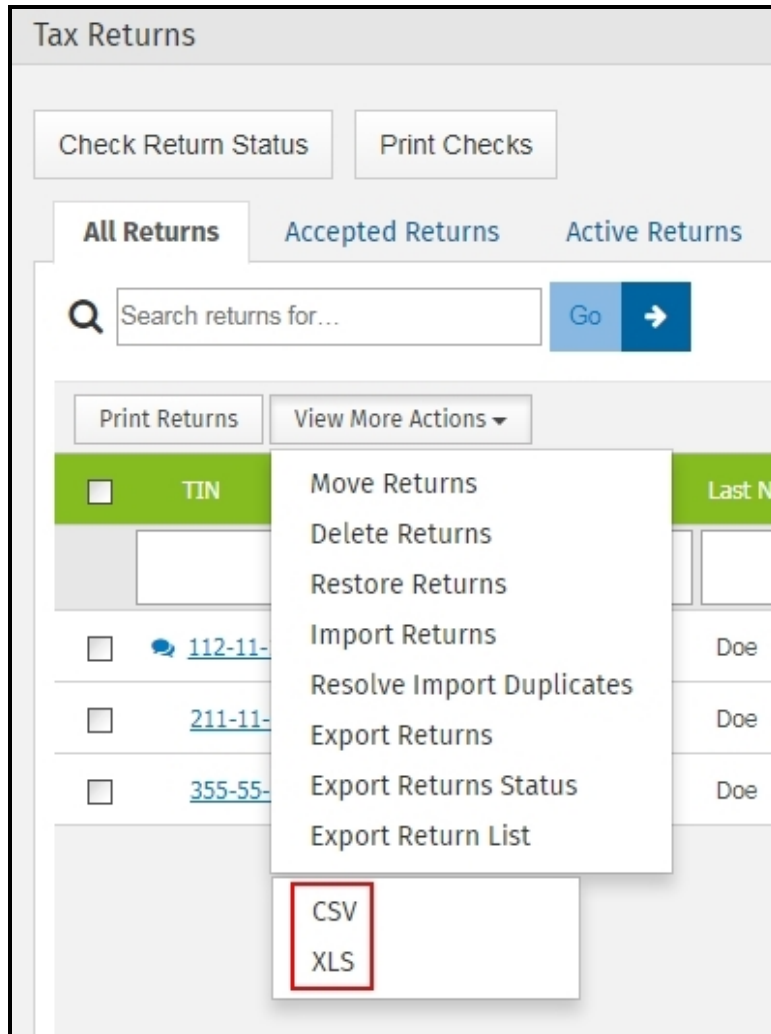
1. Log in as the **Admin** or a user with the **Administrator** role or **Export Grid** role.
2. Click **Tax Returns**.
3. Select the tab representing the view you want to export.



3. In the **View More Actions** list, click **Export Return List**.



4. Click **CSV** or **XLS** depending on the type of report you want.



5. Depending on your browser, you will be prompted to **Open** or **Save** the file.

Steps in preparing a 1040 tax return

The basic steps for preparing a 1040 tax return are:

1. Start a new return by clicking **New Return** from the **Tax Returns** tab.
2. Enter and re-key the primary SSN for the return in the **Create New Return** dialog box.
3. If you have prior year data for the SSN, TaxWise Online prompts you to load this information into the return after clicking **Go to Tax Forms** or **Go to Interview**.
4. Do one of the following:
 - Click **Use Carry Forward** to load the information into the return.
 - Click **Create New Return** to open the return without the prior year information.



This is your only opportunity to load prior year data.

5. **Complete the Main Information Sheet (Main Info)**. You must complete this form in every return. If you are preparing Form 1040NR, select the 1040NR check box at the top of the Main Information Sheet.

If you are preparing a state return for the client, enter the state abbreviation(s) in the **State Information** section. Up to nine states may be attached to a Federal return.

If you are offering bank products, and your client wants to take advantage of these offerings, make the appropriate selections. TaxWise Online will load the bank forms into the return.

6. Complete the **Interview Sheet** (optional).

Add this form to your return by:

Clicking the **Add a Form** button above the forms tree.

Type **Interview** in the **Search for:** box.

7. Complete tax forms necessary for the Federal return. First fill in income statements such as W-2s, K-1s, 1099Gs, or 1099Rs. Information carries to the appropriate forms. Fill in state codes and amounts also on W-2's, 1099's and other forms where applicable. Next, fill in other supporting forms and schedules. TaxWise Online transfers totals to Form 1040.
8. Review state forms for completeness and accuracy. If more than one state is involved or if taxpayer and spouse may file separate state returns, open the RES/ NR Wkt (Resident/ Nonresident Allocation Worksheet), Addl NR Wkt (Additional Nonresident Allocation Worksheet), or PY Res Wkt (Part-Year Resident Allocation Worksheet) to make adjustments between taxpayer and spouse and/ or between states.
9. Review all bank forms for completeness and accuracy, if applicable.
10. Review the Price Sheet for accuracy.
11. Once you have entered all information on each form, click the **Diagnostics** button.

Diagnostics looks for inconsistencies in tax return information and checks for e-filing errors in the package. If there are no e-filing errors you can create the e-file at this time.

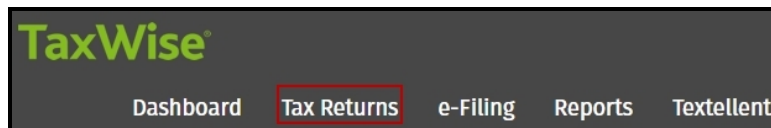
13. Make corrections, if needed.
14. Create the e-file. (Can be done at this point or later.)
15. Print the return. (Can be done at this point or later.)

Start a new return

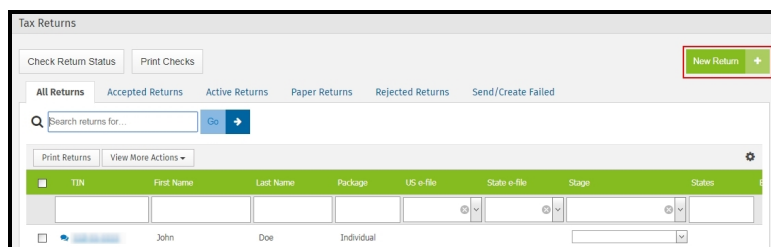
When you start a new return you have the option of starting in the tax forms or the interview depending on the roles assigned to the user. You can easily switch between the Interview and the tax return by clicking either the **Switch to Forms** button or **Switch to Interview** button.

To start a new return using tax forms , use the following steps:

1. Click **Tax Returns**.



2. Click **New Return**.

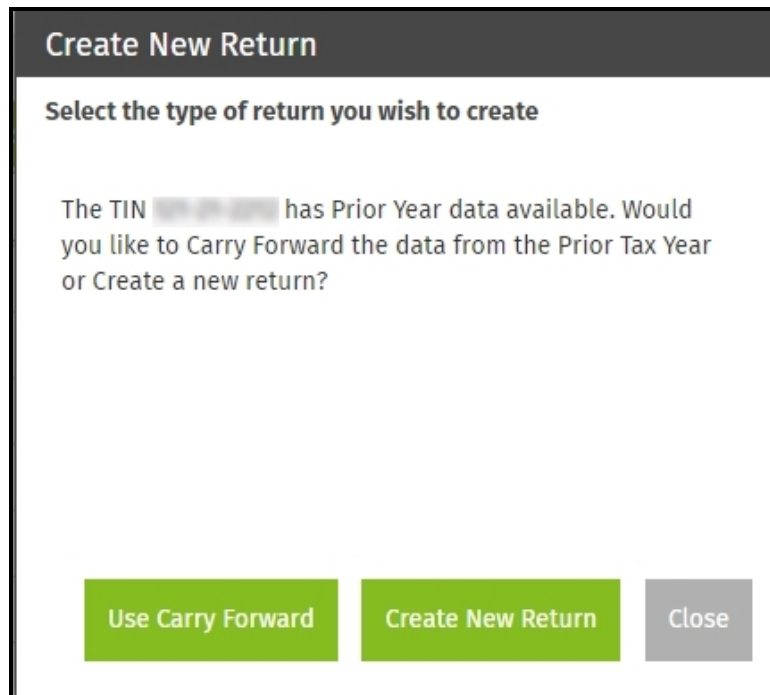


3. Do one of the following:
 - Enter the primary Social Security number for the tax return and press the **Tab** key. Re-enter the **SSN** to confirm.
 - If no SSN is available, choose **Apply for ITIN** to create a tax return based on a pending ITIN.
4. Click **Go to Tax Forms**.



If no prior year data is available the tax return will open, displaying the Main Information Sheet in the workspace and forms in the forms tree.

5. If prior year data is available for the SSN, TaxWise Online displays a message similar to the following:



6. Do one of the following:
 - Click **Use Carry Forward** to load data into the new return.
 - Click **Create New Return** to start a new return with no prior year data included in the return.



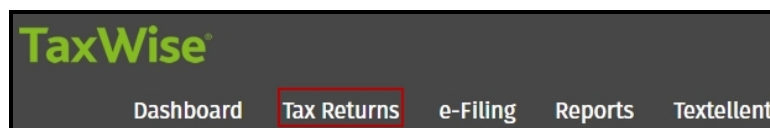
The tax return will open, displaying the Main Information Sheet in the workspace and forms in the forms tree.

Import Interviews

The **Import Interviews** feature allows offices with sub-offices using the TaxWise Online Interview to process the interview and complete the return. This option is only available to the **Administrator (Admin)**, a user with the **Administrator** role, or users assigned the **InterviewProcessor** role.

To import interviews, use the following steps:

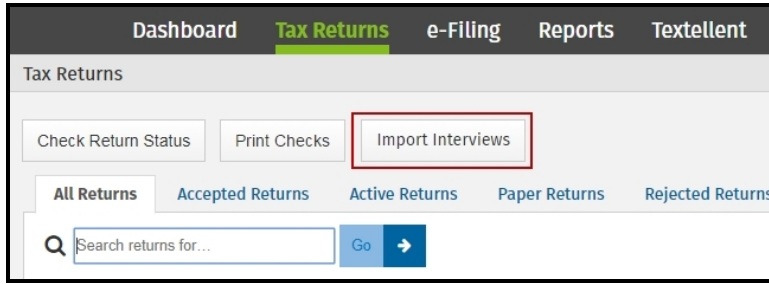
1. Click **Tax Returns**.




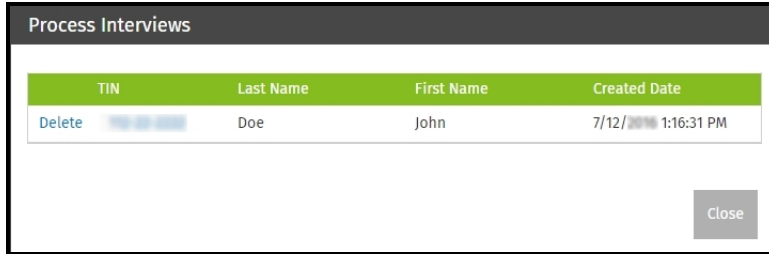
2. Click **Import Interviews**.



The **Import Interviews** button will only be available when there are pending interviews to be imported.



3. Click the TIN of the interview you wish to process. If the TIN is not available as a link and has the warning button , the return has already been created in TaxWise Online. In order to process the interview the return would have to be deleted.



4. TaxWise Online opens a return with the information completed from the interview.
5. The preparer needs to review the return and complete any necessary information.

Delete an unprocessed interview

To delete an unprocessed interview, use the following steps:

1. Click **Tax Returns**.
2. Click **Import Interviews**.
3. Click **Delete** on the row you want to delete.
4. Click **OK** to confirm the deletion.
5. Click **Close**.



If a return needs to be completed after an interview is deleted, the sub-office has to resubmit the interview.





Navigate the tax return



The navigational buttons (above the **Forms Tree** or on the left panel when the **Forms Tree** is minimized) are used to help complete a return. Do not use the browser's buttons.



In Google Chrome, you must use the **Tab** button to move from field to field within a tax return.

To hide the browser toolbar, press **F11**.

Option	Description
	Allows you to add additional forms to the active return.
	Allows you to delete forms from the active return.
	Prints a single form from the active return.
	Allows you to capture and store documents and files associated to a client's return.

Option	Description
	Opens the previous form of the active return.
	Opens the next form of the active return.

Understand color coded entries

TaxWise Online uses color coding to identify types of entries on forms.

Option	Description
Green	These entries are calculated by TaxWise Online from information on supporting forms. You cannot type data directly into a calculated entry or delete the calculated value unless you override the calculation.
Black	These entries are non-calculated, and you can type data directly into them.
Red	These entries are required for e-Filing. TaxWise Online marks certain entries as required to assist you with preparing a complete and accurate tax return. You must complete entries for TaxWise Online to check off the form as "complete" on the list of forms in the Tree. When you type data in a required entry, TaxWise Online displays the text in green and converts the entry to a non-calculated entry when you refresh the return.
Blue	These entries are calculated entries that have been overridden by the preparer.

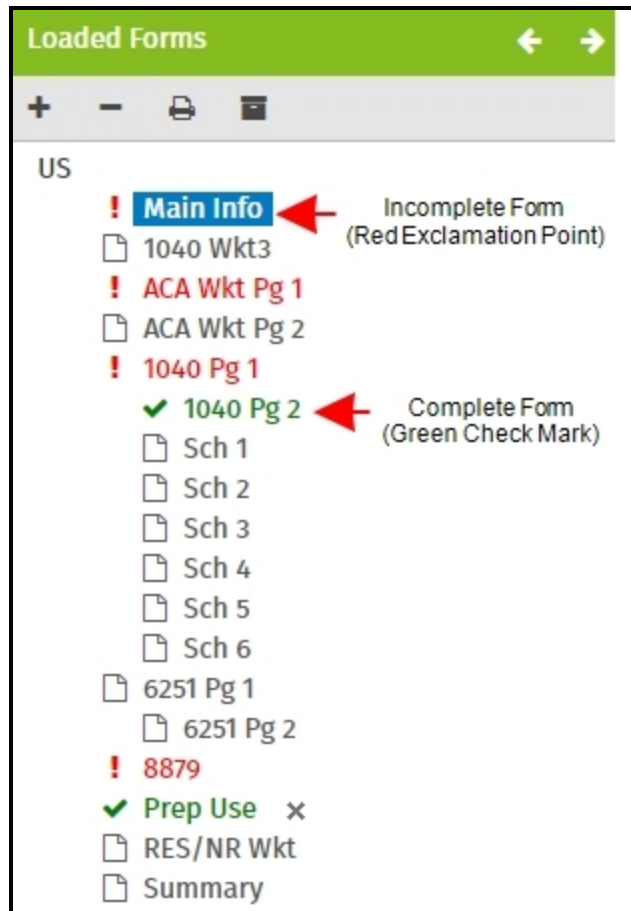
keyboard Shortcuts

The following table details the keyboard shortcuts available in TaxWise Online:

Command	Description
F1	Opens the TaxWise Online help file.
F3 or Ctrl+Spacebar	Estimates and un-estimates an entry.
F8 or Ctrl+Enter	Overrides an entry (Override rights must be enabled).
F9	Links the current line on the current form to another form.
F11	Hides the internet browser toolbar.
Ctrl+C	Copies the information from an entry box for future placement elsewhere in TaxWise Online.
Ctrl+E	Jumps to next required entry.
Ctrl+I	Inserts a row on a multi-line statement or worksheet.
Ctrl+P	Generates a pdf to print.
Ctrl+R	Refreshes the page if not on a multi-line statement or worksheet.
Ctrl+R	Removes a row on a multi-line statement or worksheet.
Ctrl+V	Pastes information copied from a previous entry box into the current entry box.

Forms Tree

The **Forms Tree** (Loaded Forms section) to the left of the return shows all the forms that are currently loaded for the active return. The icons next to the forms indicate whether a form has been loaded, is complete or needs completion.



Preparer Use fields in a return

Once the **Admin** or a user with the **Administrator** role has created pick list for use on the Preparer Use form they are available for new and existing returns.

To use the user defined fields, use the following steps:

1. Create a new return or edit an existing return.
2. Select the **Prep Use** form to view the **Preparer Use Fields** section.



If you made the fields required, they will display with a red underline.

	Question	Answer
1	Add client to our mailing list	Yes No
2		
3		

3. Click on the appropriate **Answer** field for each custom question.



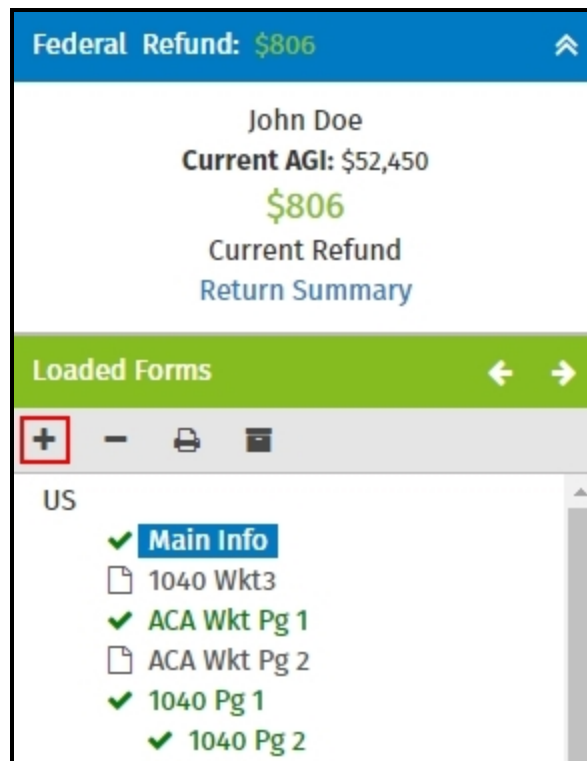
If the field contains a history list, it will change to a drop-down box.

4. Select the appropriate entry.
5. Press **Tab** to move to the next entry.

Add forms to a return

To add a form to an open return, use the following steps:





1. Click the **Add** button  in the **Loaded Forms**.



Federal Refund: \$806


John Doe
Current AGI: \$52,450
\$806
Current Refund
Return Summary

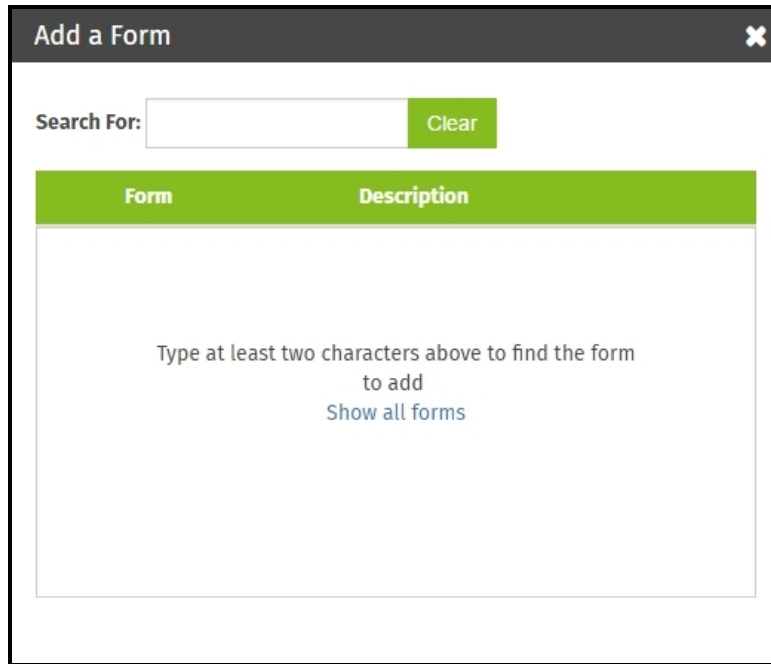
Loaded Forms

US

- ✓ Main Info
- 1040 Wkt3
- ✓ ACA Wkt Pg 1
- ACA Wkt Pg 2
- ✓ 1040 Pg 1
- ✓ 1040 Pg 2

2. Do one of the following:
 - Enter the form name, form number or a brief description in the **Search For** box.
 - Click **Show all forms** and scroll through the list to find the form.
3. Click the **Add** button  to the left of the form.



Link Forms



TaxWise Online allows you to link different compatible forms within the return. When available, the **Link** icon appears when an active entry can be linked to another form.

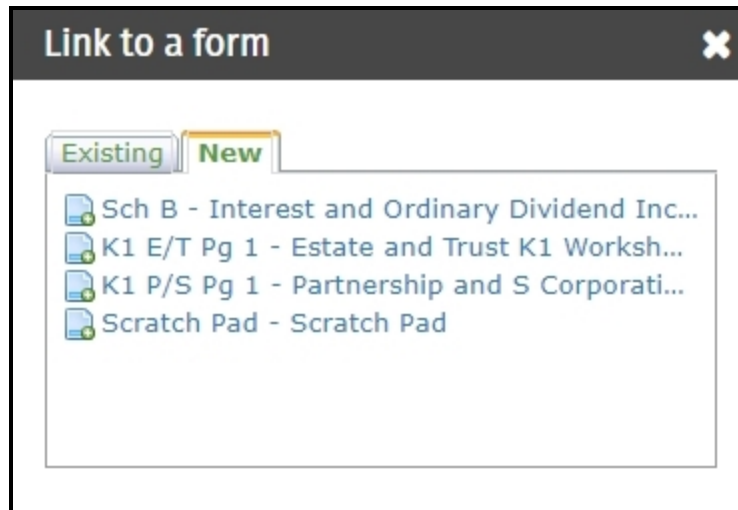
To link forms, use the following steps:

1. Open a return.
2. Go to a field within the return, for example, Form 1040 pg. 1, line 7.



3. Do one of the following:

- Press **F9**, or
- Click the **Entry Link**  to display the smart bar, and then click the **Link** button .



4. Select the form to link to from the list of available forms on the **New** tab.



If the form has already been added to the return, click the form in the **Existing** tab.

PDF attachments

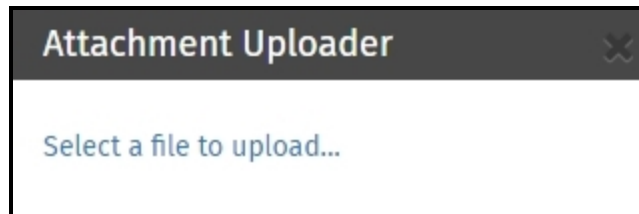
As part of the IRS Modernized e-File program, electronically filed returns can be transmitted with certain PDF attachments. On the applicable form of the Federal or state return, if a PDF attachment is required a check box will be highlighted on the form. If a PDF attachment is required and is not attached, you will not be able to create an e-file.



Use Adobe Acrobat or another program to create the required PDF attachment.

To attach a PDF file to a return, use the following steps:

1. Select the check box to indicate an attachment will be uploaded.



2. Click **Select a file to upload**.
3. Navigate to the file to be attached and click **Open**, or simply double-click the file.
4. Click the "**X**" to close the dialog.



Clearing the check box on the form after a PDF has been uploaded will result in the removal of the attachment.

Vault

TaxWise Online provides a secure, fast way to capture and store the documents and files associated to a client's return. You can use most built-in cameras (or purchase a USB camera from any retailer) to snap pictures of any document presented to you by a taxpayer. You can also import files provided to you electronically (PDFs, pictures, documents). These files are stored securely alongside the return (Loaded Forms), and are managed from within the tax return.




If a return is deleted any stored documents will also be deleted.

The following file types are supported: .xls, .xlsx, .doc, .docx, .pdf, .png, .jpeg, .txt


Snap a photo image using Google Chrome or Microsoft Edge

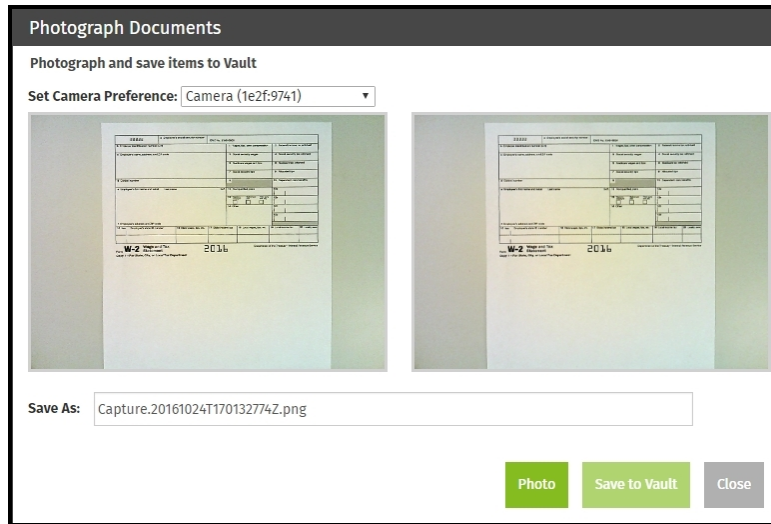
To snap a image using an USB camera, use the following steps:

1. Do one of the following:
 - Inside a return, click the **Vault** button  located in the **Loaded Forms**.
 - Inside an interview, click the **Vault** button.

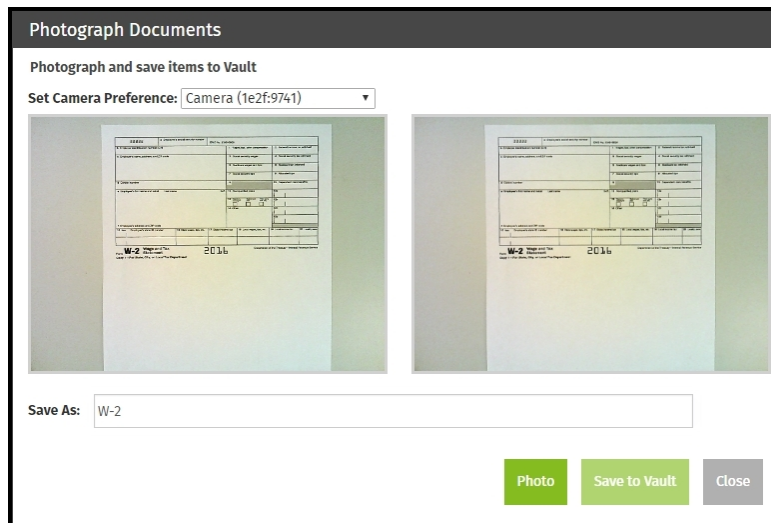
2. Click **Photo**.
3. Select your camera from the **Set Camera Preference** list. If prompted, click **Allow** to allow TaxWise Online access to your camera.

4. Make sure the document is placed so the camera can take a picture to store.
5. Click **Photo**. The live image is on the left and the photo is on the right.

 If necessary, you can move the document beneath the camera around for better placement and click the **Photo** button. Don't continue to step 6 before you have an acceptable image.



6. The file name by default will be a time and date stamp, but you can highlight the default name and enter your own file name.
7. Click **Save**.

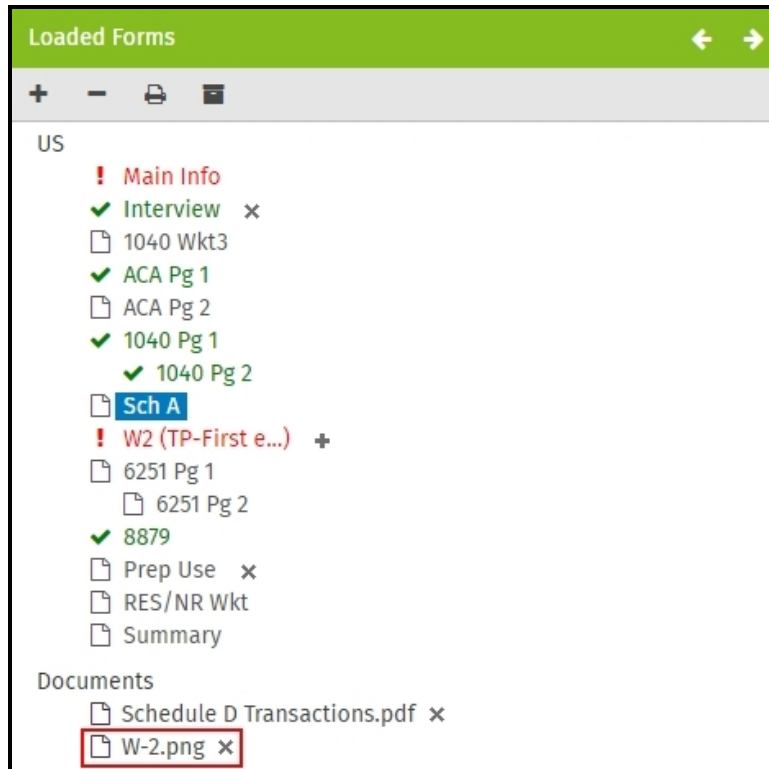


8. Click **OK** on the save confirmation.
9. Take any additional photos or click **Close** to exit the **Photograph Documents** dialog.
10. Click **Close** to exit the **Vault** dialog.

The image(s) will be displayed in the **Loaded Forms** of the tax return. If you click on the file in the **Loaded Forms**, it will open in a new browser window.



If the import was performed in the Interview Wizard, you must click the **Switch to Forms** button to see the files in the **Loaded Forms**.




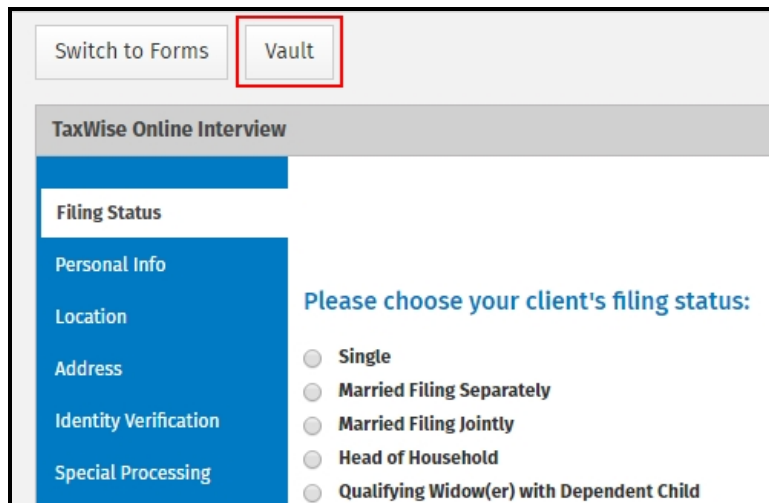
Snap a photo image using Internet Explorer (IE) or Safari



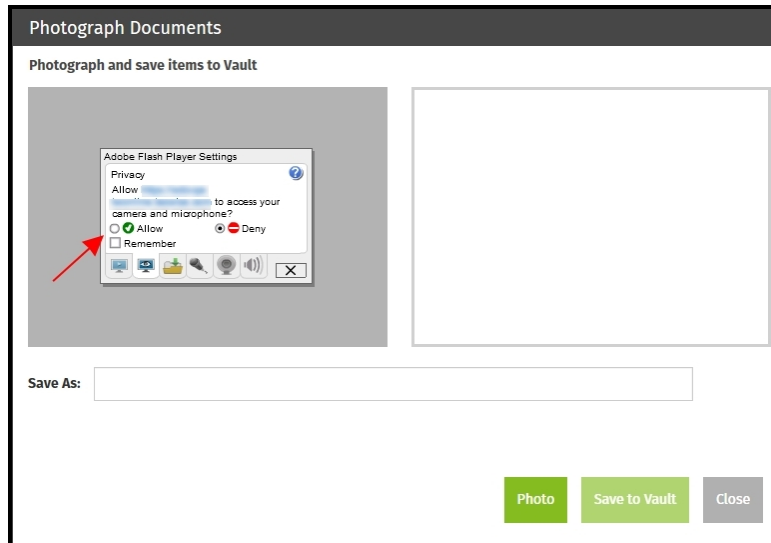
In order to store a photo image using Internet Explorer, you must have Adobe Flash Player installed.

To snap a image using an USB camera, use the following steps:

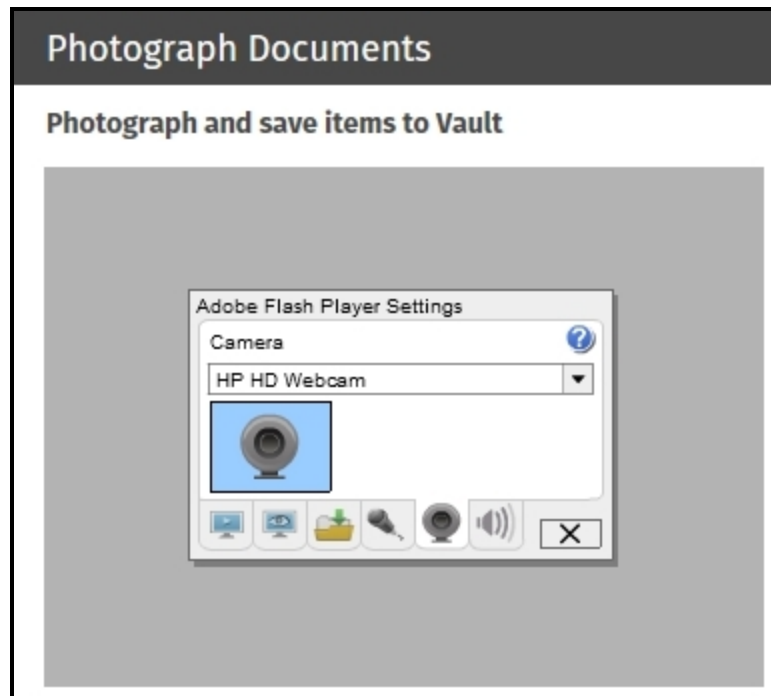
1. Do one of the following:
 - Inside a return, click the **Vault** button  located in the **Loaded Forms**.
 - Inside an interview, click the **Vault** button.




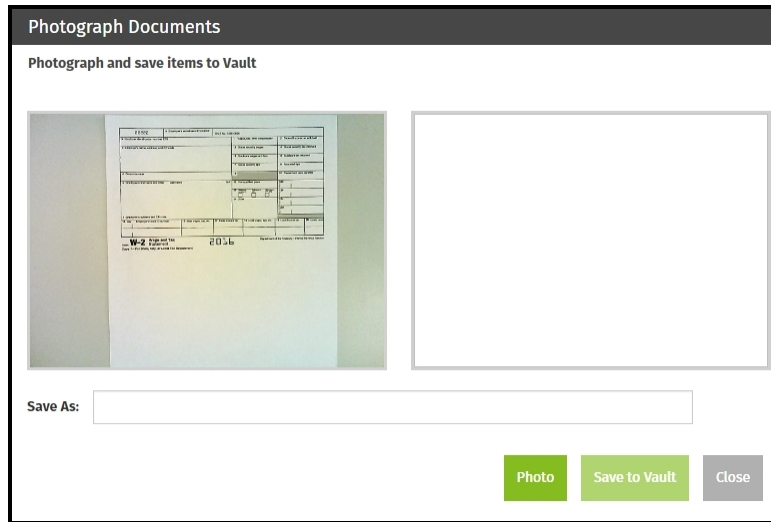
2. Click **Photo**.
3. On the **Photograph Documents** dialog, you will need to click **Allow** to allow TaxWise Online access to your camera.



4. If multiple cameras are detected by your computer, follow the steps below.
 - Right-click in the left panel and click **Settings**.



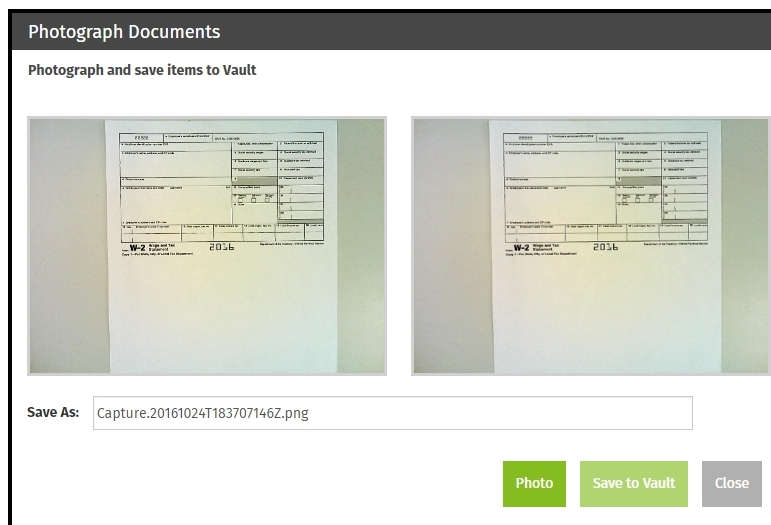
- Click on the **Camera** button  and select the camera you want to use from the list.
 - Click **Close**.
5. Make sure the document is placed so the camera can take a picture to store.



6. Click **Photo**. The live image is on the left and the photo is on the right.

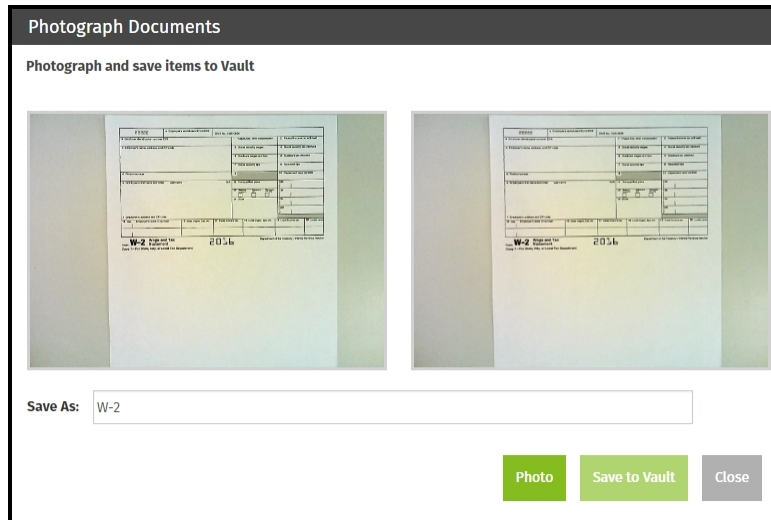


If necessary, you can move the document beneath the camera around for better placement and click the **Photo** button. Don't continue to step 7 before you have an acceptable image.



7. The file name by default will be a time and date stamp, but you can highlight the default name and enter your own file name.

8. Click **Save**.

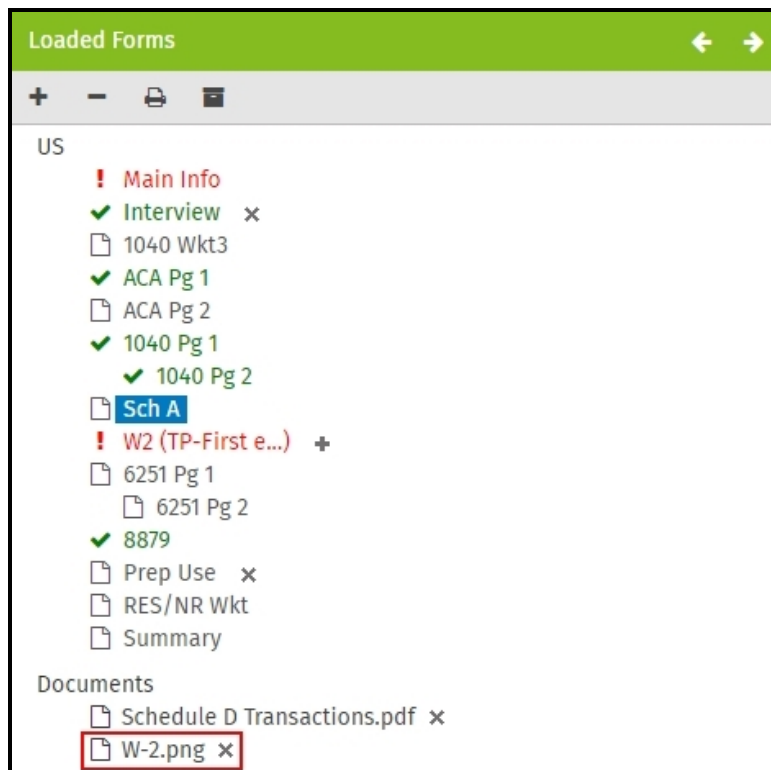


9. Click **OK** on the save confirmation.
10. Take any additional photos or click **Close** to exit the **Photograph Documents** dialog.
11. Click **Close** to exit the **Vault** dialog.

The image(s) will be displayed in the **Loaded Forms** of the tax return. If you click on the file in the **Loaded Forms**, it will open in a new browser window.




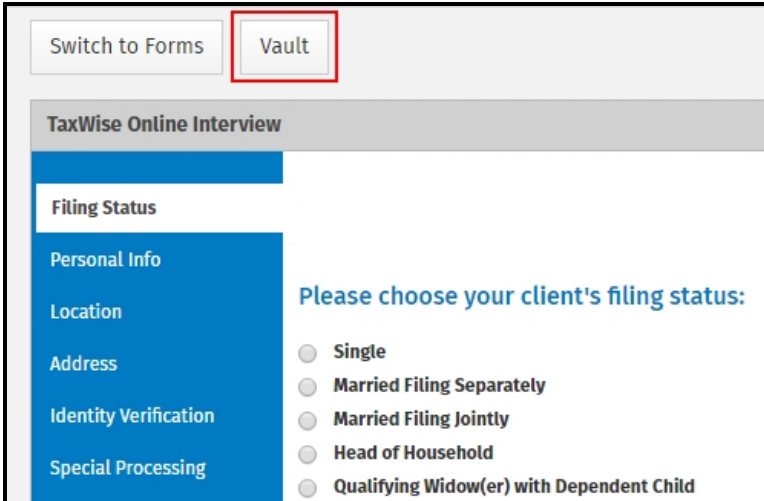
If the import was performed in the Interview Wizard, you must click the **Switch to Forms** button to see the files in the **Loaded Forms**.



Importing a file

To store a document by importing a file, use the following steps:

1. Do one of the following:
 - Inside a return, click the **Vault** button  located in the **Loaded Forms**.
 - Inside an interview, click the **Vault** button.

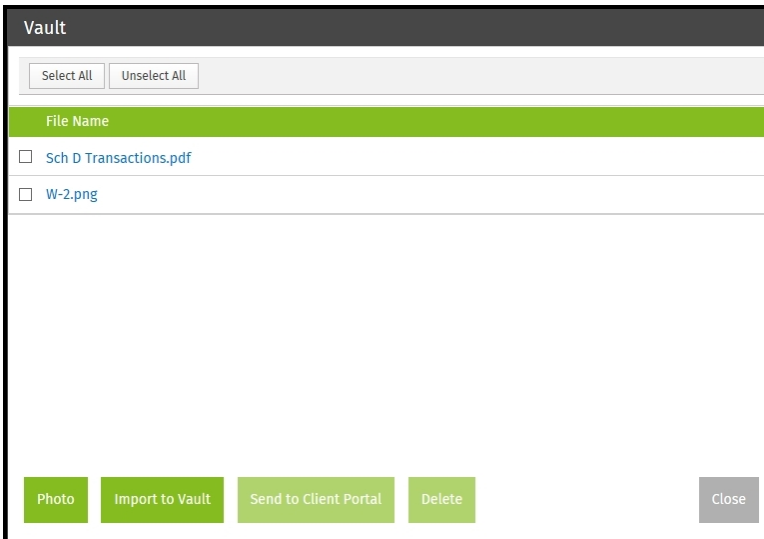


2. Click **Import to Vault**.
3. Browse to the location where the file is stored on your computer, select the file and click **Open**.



To select multiple files, click on the first file, and then press and hold the **Ctrl** key. While holding down the **Ctrl** key, click each of the other files you want to select.

4. Click **OK** on the confirmation.

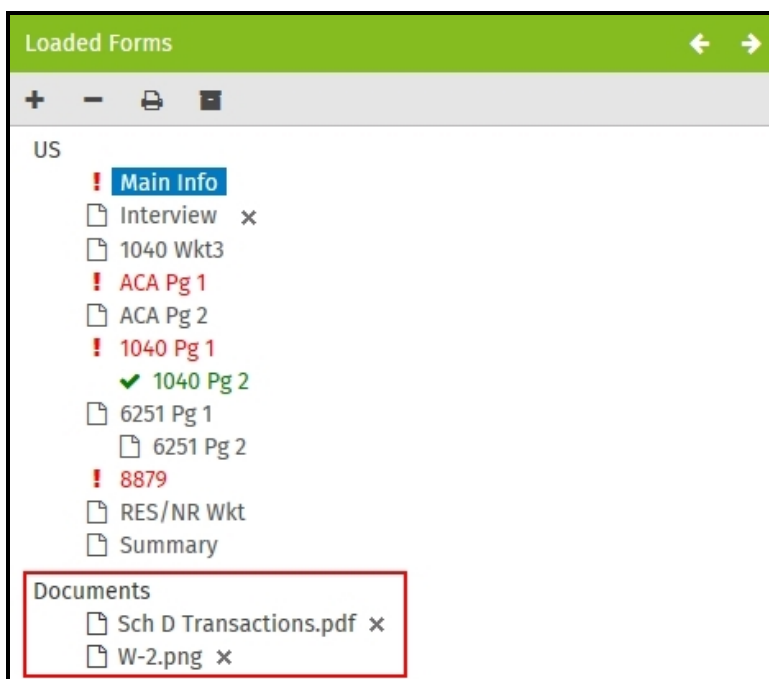


5. Click **Close** or go through the steps again to upload additional files.

The image(s) will be displayed in the **Loaded Forms** of the tax return. If you click on the file in the **Loaded Forms**, it will open in a new browser window. Depending on the type of file you attempt to open, you will either be prompted to download the file or the file will open in a new browser window.



If the import was performed in the Interview Wizard, you must click the **Switch to Forms** button to see the files in the **Loaded Forms**.




Send to Client Portal




TaxWise Online has to be connected to CCH iFirm in the [Security](#) settings for this option to be available.

For more information, see [CCH iFirm Client Portal](#).


To send files to Client Portal, use the following steps:

1. Do one of the following:
 - Inside a return, click the **Vault** button  located in the **Loaded Forms**.
 - Inside an interview, click the **Vault** button.
2. Select the check box before the file name on the row(s) you want to send to Client Portal. To select all the files, click **Select All**.
3. Click **Send to Client Portal**.
4. Click **OK** on the confirmation that the files were sent to Client Portal successfully.

Delete stored files

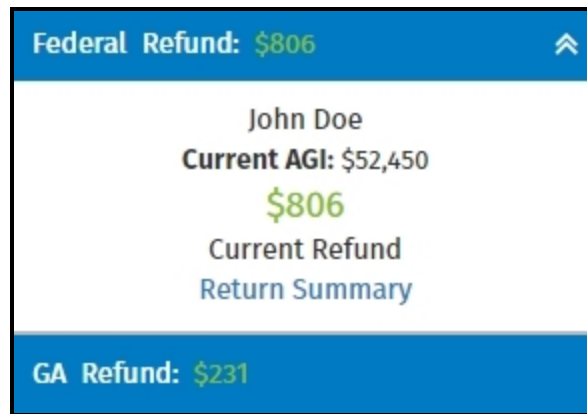
To quickly delete a file, you can click the **Delete** button  located at the end of the file name in the **Loaded Forms** or you can use the following steps to delete multiple files at once.

To delete multiple files, use the following steps:

1. Do one of the following:
 - Inside a return, click the **Vault** button  located in the **Loaded Forms**.
 - Inside an interview, click the **Vault** button.
2. Select the check box before the file name on the row(s) you want to delete. To select all the files, click **Select All**.
3. Click **Delete**.
4. Click **OK** to confirm the deletion.

Use the Refund Monitor

The **Refund Monitor**, shown to the left of the return, displays the taxpayer's name or company name, current AGI and the refund or balance due for the active return. These figures change in real time as you update the return with data. Clicking **Return Summary** will display the Demographic Information, Federal Income Information, e-File Status and State Income Information (if applicable) in real time. Below the Federal information, TaxWise Online displays the amount of state refund (or balance due).



The **Refund Monitor** can be hidden from view by clicking the double arrow button in the top right corner.

Return Summary

To quickly pull information about a particular return, use the following steps:

1. Open the return.
2. Click **Return Summary** on the **Federal Refund**.



The window displays the following information for the selected return:

- Demographic information
- Federal income information
- e-File status
- State income information (if applicable)

Set the Return Stage

Once return stages are created by the **Admin**, you can change the return stage while working in an active return or from the return list.

Return stage from inside a return

To select a return stage from inside a return, use the following steps:

1. Open a return.
2. Click **Return Summary**.

Federal Refund: \$806

John Doe
Current AGI: \$52,450
\$806
Current Refund
Return Summary

GA Refund: \$231

3. Select the **Return Stage** from the list.

Return Summary

John Doe Filing Status SINGLE
1234 Highway 27 Dependents 0
Rome, GA 30165-

Federal Income Information

Earned Income	\$52,450.00	Computed Tax	\$4,844.00
AGI	\$52,450.00	Tax Withheld	\$5,650.00
Taxable Income	\$40,450.00	Est. Tax paid	\$0.00
Payments/Credits	\$0.00	Refund(Due)	\$806.00
EIC	\$0.00		

e-File Status

Date Created	10/16/2019	Status	No IRS e-File created
Date Sent		e-File ID	
Date Accepted		Date Rejected	

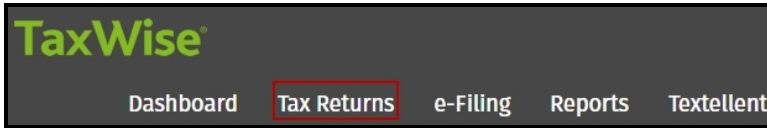
Return Stage **Ready to file**

Close

Return stage from the return list

To select a return stage from the return list, use the following steps:

1. Click **Tax Returns**.



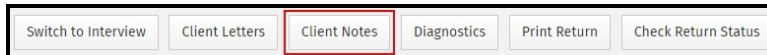
2. On the return list, select the return stage from the **Stage** list on the row of the applicable return.

Client Notes

The Client Notes are a convenient method for recording pertinent information that would not otherwise appear in the taxpayer's return. You can add as many notes as you like to each return.

To open the client notes while the return is open, use the following steps:

1. Click **Client Notes**.



2. Click **Add Note**.




TaxWise Online automatically enters the user name, date, and time.

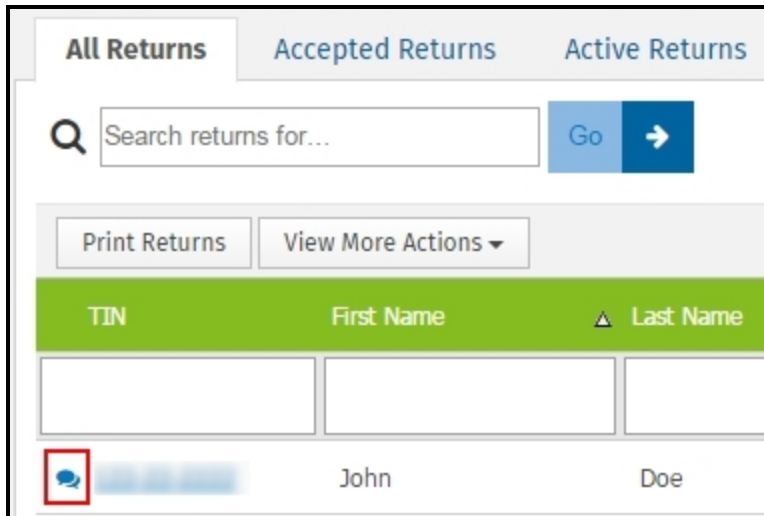
The screenshot shows a window titled 'Client Notes for John Doe'. At the top left of the window is an 'Add Note' button. Below it, the text 'Admin: Tuesday 10/4/2011 @ 2:02:55 PM' is displayed. Underneath this is a large text input area containing the placeholder text 'type note'. At the bottom of the window are three buttons: 'Save' (green), 'Print' (green), and 'Close' (grey).

3. Enter your note and click **Save**.
4. To print the **Client Notes**, click **Print**.
5. To close the **Client Notes**, click **Close**.

Access client notes from the Return list

The **Client Note** button  will be to the left of the TIN if a note exist for that tax return.

1. Click the **Client Notes** button .



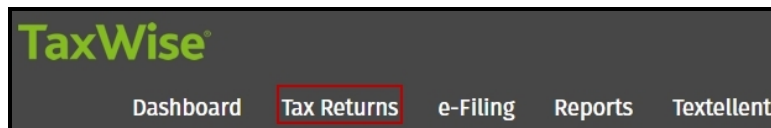
2. To view or add additional notes, click **More**.
3. To add additional notes, click **Add Note**.
4. To print the **Client Notes**, click **Print**.
5. To close the **Client Notes**, click **Close**.

Move returns

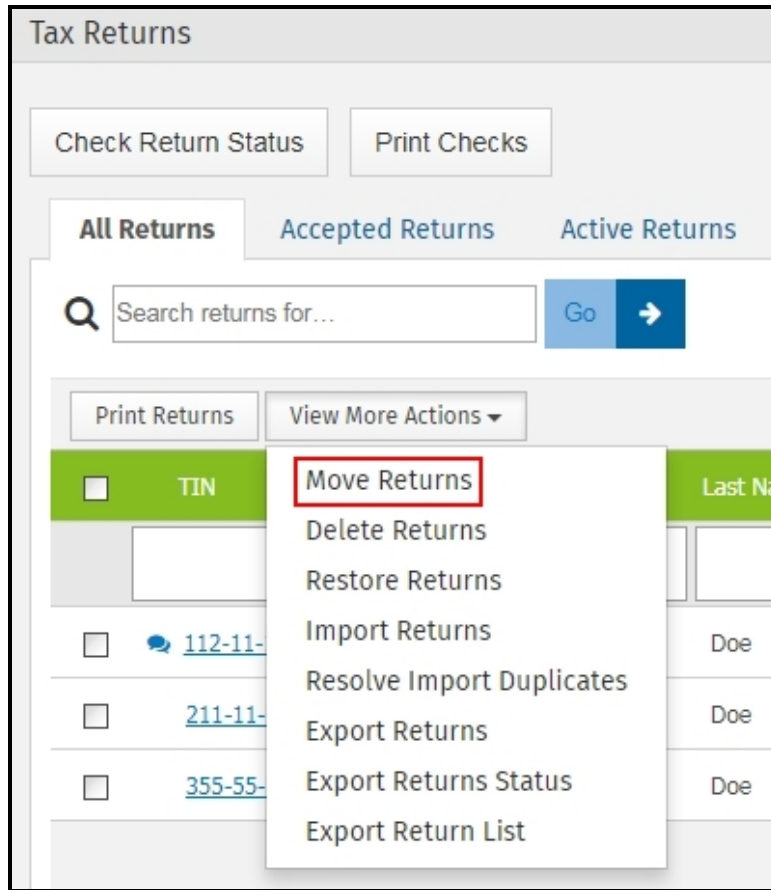
This action allows you to move tax returns from one user to another. When the tax return is moved it is no longer available to the original user. The ability to move returns is only available to the **Admin** or a user with the **Administrator** role, **SuperUser** role or **Reviewer** role.

To move returns to another user, use the following steps:

1. Click **Tax Returns**.



2. In the **View More Actions** list, click **Move Returns**.



3. In the **Select a user** list, select the user where you want the return(s) moved.
4. Select the return(s) and click **Move**.

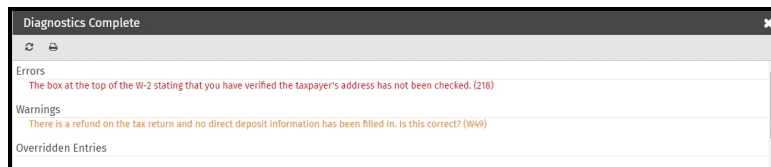



If all returns need to be moved to the same user, click **Select All**. To clear all the check boxes, click **Unselect All**.

5. Click **OK** to confirm the move.
6. Click **Close**.

Run diagnostics

Once you have completed a return you should run diagnostics to check for errors by clicking **Diagnostics**.



To print the diagnostics, click the **Print diagnostics** button . TaxWise Online will display the **Print** dialog. Make any changes to the print properties if applicable and click **Print**.

The diagnostics screen is divided into four sections:

- Electronic filing errors
- Warnings
- Overridden entries
- Estimated entries



TaxWise Online may not display all sections on every diagnostics report.

Correct electronic filing errors

Electronic filing errors are always a first priority. TaxWise Online displays them in red text on the **Diagnostics** report. The red text is a link pointing to the form and entry that needs correction. When you click the link, TaxWise Online opens the form with the error below the **Diagnostics** report so that the user has a chance to correct the entry. After you correct each error, the return is ready for another **Diagnostics** run.



You must correct all electronic filing errors prior to e-filing the return.

Warnings

Warnings identify possible problems, inconsistencies or suspicious information in the tax's return data.

Warnings can include:

- Missing data that may not be required.
- Data that does not appear consistent with other data in the return.

If a warning is displayed, you should verify that the information in the return is correct. Warnings do not disqualify a return from electronic filing.

Overridden Entries

TaxWise Online identifies overridden entries in the **Diagnostics** report. To go to the form to verify the overridden entry, click the listing for that entry.

As you verify the overridden entries, make sure that they are absolutely necessary. Even though overridden entries do not disqualify a return from electronic filing, they may result in calculation errors.

Estimated Entries

TaxWise Online identifies estimated entries in the **Diagnostics** report. To go to the form to verify any missing information, click the listing for that entry.

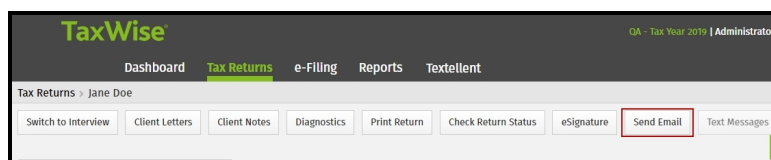
Although estimated entries do not disqualify a return from electronic filing, they may cause you to file incorrect information.

Email Client

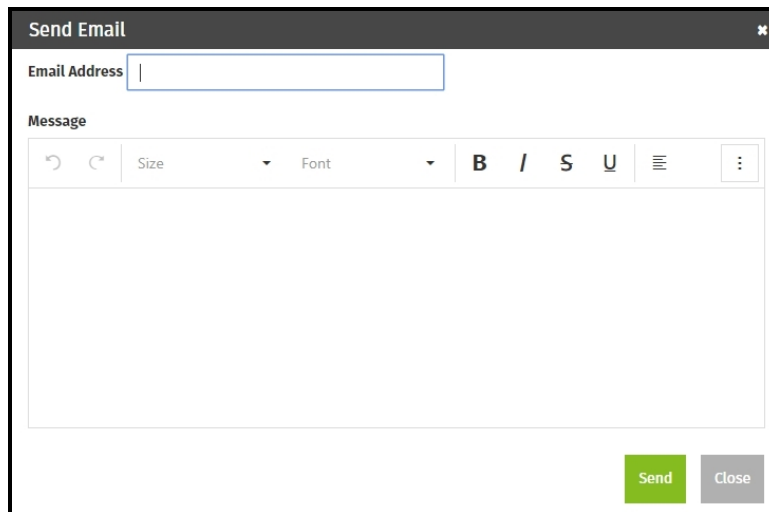
TaxWise Online includes the ability to communicate via email with your taxpayer from within the tax return.

To email your taxpayer from within the return, use the following steps:

1. From inside a return, click the **Send Email** button.



TaxWise Online displays the **Send Email** dialog box.



2. If the email address was entered in the return, it will be entered automatically. If no email address is present in the return, enter the address in the space provided.



You cannot enter more than one email address in the Email Address field.

3. Compose your email to the customer in the **Message** section. Once the message has been typed and formatted, click **Send**.
4. TaxWise Online displays the Email Status dialog box confirming that the Email has been sent successfully. Click **Close** to exit.

Client Letter

The client letter enables you to print a letter with each tax return. You can add a standard letter, customize an existing client letter or create your own letter to fit your needs.



You must disable all pop-up blockers to use the **Client Letter** feature.

A typical client letter provides the taxpayer with the following information:

- The tax preparer's contact information.
- The taxpayer's contact information.
- The federal refund, balance or amount due.
- Additional instructions about your client's federal and state tax return.

Add a client letter to a tax return

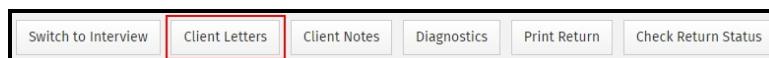
To add a client letter to a return, use the following steps:

1. Log in as the appropriate user.
2. Open a tax return.

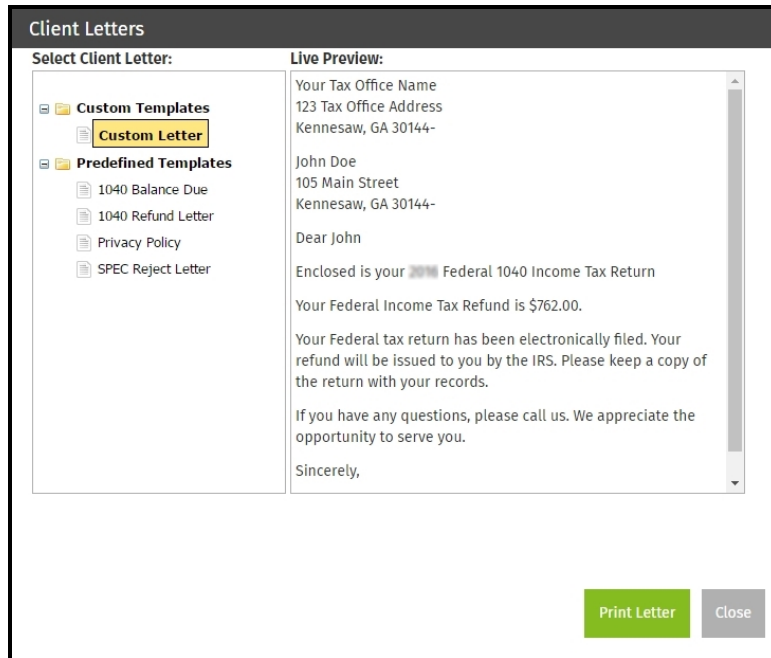


The firm name and address calculate to the client letter from the ERO Information entered on the Form 8879.

3. Click **Client Letters**.



4. Select a letter from the **Custom Templates** or **Predefined Templates** in the list.
5. Click **Print Letter**.

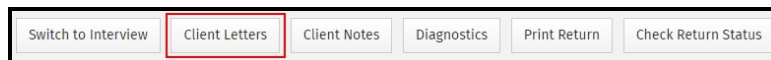


6. Change any print properties if applicable, and click **Print**.

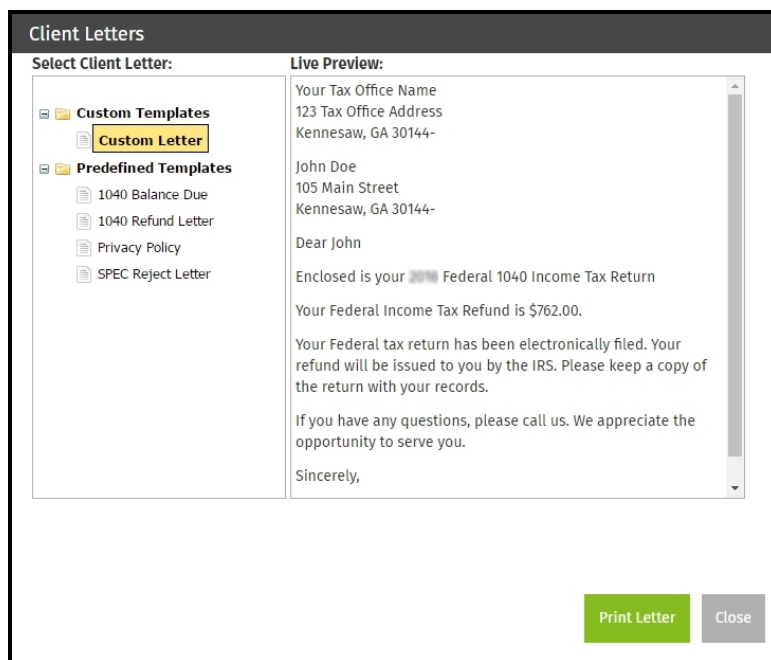
Print a client letter for a tax return

To add a client letter to a return, use the following steps:

1. Open a tax return.
2. Click **Client Letters**.



3. Select a letter from the **Custom Templates** or **Predefined Templates**.
4. Click **Print**.



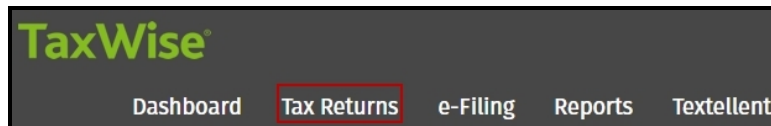
5. Make any changes to the print properties if applicable, and click **Print**.
6. Click **Close** to exit out of the Client Letters.

Delete returns

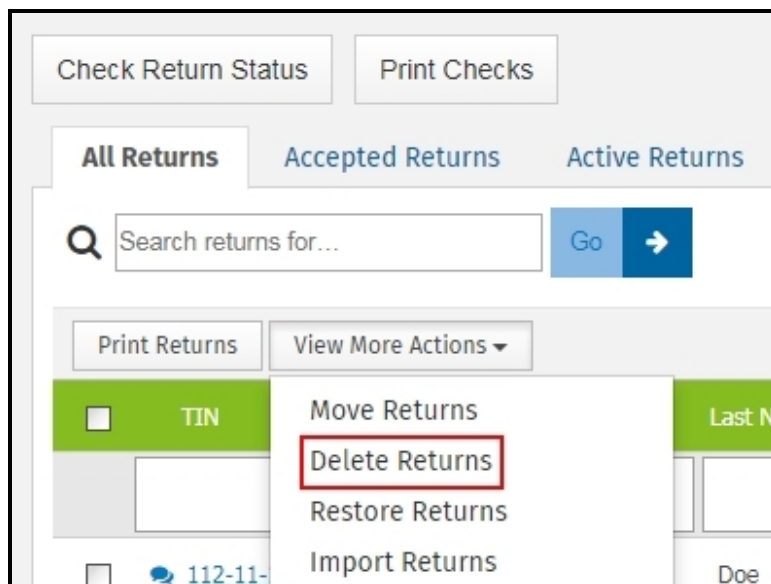
TaxWise Online allows you to delete returns and has the ability to [restore](#) returns after deletion.

To delete returns, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **ReturnDeleter** role.
2. Click **Tax Returns**.



3. In the **View More Actions** list, click **Delete Returns**.



4. Select the returns and click **Delete**.



If all returns need to be deleted, click **Select All**. To clear all the check boxes, click **Unselect All**.

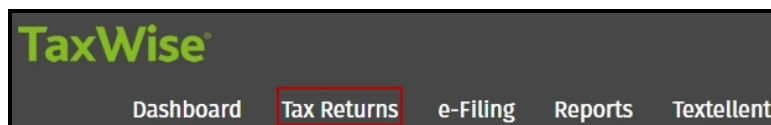
5. Click **OK** to confirm the deletion.
6. Click **Close**.

Restore deleted returns

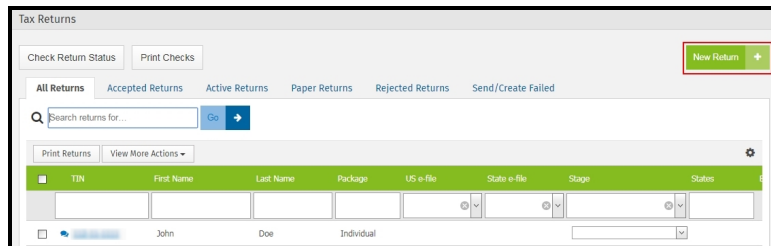
TaxWise Online gives you the option to restore returns you have previously deleted.

To restore a deleted return, use the following steps:

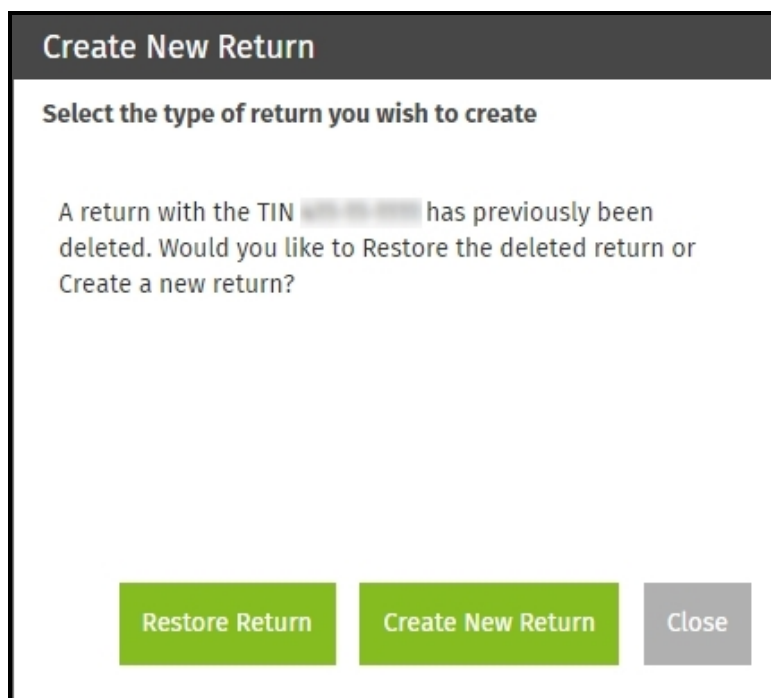
1. Click **Tax Returns**.



2. Click **New Return**.



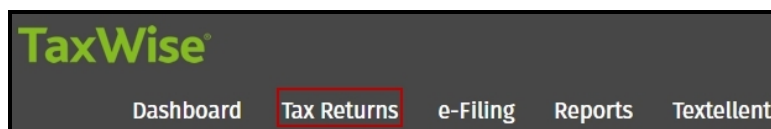
3. Enter the **Social Security number (SSN)** twice for validation purposes.
4. Click **Go to Tax Forms** or **Go to Interview**.
5. Do one of the following:
 - Click **Restore Return** to bring forward the previously deleted return.
 - Click **Create New Return** to start a blank return.
 - Click **Close** to cancel the process.



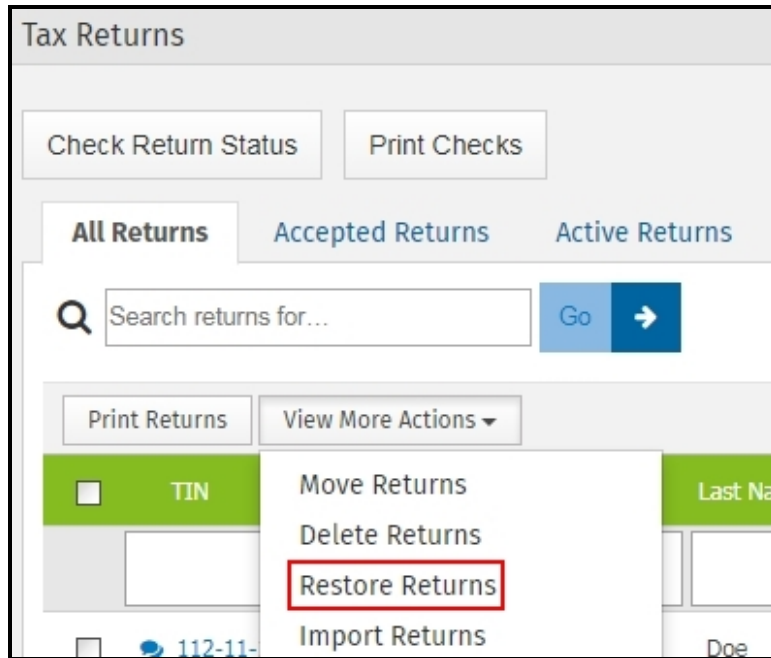
Restore multiple deleted returns

To restore multiple returns, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role or **ReturnDeleter** role.
2. Click **Tax Returns**.



3. In the **View More Actions** list, click **Restore Returns**



Within the **Restore Returns** dialog, all previously deleted returns will be displayed.

4. Do one of the following:
 - Click **Select All** to select all returns shown, or
 - Select the check box next to the return(s) you want to restore.
5. Click **Restore**.
6. Click **OK** to confirm the selected returns will be restored.
7. Click **Close**.

Chapter 9

Printing

With TaxWise Online, users can print single forms, sets of forms, or entire returns as well as checks and reports. In this chapter, the different methods that can be used in printing returns are discussed in detail and steps are given for Online Check Printing.



When printing returns (or forms), TaxWise Online creates a PDF that can be printed. Adobe Reader 8.1 or higher is required.

Print Returns

The printing in TaxWise Online provides a user-friendly module to print tax returns in a PDF file. All pop-up blockers should be disabled before attempting to print returns.



Adobe 8.1 or higher is required to print returns.

To print the tax return, use the following steps:

1. Open a tax return.
2. Click **Print Return**.
3. Select the **Print Sets** you wish to print.
4. Select the check box if you would like to mask the SSN and EIN on the printed output.
5. Click **Print**.
6. Click **OK** on the message that a pdf is being generated.
7. Do one or more of the following:
 - Click **Send to Client Portal** - A pdf of the return will be uploaded to the taxpayer's Client Portal. See [CCH iFirm Client Portal](#).



TaxWise Online has to be connected to CCH iFirm in the [Security](#) settings for this option to be available.

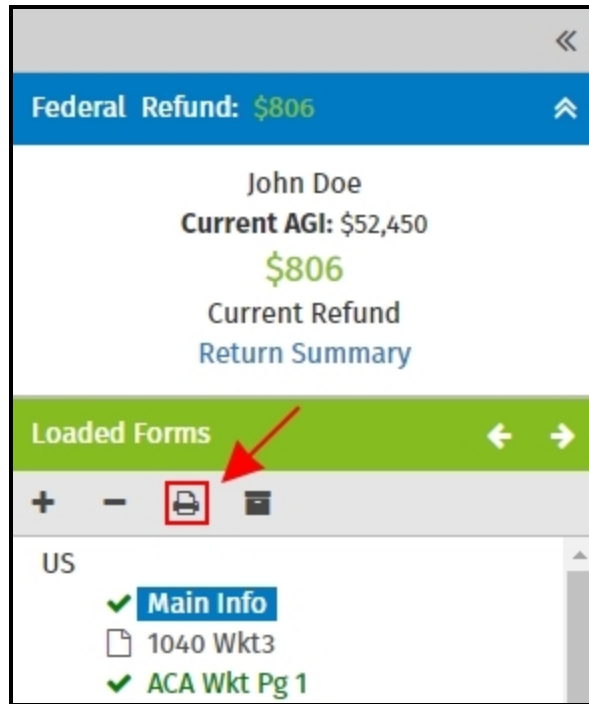
- Click **Save to Vault** - A pdf of the return will be stored in the **Loaded Forms** of the return.
 - Click **Open PDF** - To view the return in a new browser window. In the new browser window, click the **Print** button.
5. Click **Close** on the **Print Return Complete** dialog.


Print a single form (page)

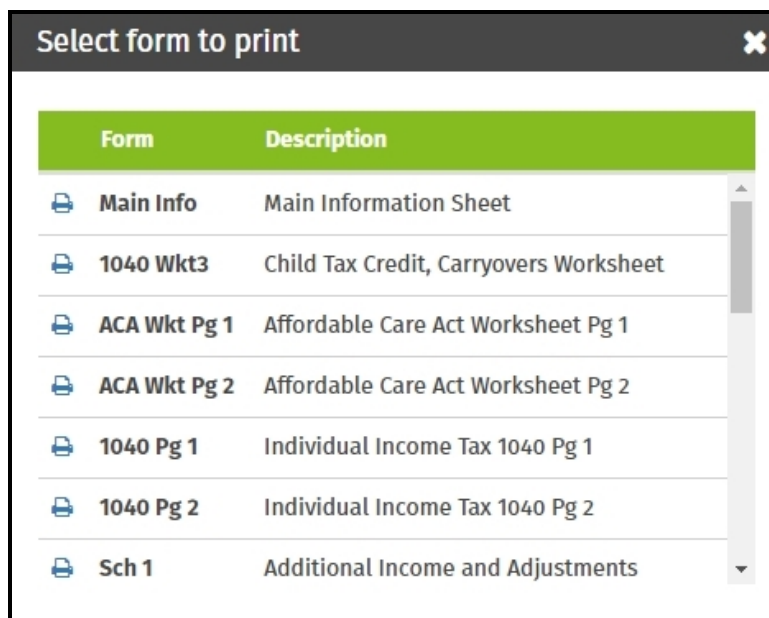
This feature allows you to print an single form (page) while the return is open.

To print a form (page) inside the return, use the following steps:

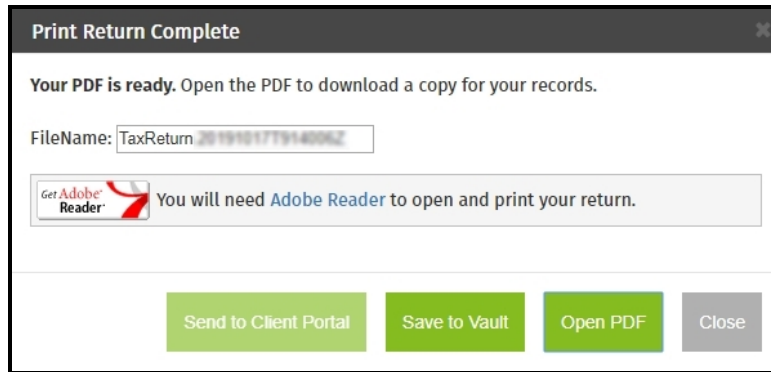
1. Open a return.
2. Click the **Print a Form** button  in the **Loaded Forms**.



3. Click the **Printer** button  on the row of the form you want to print.




4. Click **OK** on the message that a pdf is being generated.
5. Click **Open PDF** to view the form in your browser.



6. In your browser, click the **Print** button.

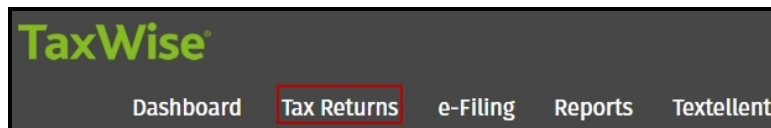
Print returns from the return list

Printing from the return list gives you the option to print a single return or multiple returns at one time. The **Admin** or a user with the **Administrator** role can access all user's returns for printing. Other users can print only their own returns.

 You must be logged in as the **Admin** or a user with the **Administrator**, **SuperUser**, or **ReturnPrinter** role in order to print returns from the returns list.

To print from the return list, use the following steps:

1. Click **Tax Returns**.



2. Verify you are on the correct tab (All Returns, Accepted, Active, etc.).
3. Select the check box on the row of the return you want to print. To print all of the returns listed in the grid, select the check box in the header.

Tax Returns

Check Return Status Print Checks

All Returns Accepted Returns Active Returns

Search returns for... Go →

Print Returns View More Actions ▾

<input type="checkbox"/>	TIN	First Name	Last Name
<input type="checkbox"/>			
<input type="checkbox"/>		Jane	Doe
<input type="checkbox"/>		John	Smith
<input type="checkbox"/>		Timothy	Brown

4. Click **Print Selected Return(s)**. The **Print Returns** page will automatically refresh until each return that you selected is available for download.

Tax Returns

Check Return Status Print Checks

All Returns Accepted Returns Active Returns

Search returns for... Go →

Print Selected Returns View More Actions ▾

<input checked="" type="checkbox"/>	TIN	First Name	Last Name
<input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>		Jane	Doe
<input checked="" type="checkbox"/>		John	Smith
<input checked="" type="checkbox"/>		Timothy	Brown

5. Click **Get Document**. Each return will open in a new browser window.

Print Returns

Printing...

This page will automatically continue to refresh until each return that you selected is available for download. As each return is available, you can click on the "Get Document" link to download each return to your computer. You will need Adobe Reader to open and print each return. Click the "Adobe Reader" icon below if you do not already have it installed.

TIN	Last Name	First Name	Status	Download Link
2008-05-0000	Doe	Jane	Complete	Get Document
2008-05-0000	Smith	John	Complete	Get Document
2008-05-0000	Brown	Timothy	Complete	Get Document

6. In your browser, click the **Print** button.
7. In the TaxWise Online window click **Close** to exit **Print Returns**.

Print checks

TaxWise Online provides you with Online Check Printing. This feature allows you to print taxpayer's checks anytime at any place. All you need is a printer and check stock.

The minimum requirements for online check printing are:

- Internet connection (Broadband)
- Authorized user (CheckPrinter role)
- Check stock (Bank agreement)
- Configured laser printer



Make sure your check stock is loaded correctly in your printer.

To print online checks, use the following steps:

1. Log in as a user with check printing rights. The user must have the **CheckPrinter** role in order to have this option available to print checks.
2. Do one of the following:
 - Click **Print Checks** located in the **Getting Started** widget on the **Dashboard**.
 - Click **Print Checks** on the **Tax Returns** page.
3. Enter your login for Online Check Printing if necessary.
4. The Solution Center displays the **Print Checks > Select Checks to Print** page, listing all the available check authorization records.
5. Select the record to print.
6. Click **Next**.
7. Set the check number and click **Next**.
8. Repeat as necessary.

Chapter 10

eSignature

eSignature allows you to stay compliant and keep client information secure by capturing signatures digitally in person or remotely through TaxWise Online. To purchase eSignature, either call your Account Representative or add it to your account via the [website](#).

Use eSignature

Once you have completed a tax return, you can use eSignature to have the taxpayer, spouse, preparer and ERO to electronically sign the tax return.



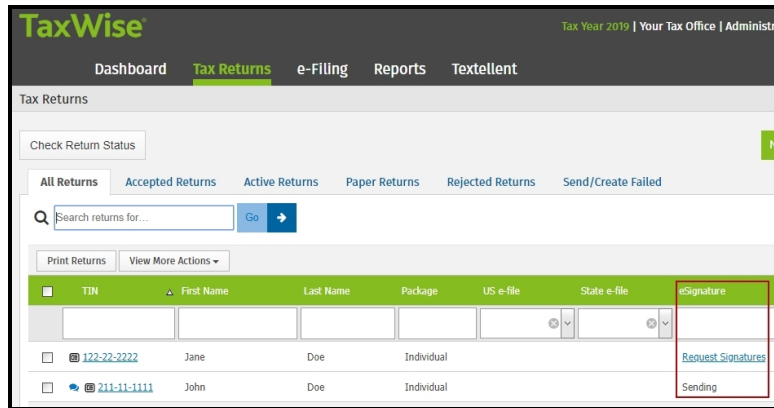
The eSignature button is grayed out unless you are logged in as the **Admin** or a user with the **SuperUser** role or **eSignature** role.

1. To create the [envelope](#)¹ to be sent for electronic signature, do one of the following:
 - Inside an open return, click **eSignature**.

The screenshot shows the TaxWise web application interface. At the top, there's a navigation bar with 'Dashboard', 'Tax Returns', 'e-Filing', 'Reports', and 'Textellent'. Below this, the 'Tax Returns' section is active for 'John Doe'. A row of buttons includes 'Switch to Interview', 'Client Letters', 'Client Notes', 'Diagnostics', 'Print Return', 'Check Return Status', and 'eSignature'. The 'eSignature' button is highlighted with a red rectangular box. On the left side, a summary card shows 'Federal Refund: \$806' and 'Current AGI: \$52,450'. The main content area displays the 'Main Information Sheet' for a US return, with fields for 'Your first name' (John) and 'Last name' (Doe).

- On the Return List (Tax Returns tab), click **Request Signatures**.

¹An envelope is a package of documents for eSignature. An envelope can contain as few as one document, but generally will contain multiple. An example would be an envelope that has the tax return.



2. Select one of the following for the taxpayer and/or spouse (if applicable):
 - **In-Person** - Choose this option if the taxpayer or spouse is physically present in your office and you have verified their identity. They will sign using their smartphone, tablet or other device.
 - **Remote** - Choose this option if the taxpayer or spouse are not physically present and signatures are to be obtained remotely. You must meet certain requirements (see [IRS electronic signature rules](#)) to select this option. Before the taxpayer or spouse is able to sign their return remotely they will be asked identification questions in order to verify their identity.
 - **On Preparer's Device** - Choose this option if the taxpayer or spouse is physically present, you have verified their identity and they will sign using your computer or other device.
 - **Don't Sign Electronically** - Choose this option if the taxpayer or spouse is not going to sign electronically.
3. Enter the email address for the taxpayer and/or spouse (if applicable). This is the email address where they will receive an email containing a link to the documents to be signed if **In-Person** or **Remote** is chosen in step 2.



If the email address was entered on the Main Information Sheet, you will not be able to make any changes to the email address on this dialog. Any changes will have to be made on the Main Information Sheet.

4. Select one of the following for the ERO and/or Preparer:
 - **In Person** - Choose this option if the ERO or Preparer will sign using their smartphone, tablet or other device.
 - **Don't Sign Electronically** - Choose this option if the ERO or Preparer is not going to sign electronically.
 - **On Preparer's Device** - Choose this option if the ERO or Preparer will sign using their computer or other device.
5. Enter the email address for the ERO and/or Preparer. This is the email address where the ERO and/or Preparer will receive an email containing a link to the documents to be signed if **In-Person** is chosen in step 4.



The preparer email address is calculated from **Settings > Manager Users**.



The ERO Name must be entered on Form 8879 in the ERO signature field or in **Settings > General Settings > ERO**.

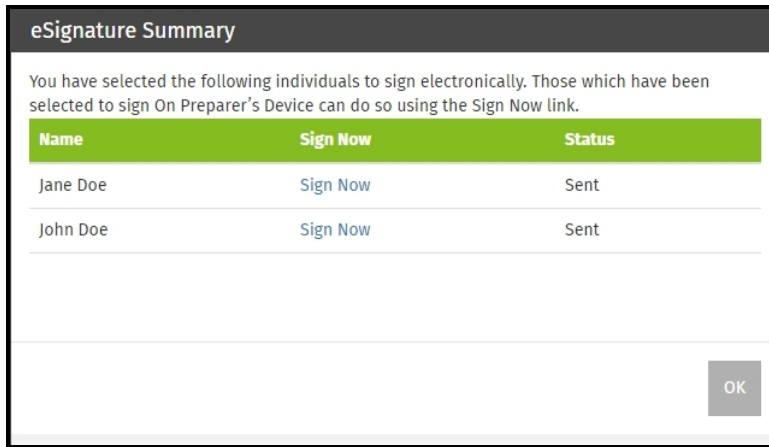
6. Click **Submit**.

The **eSignature Summary** dialog box will display showing the [status](#) of the [envelope](#)¹. If "**On Preparer's Device**" was selected, click **Sign Now** for each individual.



If you need to open the eSignature Summary window at any time, click the eSignature status link to the right of the eSignature button on the toolbar.

¹An envelope is a package of documents for eSignature. An envelope can contain as few as one document, but generally will contain multiple. An example would be an envelope that has the tax return.



7. Click **OK**.

Each individual that selected **In Person** or **Remote** will receive an email containing a link to the documents that need to be signed. Once the documents are signed, they will be displayed in [Vault](#).

eSignature status

The status of the [envelope](#)¹ will be displayed inside an open return and in the return list.


Status	Description
Sent	This status is displayed when the email notification is sent with a link to the envelope to at least one recipient. The envelope remains in this state until all recipients have viewed the envelope.
Delivered	This status is displayed when all recipients have opened the envelope through the DocuSign signing website.
Signed	This status is displayed when the envelope has been signed by all required recipients. This is a temporary state used during processing, after which the envelope is automatically moved to Completed status.
Completed	This status is displayed when the envelope has been completed by all the recipients. The signed tax return will be stored in Vault .
Failed	This status is displayed when at least one recipient fails the authentication check.
Declined	This status is displayed when a recipient declines to sign the documents in the envelope.
Delivery Failed	This status is displayed when DocuSign gets notification that an email delivery has failed.

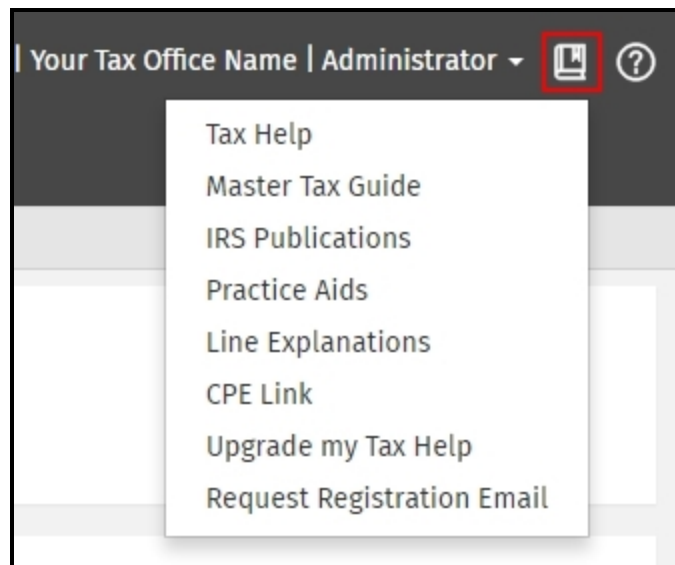
¹An envelope is a package of documents for eSignature. An envelope can contain as few as one document, but generally will contain multiple. An example would be an envelope that has the tax return.

Chapter 11

Tax Help

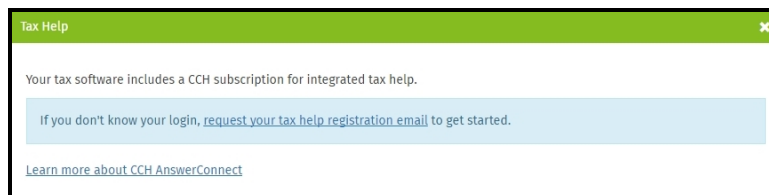
The Tax Help menu item offers you numerous ways to research tax information using CCH® AnswerConnect or CCH® IntelliConnect® from inside or outside a return, earn CPE credits and more!

 The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.




Tax Help widget

The **Tax Help** widget displays on the **Dashboard** for the **Admin** user. If you do not know or have forgotten your registration email, click [request your tax help registration email](#) on the **Dashboard** widget to fill out a form to get your login information.



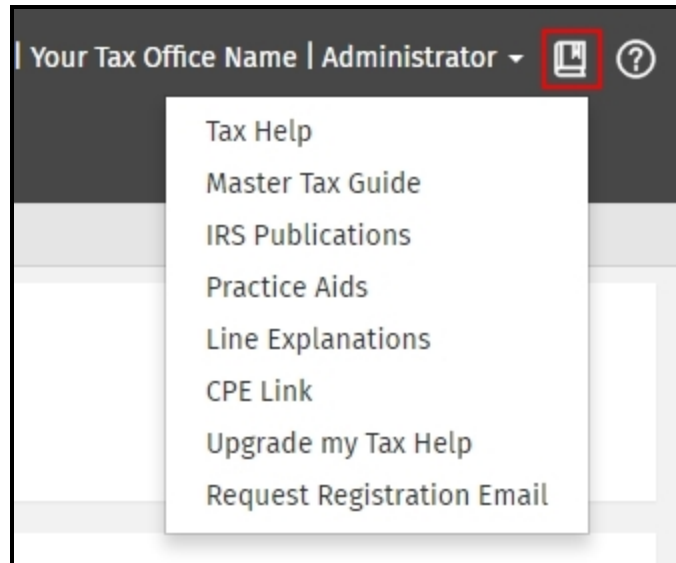
Master Tax Guide

The Tax Help menu includes access to the U.S. Master Tax Guide powered by CCH® AnswerConnect or CCH® IntelliConnect®. The guide will assist you in preparing tax returns and researching tax items.


 The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.

To access the Master Tax Guide, use the following steps:

1. Click the **Tax Help** menu .




2. Click **Master Tax Guide** while inside or outside of a return.
3. Enter your CCH® AnswerConnect or CCH® IntelliConnect® **User ID** (email address) and **Password**. If you do not know or have forgotten your registration email, click [Request Registration Email](#) from the Tax Help menu to get started.

 On the log in page, you can set your log in preferences (Remember my User ID, Remember my password, or Log me in automatically).

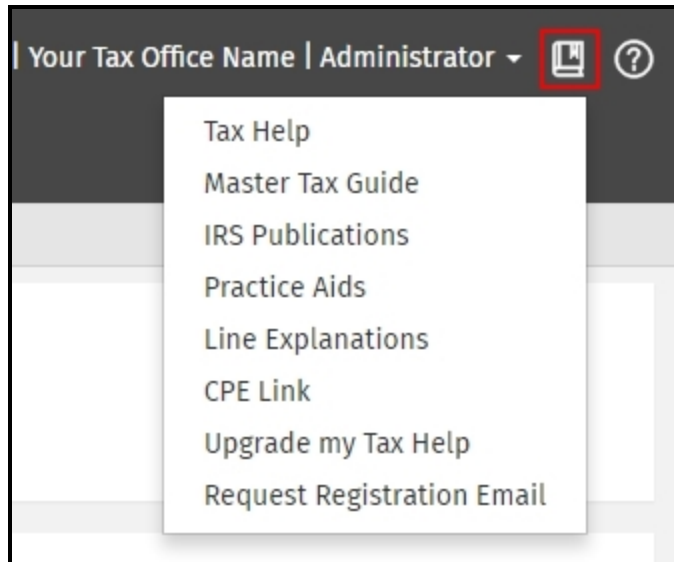
IRS Publications

The Tax Help menu allows you to access IRS publications for use in preparing returns. For additional information on navigating the IRS Publications, refer to the Help from within CCH® AnswerConnect or CCH® IntelliConnect®.

 The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.

To access the IRS Publications, use the following steps:

1. Click the **Tax Help** menu .



2. Click **IRS Publications** while inside or outside of a return.
3. Enter your CCH® AnswerConnect or CCH® IntelliConnect® **User ID** (email address) and **Password**. If you do not know or have forgotten your registration email, click [Request Registration Email](#) from the Tax Help menu to get started.



On the log in page, you can set your log in preferences (Remember my User ID, Remember my password, or Log me in automatically).

Practice Aids

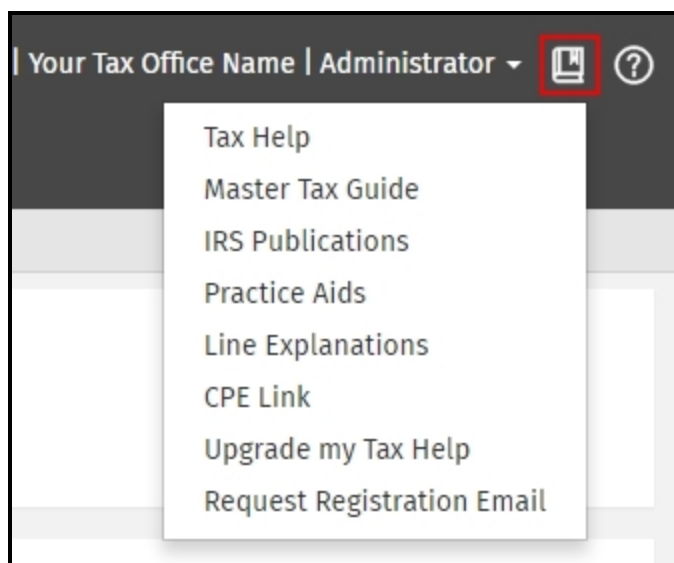
Practice Aids allow you to select from elections, flowcharts, worksheets, checklists, tables, tools and client letters, that aid in tax preparation. For additional information on navigating the Practice Aids, refer to the Help from within CCH® AnswerConnect or CCH® IntelliConnect®.



The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.

To access the Practice Aids, use the following steps:

1. Click the **Tax Help** menu .



2. Click **Practice Aids** while inside or outside of a return.
3. Enter your CCH® AnswerConnect or CCH® IntelliConnect® **User ID** (email address) and **Password**. If you do not know or have forgotten your registration email, click [Request Registration Email](#) from the Tax Help menu to get started.



On the log in page, you can set your log in preferences (Remember my User ID, Remember my password, or Log me in automatically).

Line Explanations

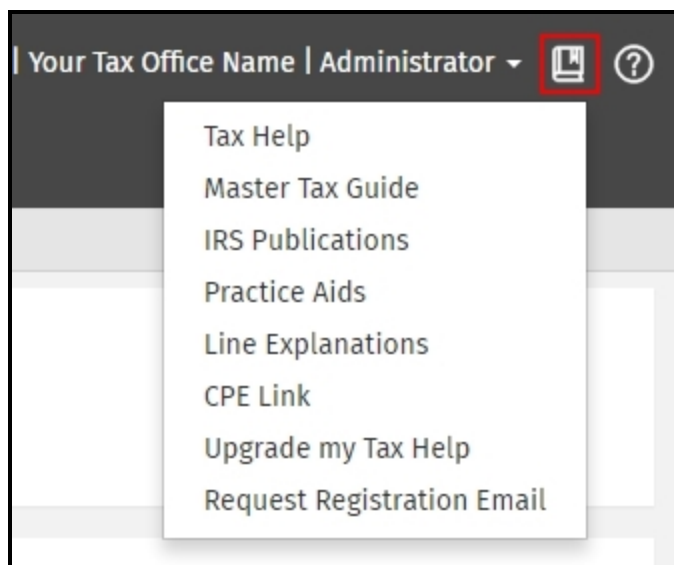
The Tax Help menu provides line explanations powered by CCH® AnswerConnect or CCH® IntelliConnect® to assist you in the completion of tax returns. Line explanations are only available for the main form (1040). For additional information on navigating the line explanations, refer to the Help from within CCH® AnswerConnect or CCH® IntelliConnect®.



The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.

To access the Line Explanations, use the following steps:

1. Click the **Tax Help** menu .



2. Click **Line Explanations** while inside or outside of a return.
3. Enter your CCH® AnswerConnect or CCH® IntelliConnect® **User ID** (email address) and **Password**. If you do not know or have forgotten your registration email, click [Request Registration Email](#) from the Tax Help menu to get started.



On the log in page, you can set your log in preferences (Remember my User ID, Remember my password, or Log me in automatically).

4. Your default Internet browser opens and displays the line explanations.

Accessing Line-Specific Research within Returns


Line specific research help is available for some fields on Form 1040. The research help can be accessed by clicking on the entry link on a field. From the smart bar, click on the Tax Help button. CCH® AnswerConnect or CCH® IntelliConnect® will open in a new window displaying the tax help for that line of Form 1040.



CPE Link

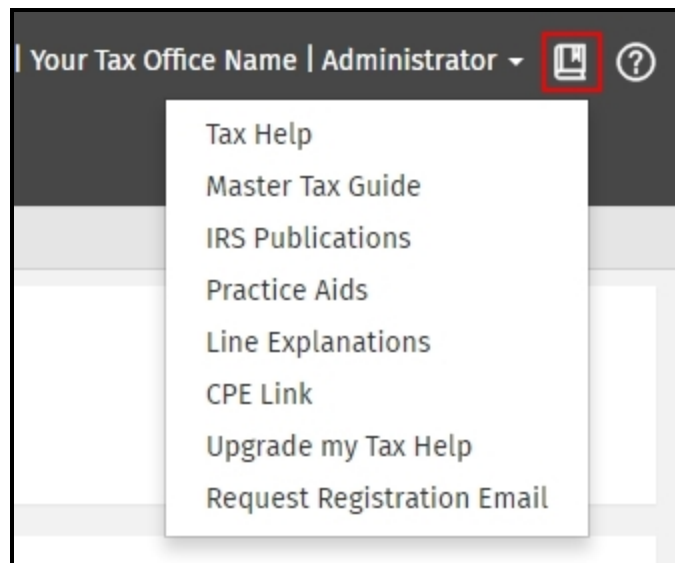
CPE Link offers a multitude of online webinars and self-study courses where you can receive CPE credits.

Click the **CPE Link** menu item and your Internet browser launches the CPE Link page. From the CPE Link page, you can access courses that cover tax preparation, tax laws, and other hot topics.

 The content available to you varies based on the tax package you purchased. Click the **Upgrade My Tax Help** menu item to learn more about purchasing additional content.

Upgrade my Tax Help

The Tax Help content available to you varies based on the tax package you purchased. Click the Tax Help menu and click **Upgrade My Tax Help** to learn more about purchasing additional content.



Request Registration Email

If you do not know or have forgotten your registration email, click [Request Registration Email](#) on the Tax Help menu  to fill out a form to get your login information.

Your Tax Package Includes Tax Research

If you do not know or have forgotten your registration email, fill out the form below to get your login information and get started with your tax research solution!

If you do not know your Client ID, please consult the images below based on the software you use.

First Name *

Last Name *

Email *

Client ID *

Submit

Chapter

12

CCH iFirm Client Portal

CCH iFirm Client Portal allows you to securely share files with your clients. TaxWise Online and CCH iFirm work together to simplify your office work flow. As a Client Portal subscriber, you have the ability to send tax return PDFs to Client Portal and send files from Vault to Client Portal.

Some of the most-loved features of Client Portal are:

- Sharing documents with your clients
- Automatic notifications when clients upload documents to you
- Integration between TaxWise Online and Client Portal

For information on how to set up your Client Portal in CCH iFirm, see [Set up Client Portal](#).

Send to Client Portal from Vault

Review the following scenarios before sending files from Vault to Client Portal:

Scenario 1: When a contact does not exist in CCH iFirm

When a contact does not exist in CCH iFirm, the contact and portal are created for you when sending files from Vault to Client Portal. When an e-mail address is present on the Main Information page in TaxWise Online, Client Portal automatically sends an invitation e-mail when the files are sent to Client Portal. If no e-mail address is present on the Main Information page in TaxWise Online, you will need to add an e-mail address for the contact in CCH iFirm in order to send an invitation e-mail. See [Invite people to a portal and manage invitations](#).

Scenario 2: When the contact exist in CCH iFirm, but no portal exist

When the contact does exist in CCH iFirm, the portal will be created for you when sending files from Vault to Client Portal. When an e-mail address is present on the Main Information page in TaxWise Online, Client Portal automatically sends an invitation e-mail when the files from Vault are sent to Client Portal. If no e-mail address is present on the Main Information page in TaxWise Online, you will need to add an e-mail address for the contact in CCH iFirm in order to send an invitation e-mail. See [Invite people to a portal and manage invitations](#).

Send tax return PDF to Client Portal

Review the following scenarios before sending PDFs of the tax return to Client Portal:

Scenario 1: When a contact does not exist in CCH iFirm

When a contact does not exist in CCH iFirm, the contact and portal are created for you when sending a PDF of the tax return to Client Portal. An invitation e-mail **will not** be sent from Client Portal. You will need to add an e-mail address for the contact in CCH iFirm in order to send an invitation e-mail. See [Invite people to a portal and manage invitations](#).

Scenario 2: When the contact exist in CCH iFirm, but no portal exist

When the contact does exist in CCH iFirm, the portal will be created for you when sending PDF of the tax return to Client Portal. If an e-mail address is present for that contact in CCH iFirm, Client Portal automatically sends an invitation e-mail when you send a PDF

of the return to Client Portal. If no e-mail is present for the contact in CCH iFirm, you will need to add an e-mail address in order to send an invitation e-mail. See [Invite people to a portal and manage invitations](#).


Chapter 13

Working with e-Files

After you have entered all data in the tax return, reviewed all forms, and ensured that each form is complete, you are ready to run diagnostics to check the integrity of the return and create the e-File. Diagnostics also looks for electronic filing errors in both federal and state returns.

Create and submit e-Files

Once the tax return is finished and free of e-File and validation errors, you are ready to submit the tax return to the IRS.

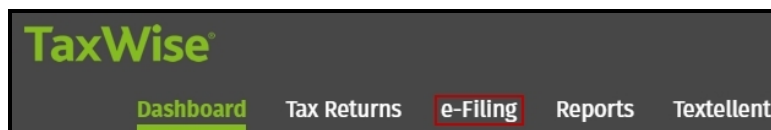
 If your office is set up to submit interviews to your Main Office, you will not have the ability to create e-Files. After submitting the interview, your Main Office will complete and e-File the return.

To create and send an e-File, use the following steps:

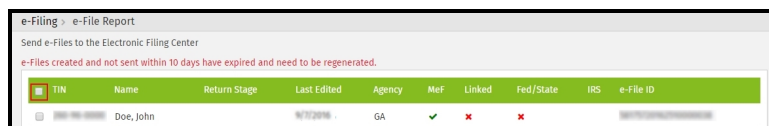
1. Click **Diagnostics**.
2. Verify that there are no electronic filing errors.
3. Click **Create e-File(s)**. A message will display to let you know the e-File was created. If the return contains any validation errors they will be shown in the diagnostics window. Those errors will need to be corrected before you able to create the e-File.

 The return can be printed by clicking **Print Return**, before or after creating the e-File.

4. Click **Save and Close**.
5. Click **e-Filing**.



6. Click **Submit e-Files**.
7. Select the check box(es) next to the TIN of the tax return you want to e-File. To select all the available e-Files, select the check box in the green header (highlighted in the image)



The image shows a screenshot of the 'e-Filing > e-File Report' page. Below the header, there is a table with the following columns: TIN, Name, Return Stage, Last Edited, Agency, MeF, Linked, Fed/State, IRS, and e-File ID. The 'e-File ID' column header is highlighted in green. A single row is visible with the name 'Doe, John' and a checkmark in the 'MeF' column.

TIN	Name	Return Stage	Last Edited	Agency	MeF	Linked	Fed/State	IRS	e-File ID
	Doe, John			GA	✓	✗	✗		

8. Click **Continue**.
9. Click **Print** to print a copy of the e-File Report for your records.
10. Click **Continue**.
11. A list will be displayed showing the returns that have been queued for submission.

Linked vs. unlinked state returns

TaxWise Online supports both linked and unlinked state e-Files.

Linked State Returns

Linked state returns (with a separate e-File created) cannot be submitted until the Federal return is accepted by the IRS.

The linked state e-File is displayed in the **e-File Report** dialog as locked. It cannot be selected and transmitted until the federal return is accepted. The state return becomes available in the **e-File Report** dialog when the federal return is accepted.



If the Federal return is rejected by the IRS, any associated state e-Files are deleted and are removed from the **e-File Report** dialog. Once you correct the return, be sure you recreate the state e-File in addition to the Federal e-File.

Unlinked State Returns

Unlinked state returns can be submitted at any time. The Federal return is not required to be accepted before the state return is submitted for processing.

An example of an unlinked state return is when no Federal return is required to be filed, but the state return is required. You would be allowed to send this unlinked state return without having to send the Federal return.

Important Item to Remember

The state MeF returns are defaulted to the linked condition. However, the ERO/ Preparer may elect to send the state as unlinked by making a selection on the state form.

Acknowledgements

Once an e-File has been submitted, the IRS, state and bank will send an acknowledgement to let you know if the return was accepted or rejected and, if rejected, what you can do to correct the return. This chapter discusses acknowledgements, what they mean, and what users can do once they have been received.

View acknowledgements

TaxWise Online allows you to view current federal, state and bank acknowledgements.

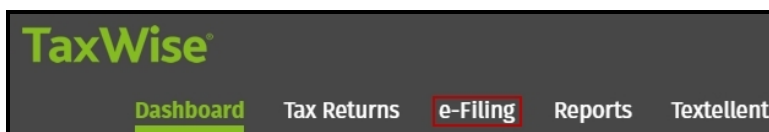
You have the option to view acknowledgements under two categories:

- Not Archived - The default view for all acknowledgements.
- Archived - Acknowledgements that you selected to archive.

Acknowledgements are available as soon as the IRS or state acknowledges the return. This could take up to 48 hours.

To view acknowledgements, use the following steps:

1. Click **e-Filing**.



2. Click **View Acknowledgements**.
3. Click the tab of the type of acknowledgement (IRS, State or Bank) you want to view.
4. Click the **Not Archived** tab to view acknowledgements that have not been archived. Click the **Archived** tab to view acknowledgements that have been archived.



To learn more about archiving acknowledgements, see the section titled **Archiving acknowledgements**.

5. Notice the **Status** column indicating acceptance, rejection, or sent to the IRS for each acknowledgement.
6. Click **Print All** to print the acknowledgement.

The following table displays the information contained in an acknowledgement:

Column	Description
Date	Date of acknowledgement
TIN	Taxpayer's social security number (or Tax Identification Number)
Name	Taxpayer's name
Ack Type	Federal or state acknowledgement
Refund	Displays the refund or balance due
Status	Displays accepted or rejected
e-File ST	Displays the state associated with the ack type
Sig Doc	Displays PIN
Debt Ind	Displays any debt from previous year
EC Ind	EC Indicator; displays "Y" if the return contains a completed Schedule EC
SVC CTR	Displays the IRS service center that processed the return
e-File ID	e-File Identification Number assigned by TaxWise Online

View acknowledgements by calendar date

To view acknowledgements using the date filter, use the following steps:

1. Click **e-Filing**.
2. Click **View Acknowledgements**.
3. Enter the starting date in the **From Date** box.
4. Enter the ending date in the **To Date** box.



From Date: 10/10/2019 To Date: 10/17/2019 Go →

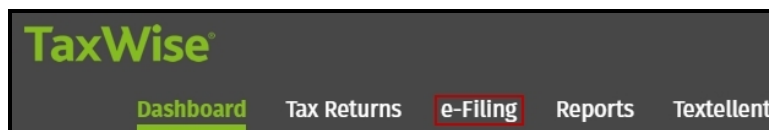
5. Click **Go**.

The acknowledgements are displayed for the date range selected.

Archive acknowledgements

To archive acknowledgements, use the following steps:

1. Click **e-Filing**.



2. Click **View Acknowledgements**.
3. Click the tab of the type of acknowledgement (IRS, State or Bank) you want to archive.

4. Click the **Not Archived** tab.
5. Select the check box next to the acknowledgement(s) you want to archive.
6. Click **Archive Selected**.

Archived acknowledgements are displayed when you click the **Archived** tab.

To unarchive acknowledgements, use the following steps:

1. Click **e-Filing**.
2. Click **View Acknowledgements**.
3. Click the tab of the type of acknowledgement (IRS, State or Bank) you want to unarchive.
4. Click the **Archived** tab.
5. Select the check box next to the acknowledgement(s) to unarchive.
6. Click **Unarchive Selected**.

Acknowledgements that are not archived are displayed when you click the **Not Archived** tab.

Identify rejected returns

TaxWise Online provides you with several methods of identifying rejected returns.

- The rejected returns can be viewed by, printing the acknowledgements,
- The **Check Return Status** button located on the **Dashboard** or **Tax Returns** page can be used for a quick search for the tax return status, or
- The **Print Reject Details** can be printed to show all returns that are rejected.

To run the Outstanding Rejects report from the Solution Center, use the following steps:

1. Log into the **Solution Center**.
2. Click **My Information**.
3. Click **Reports**.
4. Select the **Outstanding IRS Rejects** report by clicking **Generate** to the right of the report.

After the report is generated you can download the report to be opened or saved.

Correct and resubmit rejected returns

When a return is rejected by an agency (IRS or State), the tax preparer is notified of the rejection via an acknowledgement. An explanation or reason for the reject, or reject code is given in the acknowledgement. There are so many different reasons for a return to be rejected, it is impossible to list them all here.



You can see an explanation and the value that caused the rejection by clicking the **Check Return Status** button located on the Dashboard or Tax Returns page.

State Rejects

Select the state website from the **State Tax Sites** panel on the **Dashboard**. Each state's Department of Revenue website has different features and functions. It is impractical to list the best method of locating rejects for every state's website. A simple search may give the desired results or it may be necessary to call the state's revenue office/ department to determine the reason for the reject.



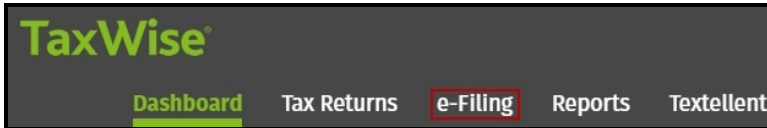
Once the errors have been identified and corrected, the return or e-File must be resubmitted.

Clear sent e-Files

The **Admin** or a user with the **Administrator** role has the ability to clear the status of a sent e-File.

To clear the sent e-Files, use the following instructions:

1. Click **e-Filing**.



2. Click **Clear Sent e-Files**.
3. Select the e-Files and click **Clear e-Files**.



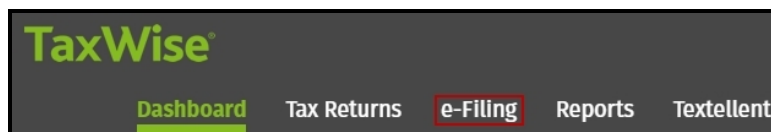
If all e-Files need to be cleared, click **Select All**. To clear all the check boxes, click **Unselect All**.

Print Reject Details

TaxWise Online gives you the ability to print the details of rejected returns.

To print reject details, use the following the steps:

1. Click **e-Filing**.



2. Click **Print Reject Details**.
3. Do one of the following:
 - Select the check box(es) beside the reject(s) to be printed.
 - Click the **Select All** button to select all rejects displayed.
4. Click **Submit**.
5. Click **OK**.
6. Click **Print**.

Chapter 14

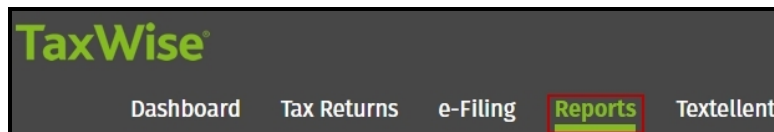
Reports

TaxWise Online includes a variety of reports that can be generated for use in your office.

Print Reports

To access reports, use the following steps:

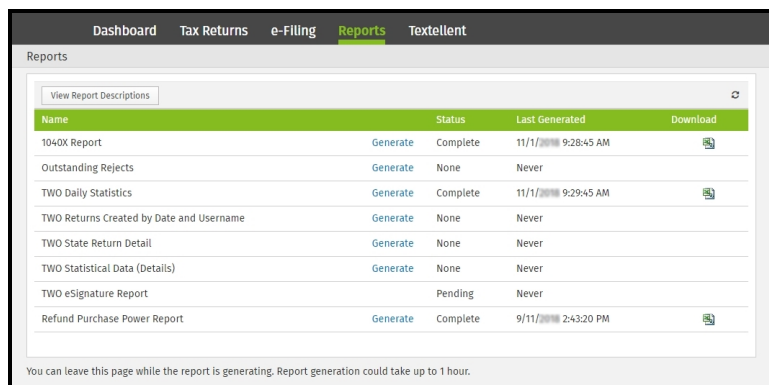
1. Click **Reports**.






2. Click **Generate** on the row of the report you want to view.



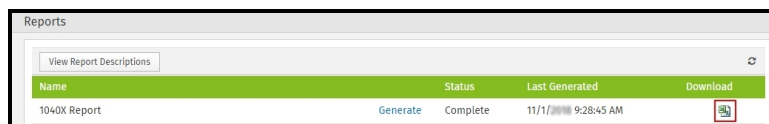
The status will update to Pending.




Name	Status	Last Generated	Download
1040X Report	Generate Complete	11/1/2010 9:28:45 AM	
Outstanding Rejects	Generate None	Never	
TWO Daily Statistics	Generate Complete	11/1/2010 9:29:45 AM	
TWO Returns Created by Date and Username	Generate None	Never	
TWO State Return Detail	Generate None	Never	
TWO Statistical Data (Details)	Generate None	Never	
TWO eSignature Report	Pending	Never	
Refund Purchase Power Report	Generate Complete	9/11/2010 2:43:20 PM	

You can leave this page while the report is generating. Report generation could take up to 1 hour.

3. When the report is complete, the status will change to **Complete**. (This step could take up to an hour)
4. Click the **Excel** button to download the report.



Name	Status	Last Generated	Download
1040X Report	Generate Complete	11/1/2010 9:28:45 AM	



Reports are downloaded into .csv file format. These files can be opened and viewed with MS Excel. Once the file is opened, it can be printed and/ or saved as an Excel file.

Chapter 15

Communicating with Textellent

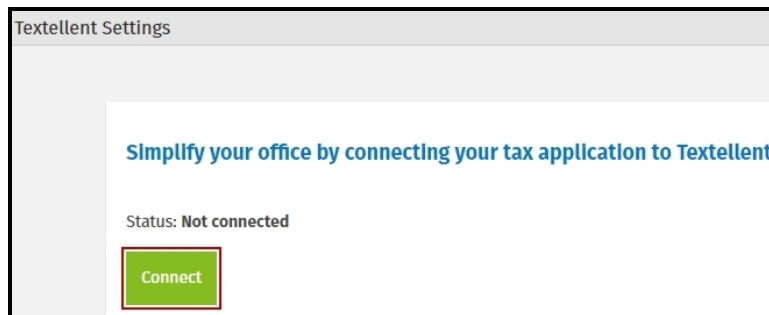
TaxWise Online allows you to communicate with your customers by sending and receiving text messages using [Textellent](#). You must first register with Textellent. See [Textellent Settings](#) and [Using Textellent](#) for additional information.

Textellent Settings

TaxWise Online allows you to communicate with your customers by sending and receiving text messages using Textellent. You must first connect to Textellent.

To connect to Textellent, use the following steps:

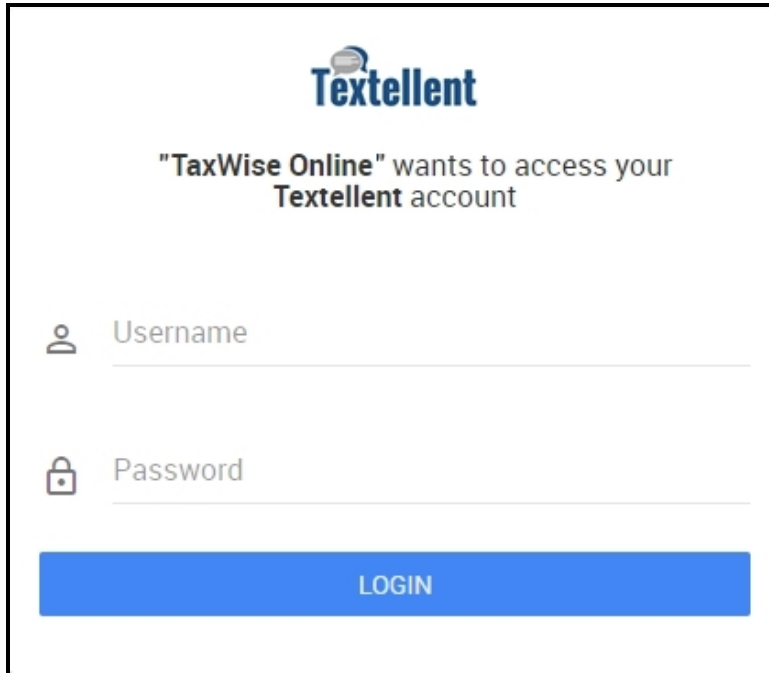
1. Log in as the **Admin** or a user with the **Administrator** role.
2. Do one of the following:
 - Click the **Textellent** tab.
 - Click your name on the top right of the screen, select **Settings** and then click **Textellent Settings**.
3. TaxWise Online displays the **Textellent Settings** page. Click **Connect**.



4. Your Internet Browser opens to the **Textellent login** page. Enter your **username** and **password** and click **Login**.

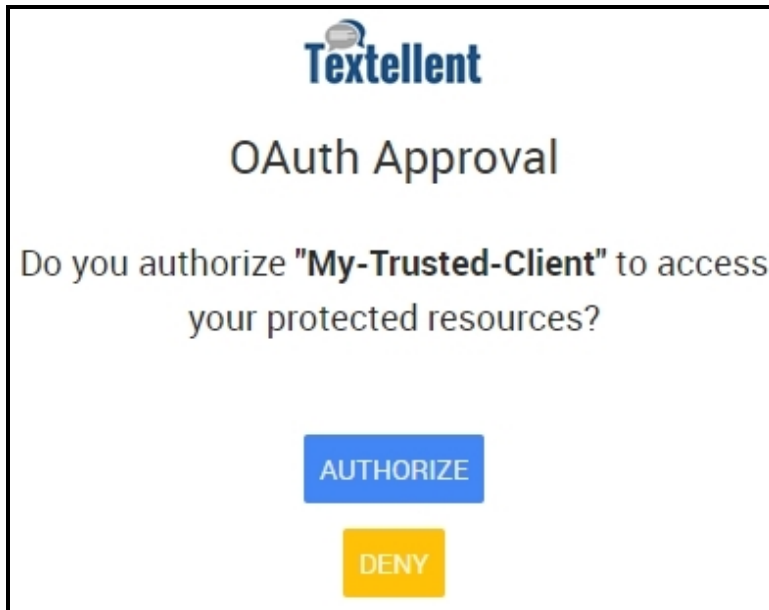


You must register with [Textellent](#) to receive a username and password.



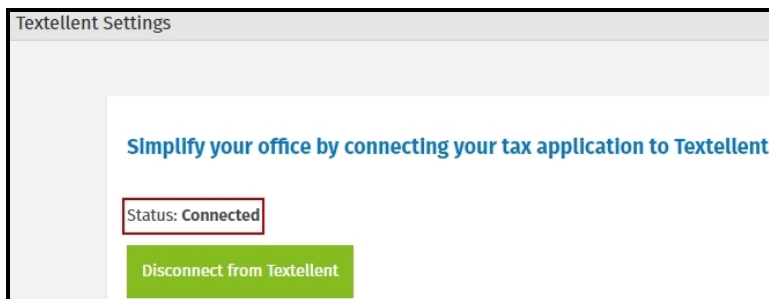
The image shows a login form for Textellent. At the top is the Textellent logo. Below it, the text reads: "TaxWise Online" wants to access your Textellent account. There are two input fields: "Username" with a person icon and "Password" with a lock icon. A blue button labeled "LOGIN" is at the bottom.

5. A message is displayed asking you to authorize access to between TaxWise Online and Textellent. Click **Authorize** or **Deny**.



The image shows an OAuth approval screen. At the top is the Textellent logo. Below it, the text reads: "OAuth Approval". The main text asks: "Do you authorize 'My-Trusted-Client' to access your protected resources?". There are two buttons: a blue "AUTHORIZE" button and a yellow "DENY" button.

6. TaxWise Online displays the **Textellent Settings** page showing that you are now connected.



The image shows the Textellent Settings page. The title is "Textellent Settings". The main content area has a blue header: "Simplify your office by connecting your tax application to Textellent." Below this, there is a status indicator: "Status: Connected" in a red-bordered box. At the bottom, there is a green button labeled "Disconnect from Textellent".

Using Textellent

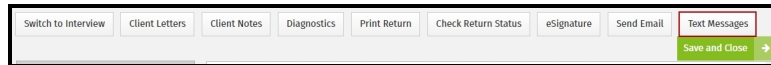
Once you have registered with [Textellent](#) and connected to it through [Textellent Settings](#), you can begin communicating with your taxpayers by text message.



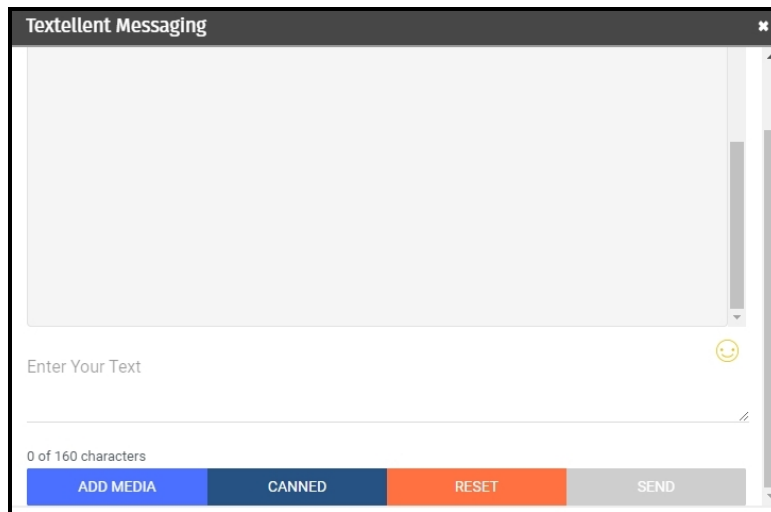
A phone number **MUST** be entered in the Cell phone field on the Main Information Sheet before you can text your taxpayer.

To send and receive Text Messages, use the following steps:

1. Open the return of the taxpayer you wish to communicate with.
2. Make sure that the taxpayer's correct cell phone number is entered on the Main Information Sheet.
3. Click the **Text Messages** button.



4. The **Textellent Messaging** window displays. Compose your text in the Enter Your Text field. You have the option to Add Media, send a Canned message, reset the dialog box or Send the text you composed.



After you finish communicating with your taxpayer, click the X in the top-right corner to close the messaging window. You can come back to this at any point in time by clicking the **Text Messages** button again.

Chapter 16

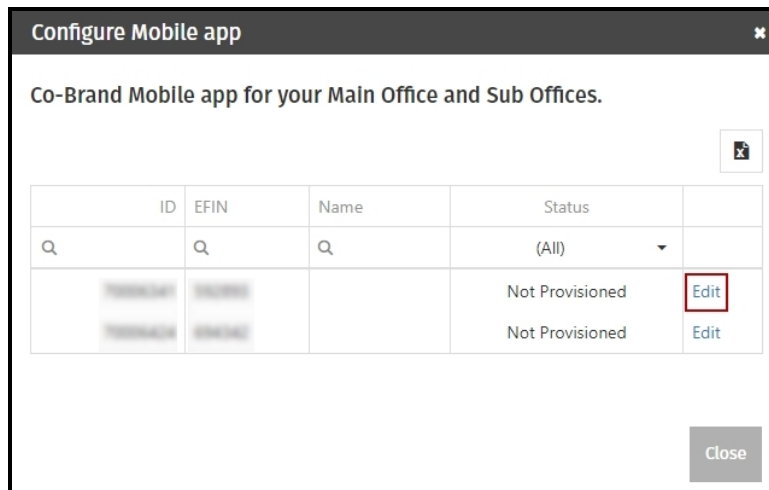
TWO Mobile App

Co-Brand Mobile App

TaxWise Online allows you to co-brand the Mobile App so that the site used by your customers has your office information.

To co-brand the Mobile App, use the following steps:

1. Log in as the **Admin** or a user with the **Administrator** role.
2. Click your name on the top right of the screen and select **Settings**.
3. Click **Co-Brand Mobile App**.



4. The **Configure Mobile app** dialog box displays. Select the Main Office or Sub Office that you would like to co-brand and click **Edit**.

5. The **Configure Mobile app** dialog box displays. Enter all applicable information in the spaces provided.
6. To upload a **Website Logo** and/or **Mobile app Logo**, click the applicable **Choose File** button, select the logo file you wish to use and click **Open**.
7. The image displays on the **Configure Mobile app** dialog box. Click **Upload** to use the image.



Only PNG format is supported for logos and the file size cannot exceed 32 KB.

8. Once you have finished entering information, click **Save**.
9. The status changes to **Provisioned** once you have saved your information. To change the information you entered, click **Edit**.

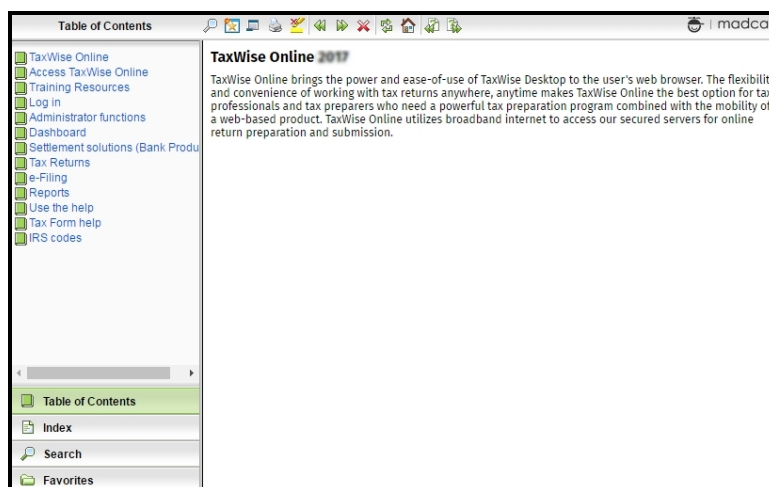
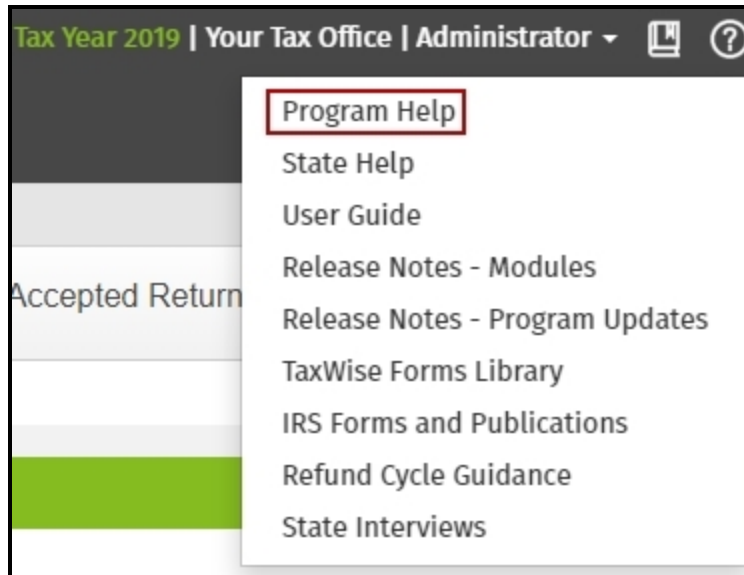
Chapter 17

Use the TaxWise Online help

TaxWise Online offers program help, state help, tax form help, and field level context sensitive help. This chapter discusses how to access and use help to solve many different types of issues.

TaxWise Online help

To get help in TaxWise Online, press **F1** or click the **Help** button on the top right of the screen and select **Program Help**.



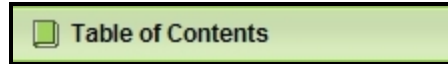
The left pane of the Help window has four options:

- Table Of Contents
- Index
- Search
- Favorites

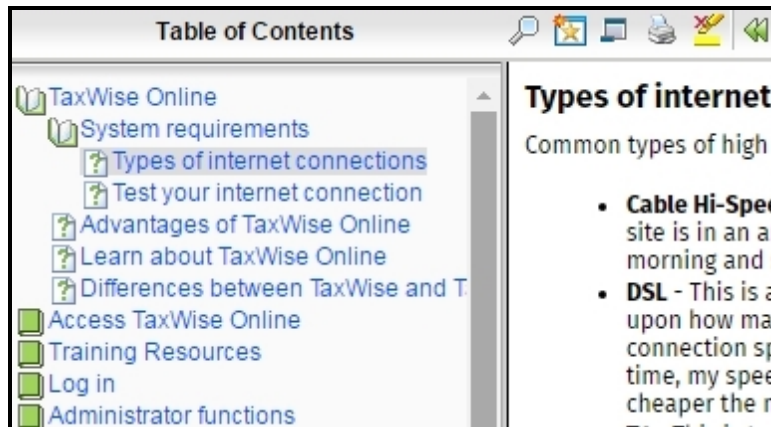
Table of Contents tab

When help is displayed, the **Table Of Contents** is the default view.

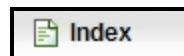
If you've changed views and wish to return to the Table of Contents view, simply click the **Table Of Contents** tab:



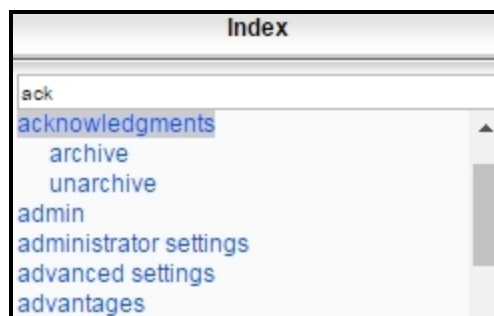
Click the blue text or the book icon to the left of the blue text to expand an entry. When you click on a heading for any topic, the information related to that topic is displayed in the right pane.



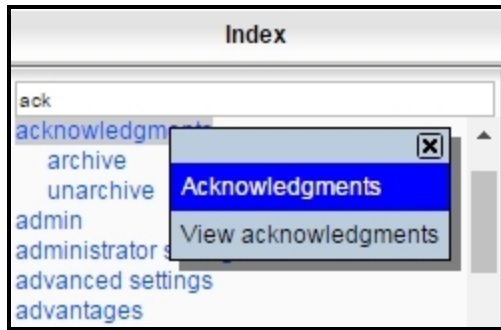
Index tab



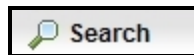
To search for a topic using the Help Index, click the **Index** tab. Index key words are listed in the left pane. If you type a keyword in the search box and it is listed in the left pane, that keyword will be highlighted.



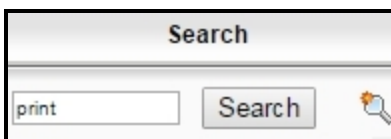
Click on the desired key word in the left pane. If the selected keyword appears in multiple topics, a list of the available topics will be displayed. If there is only one topic for a keyword, that topic will immediately be displayed in the right pane.



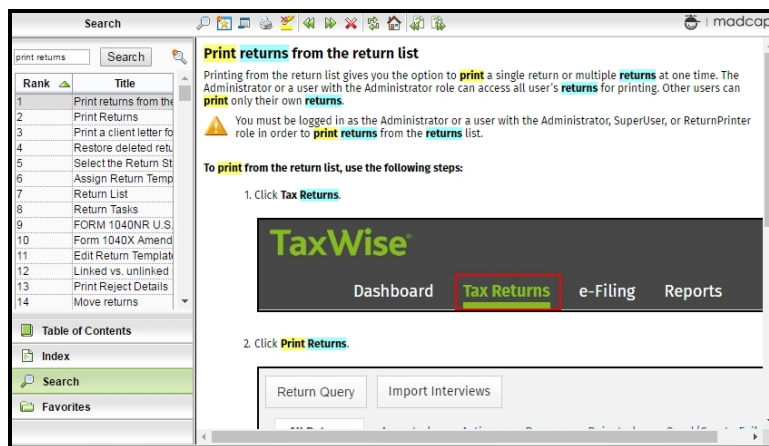
Search tab



TaxWise Online help allows you to search text in the help files. Click the **Search** tab, then enter any keyword about the topic of interest. TaxWise Online returns a list of every possible match in the help file.




To view a topic in the list that TaxWise Online help displays, simply click that topic, and TaxWise Online help displays the information in the right pane.

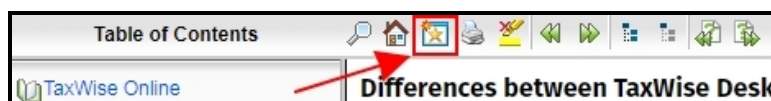


All occurrences of the word(s) or phrase searched will be highlighted. To remove the highlighting, click the **Remove Search Highlighting** icon on the toolbar at the top of the screen. To add a search string to your favorites list, simply click the icon next to the **Search** button.

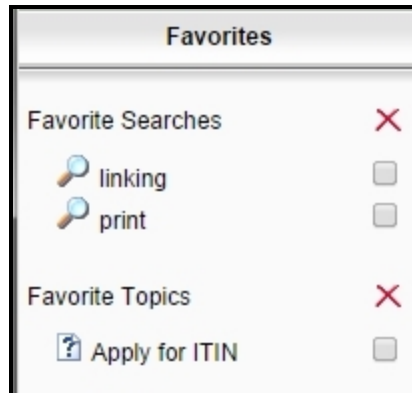
Favorites tab


To add a topic to your **Favorites** when using **Search**, click the **Add search string to favorites** button .

To add a topic to your **Favorites** when using the **Table of Contents** or **Index**, open the help topic you want to save, then click the **Add topic to favorites** button.



The search and topics will then be accessible by clicking the **Favorites** tab and then selecting the search or topic from the **Favorites** list.

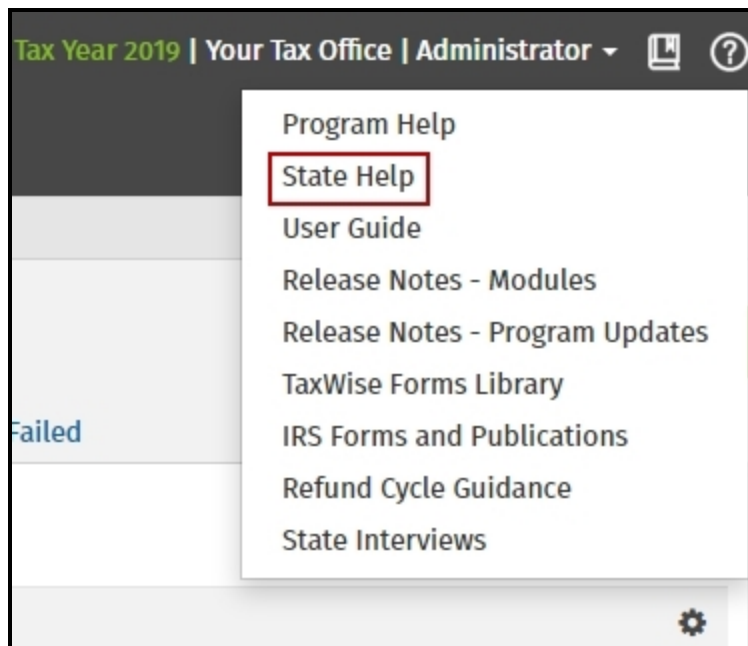


 To remove a search or topic from the **Favorite Topics** list, select the check box next to the topic, then click the red **X** at the top of the list.

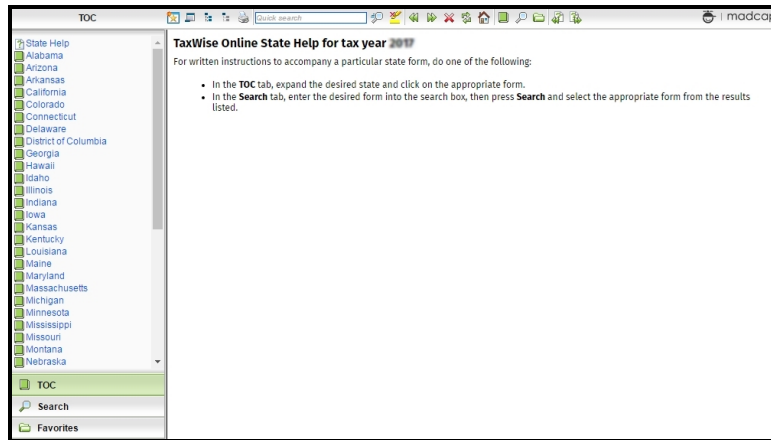
State help

To access the state help files, use the following steps:

1. Click the **Help** button on the top right of the screen and select **State Help**.



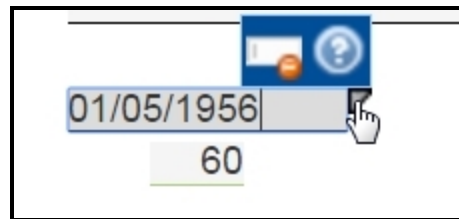
2. Do one of the following:
 - On the **TOC** tab, expand the desired state and click on the appropriate form, or
 - Click the **Search** tab, type the name or abbreviation of the desired state in the **Search** box, then click **Search** to display all help references to that state. Select from the list in the left pane.
 - Click on the **Favorites** tab, click on the topic listed under the **Favorite Topics**. To add a topic to your Favorites when using Table Of Contents or Index to navigate, open the help topic you want to save, then click the **Favorites** button on the toolbar.





Context sensitive help

While working in a return, when the mouse passes over a field, check box, or radio button an entry link will appear to the right for the entry. Clicking the entry link will open a smart bar that displays buttons that can be selected to either open a small window with instructions for the highlighted field or toggle the highlighted field between estimated and un-estimated.

Pictured below as an example is the birth date field found on the Main Information Sheet with the entry link and smart bar displayed:



Clicking the **Help**  button will open a **Entry Help** window with detailed form instructions for the highlighted field in the top, right corner of the active return.

Clicking the **Toggle Estimated**  icon will toggle the highlighted field between estimated and un-estimated.

Index

A

access 4

acknowledgments 100

- archive 101
- unarchive 102

admin 14

administrator settings 15

advanced settings 22

advantages 1

alternative preparation solution 42

C

carryforward

- return templates 22

COH iFirm 97

checks 87

client letter 36, 78-79

client notes 74

Client Portal 97

create users 29

custom message 35

D

dashboard 49

delete 80

- restore 80

diagnostics 76

differences 2

E

e-files 99, 102

electronic filing errors 77

export grid 53

export returns 47

F

forms tree 60

G

general settings 15

google chrome 4

H

help 49, 110-114

home page 49

I

internet explorer 4

interviews 57

L

link forms 62

linked 100

log in 8, 11-12

login as 14

M

move returns 75

P

partner verification 41

password 8, 12

pdf attachments 63

preparer use form 16, 60

print 83, 85, 87, 103

print sets 18, 21

prior year 5

publish 29

R

refund monitor 72

rejected returns 102-103

reports 104

return list 51

return stages 17, 72

return status 72

return template 24-25, 27-29

returns

- add forms 61
- color coded entries 59
- delete 80
- forms tree 60
- link forms 62
- move 75
- navigate 58

new 56

pdf attachments 63

prepare 51

print 83

retrieve 42

S

salutations 23

security settings 39

settings

send 40

shortcut keys 59

T

templates 29

training 6

U

unlinked 100

user settings 15

users

add 30

deactivate 35

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