



# 2022 ProWeb Quick Start Guide

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## Important Information

**What's New in 2022?** – See our knowledgebase article [here](#) to see the tax changes in 2022.

**EFIN Tracking Number** – In order to comply with IRS and industry partners' efforts to prevent fraud and tax-related identity theft, TaxSlayer Pro uses the IRS EFIN Tracking Number to verify your EFIN. You can obtain your EFIN Tracking Number from your IRS e-Services account, and you will enter it into the Company Information section of your TaxSlayer Pro Account Hub. This number must be entered before electronically filing tax returns this tax season.

Instructions for obtaining your EFIN Tracking Number can be found in the TaxSlayer Pro Knowledgebase [here](#).

**Multi Factor Authentication** – Multi factor authentication (MFA) is required for all TaxSlayer Pro cloud-based applications and account websites. MFA is a security system used to control program access. Accessing online TaxSlayer Pro accounts will require two forms of authentication and must be completed for all devices and Internet browsers. One factor of authentication is your account password; the second is a six-digit code sent to your cell phone or e-mail address when you attempt to log in to your accounts. If entered correctly, your identity is considered verified, and you will be granted access to the software or account. The authentication process is repeated periodically and must be completed per device and per internet browser.

**Username and Passwords** – Preparers log into the program using a unique username and password that you will create. Preparer accounts are created in Preparer Setup in the Configuration menu. You will create the initial password for the preparer when setting up their preparer account. When a preparer logs into the software for the first time with their assigned username, they can change their preparer password. Passwords are required to expire periodically and must be reset every 180 days.

**Clearing your browser cache** – Your web browser may occasionally not display the ProWeb site as it should. Clearing your browser cache is a good first step that may solve the problem. By clearing the cache, old web page data is cleared out and the page is reloaded from TaxSlayer Pro. This doesn't alter the return, only the way your browser interacts with the software. Here's how to clear the cache in several common Windows-based browsers. Quit the return before doing these steps.

- Google Chrome (Windows): Select the 3-dot menu at the top right and choose Settings. In the left side menu select Privacy and Security, and under "Privacy and security" select Clear browsing data. Select "Cached images and files", unselect the other two check boxes if they are checked, and select Clear Data. Close the browser, then reopen it.
- Microsoft Edge (Windows): Select the 3-dot menu at the top right and choose Settings. In the left side menu select Privacy, search, and services, and under "Clear Browsing Data" select Choose what to clear. Select "Cached images and files", unselect the other three check boxes if they are checked and select Clear Now. Close the browser, then reopen it.
- Mozilla Firefox (Windows): Click the hamburger icon at the top right and choose Options. Select the Privacy & Security panel. Under "Cookies and Site Data" select Clear Data... Remove the check from the Cookies and Site Data and leave the check next to Cached Web Content, then select Clear. Close the browser, then reopen it.

## Technical and Customer Support Options

When it comes to needing answers, TaxSlayer Pro has you covered. We are committed to providing you the best technical and customer support in the industry. Our support team is ready and willing to help answer any questions you may have about the operation of the program. In addition to our support team, we have created several avenues of information that will help you easily find the answers to your questions.

**TaxSlayer Pro Knowledge Base** - The Knowledgebase contains hundreds of articles pertaining to the operation and navigation of TaxSlayer ProWeb. If you have questions on how to perform certain tasks within the program, you will most likely find your answers here. If you're in a return, click **Search Our Knowledge Base** under the **Help & Support** menu at the top of the window or on the left nav pane.

**Instructional Videos** – Sometimes it's better to visualize a task; that's why we created our instructional support videos. The support videos can be found [here](#).

**Email Support** - If you have a question that is not covered in our available resources, send our customer support staff an email. Use the email link located in the Help Center section of the program. Enter the required information on the email form, including your EFIN and describe your question in detail. Your email will be responded to as soon as possible. Our email address is [prosupport@taxslayerpro.com](mailto:prosupport@taxslayerpro.com).

**Chat Support** - You can chat with our support staff while working in a return. Just click Chat With Us under the Help & Support menu at the top of the window.

**The TaxBook Web Library** – TaxSlayer Pro has partnered with the best fast-answer tax reference solution – The TaxBook. All current customers of TaxSlayer Pro are offered The TaxBook at a significant discount off the retail price. With the complexity of federal and state tax laws and the ever-changing tax code, having a reliable resource to help you find the answer to the tough tax questions is critical to your business. You can purchase The TaxBook Web by logging in to your My Account/Account Hub and selecting the Partners Program tile.

**Pro Support Blog** – The Pro Support team has launched a blog that can be accessed from the TaxSlayer Pro Website. Check the blog often for the latest news and pertinent information from the IRS, State Agencies and TaxSlayer Pro. Subscribe to the blog to have all published posts delivered directly to your email inbox.

## TaxSlayer ProWeb System Requirements

Operating System – MacOS or Windows

Printer – HP Compatible Laser Printer (Inkjet printers are not recommended for check printing)

Internet Connection – High Speed Internet Connection

Web browser: Latest version of Chrome, Firefox, or Edge. (Safari on Macs is discouraged.)

## Configuration

Before you can start creating tax returns, you will need to make sure you have your Office Configuration complete. Some of this information will pull from your Account Hub when you first create your ProWeb office, however it is good to verify the information is correct.

### Office and ERO Setup

- **Office Setup** - The Office Setup allows you to select general configuration settings for your office. This menu has a series of checkboxes for you to configure and customize your office to suit your needs. For details on Office Setup Menu Options, click [here](#).
- **ERO Setup** - The ERO Setup is where you will report the information for the EFIN and EFIN owner. You can have more than one ERO in your office if needed and can also choose which ERO to use as default.

### Adding Preparer Accounts

To create Preparer Accounts, select Preparer Setup from the Configuration Menu. When creating the account, you will need to have basic information for the preparer including SSN, PTIN, Preparer Agent Information, active email address and cell phone number. You will need to create the username and password for each preparer account. The preparer can choose to change the password later, but the username may not be changed once created. Preparer Accounts cannot be deleted but can be made inactive by selecting the green checkmark next to their name.

### Creating Security Templates

Security Templates allow you to control what your preparers can access within the program. When creating a template, you will need to name the template and check/uncheck any option within the list you wish to allow/disallow access to. If an option within the list is vague, hover your mouse over the option for a little more information. When you are finished creating the template, you can assign it to your preparers by selecting Assign. You can also assign the template to the preparer from within the preparer account at the bottom of the page. You may create as many templates as you'd like, but only one template may be assigned to each preparer at a time. For descriptions of each of the security template options, click [here](#).

### Report Customization

Report Customization allows you to select which reports will generate in the Reports Menu of ProWeb. This allows you to remove the unnecessary reports and get to the information you need faster. To use Report Customization, type the report in the Report Type (Lookup) or press the down arrow on your

keyboard. Select each report you intend to use. This will add it to the list of reports shown in the menu. For descriptions of each of the report options, click [here](#).

### Setting up Fees, Custom Fees and Custom Discounts

- **Fees** - Your office's fees can be setup in the Fee Setup menu. You have the choice to set a Minimum Preparer Fee for all returns or to set fees based on forms. You can search forms by Federal and State. When amounts are added next to the forms, they are updated real time to the program.
- **Custom Fees** - If you have a fee that isn't quite covered by the Fee Setup, you can use the Custom Fees configuration to add it to the program. Custom fees can be set for anything you need. When adding a custom fee, you will need to put the amount and the title of the fee. You will then have the option to select if it is charged by default, able to be removed and if the amount is able to be edited on the return.
- **Custom Discounts** - Just like Custom Fees, if you have a discount within your office, you can create it here to add into the program. When adding a custom discount, you will need to put the amount and the title of the discount. You will then have the option to select if it is applied by default, able to be removed and if the amount is able to be edited on the return.

### Other Configuration Options

- **Consent Forms** - If you offer other products besides bank products and you need additional custom consent forms, you can add the information for the consent forms into the program.
- **Custom Credit** - This is typically used if a state offers an obscure credit that is not allowed in the program.
- **Office IP Whitelist** - If your office has **static** IP Addresses, you can setup the Office IP Whitelist. This allows you to control where your preparers are able to access the program from so you can minimize any unauthorized access. Please Note: most IP Addresses are dynamic. In order to use this feature, you will need to have an IT Professional change your IP Addresses to static IP Addresses. This cannot be done by TaxSlayer Pro's Technical Support.
- **Print Sets** - The program offers a variety of print option, however, if you find you need something a little different you can make custom print sets here.
- **Question Template** - This is mainly used for your own internal marketing and analysis. You can create any question you wish along with a series of answers, and the questions are asked at the end of the return process. The Question Statistics report can be run at any time to view the answers.
- **Tags** - Return tags are added at the end of the return on the Submission page, and they help you filter the client list to make it easier to find certain clients. You can create return tags to help track anything you wish. In the client list, choose the "Filter by Return Tag" drop down menu to filter the list by tags, and you can run the Return Tag Report to see a list of returns that have been tagged.
- **Taxpayer Profiles** - Taxpayer profiles help you quickly navigate the return preparation process by giving you the ability to specify the forms that will appear first on a return. To use a profile, select it when starting a new return, right after entering the SSN/ITIN.

## Creating a Tax Return

Creating a return in TaxSlayer ProWeb is simple. Follow these steps below to begin a basic tax return.

**Step 1** – Select *Start New 2022 Tax Return* from the welcome page of the program.

**Step 2** – Enter the SSN of the Primary taxpayer. Once you confirm the SSN, you can click Start Return. If you're offering bank products, be sure you get the section 7216 Consent to Use Tax Return Information signed before starting a new return.

**Step 3** – Determine the taxpayer's filing status. If you are uncertain, you can use the Filing Status Wizard for assistance.

**Step 4** – Enter all the personal information for the taxpayer and spouse if applicable. *For returns with bank products, you will need to provide two different telephone numbers in the return.*

**Step 5** – If you have dependents to report on the tax return, select Yes to the question *Do you have any dependents or qualifying person(s) to claim on your return?* You will be guided to enter the dependent's information. Once complete, click Continue. If you have more than one to add, click Add a Dependent or Qualifying Child for each entry.

**Step 6** – Once these sections have been completed, you will be guided to the Income section of the Federal Return. You can choose to enter the income information yourself or use the Guide Me feature if you are uncertain how to report certain income.

**Step 7** – After entering income, the program will guide you through the other parts of the Federal Return. Once the Federal Section has been completed, you will be prompted to answer the Health Insurance questions.

**Step 8** – Once you have completed the Federal Section of the return, add the state return, if any.

**Step 9** – When all entries have been completed on the tax return, go to the Summary/Print page to review the return. On the Calculation Summary page, you can see the refund/amount due, print the return, see an interactive display of Form 1040 and Schedules 1, 2, and 3 and if no EIC was calculated, the reason.

**Step 10** – If everything checks out on the tax return, you will continue to the E-file page to enter all the necessary e-file information. Please see following page for Electronic Filing.

## **Electronic Filing**

Before a return can be electronically filed, you must first select the return type and mark it complete. From the Calculation Summary page of the return, select Continue to go to the E-File / Submission page. Select the type of return to e-file by choosing a refund disbursement method. If the client is receiving a refund they can choose to receive it by Direct Deposit, Mailed Check, or they can utilize a bank product. If there is an amount due, you can enter an electronic payment (direct debit). For details on the return process, click [here](#).

On the E-File window you will be able to complete all the necessary information for e-filing the return. This includes sections such as State E-File, Third Party Designee Info, and entering State IDs (required by a few states and required by the bank if the taxpayer is utilizing a bank product). Once all the sections have been completed, click Save to move on to the Submission page.

Before transmitting the return, be sure to review the information on the Submission page. Once the return has been marked complete, you can click the Transmit button, or you can save and exit the return and transmit multiple returns as a batch from the ProWeb Transmission menu.

To transmit a batch of returns, select Transmissions from the ProWeb Welcome page. Returns will automatically be added to this list once they have been marked complete and marked paid (if applicable). Returns can also be added to this table if needed.

## Printing the Tax Return

Printing the tax return can be done in three places: from the Client List, and inside the tax return from either the Calculation Summary page or the Submission page.

- **Printing from the Client List:** To print from the Client List, select the Printer Icon next to the client's name. You will see the option to Print Return.
- **Printing from the Calculation Summary page:** On the Calculation Summary page select View/Print Return to print the entire return. This will guide you to the Print Results page. There you will need to select Print your 2018 Tax Return.
- **Printing from the Submission page:** You have the option to print the completed return at the end for each client on the Submission page. The Submission page will allow you to print the entire return or to print using your Print Sets. To choose your Print Set, select the dropdown to choose your option before clicking Print Return.

## E-mailing the Tax Return

Emailing the tax return can be done from two parts of the tax program. You can either email the return from the Client List or from the Submission page at the end of the return.

Emailing from the Client List:

To email from the Client List, select the dropdown that says *Tools* and choose the option Email Return. The PDF attachment will automatically generate and the File Password will default to the last 4 of the client's SSN.

Emailing from the Submission page:

Once on the Submission page, you may email the return to your client by selecting Email Return. The PDF attachment will automatically generate and the File Password will default to the last 4 of the client's SSN.

## Tax Office Checklist

IRS



- Apply for new EFIN(s)\* (if applicable, i.e. Adding additional locations, new to the tax preparation business)
- Renew PTIN – This is an IRS annual requirement
- Obtain IRS Tracking Number from IRS e-Services
- Familiarize yourself with tax law changes
- Review current phase out limits
- Know the EITC Compliance Requirements
- Review Tax Implications of the Affordable Healthcare Act

\*If you are changing your EFIN, please fax the new EFIN letter from the IRS to 706.868.1955. Also, please follow up with a quick email to [sales@taxslayerpro.com](mailto:sales@taxslayerpro.com), informing us of the change. Make sure to include the former EFIN, the new EFIN, and a reason for the change.

### **State**

Familiarize yourself with:

- State e-Filing mandates
- Your state's requirements for bank products
- Requirements for filing extensions
- Requirements for filing business returns
- State Tax Law Changes for 2022

### **TaxSlayer Pro Software**

- Purchase TaxSlayer Pro Software for 2022
- Update My Account/Account Hub at <http://www.taxslayerpro.com>
- Contact Sales to complete conversion agreement (1<sup>st</sup> year customers only)
- Contact TaxSlayer Pro Technical Support to convert prior year data (1<sup>st</sup> year customers only)
- Purchase the [TaxBook Web Library](#) for use with the 2022 TaxSlayer Pro software

### **My Account/Account Hub**

- Complete Bank Application
- Order Check/Card Stock from your bank
- Familiarize yourself with all bank products and related bank fees
- Complete Bank Compliance Requirement (varies by bank)

### **Office and Computer Equipment**

- Review [Recommended System Requirements](#) for TaxSlayer Pro 2022 Software

- Upgrade computers and software as needed:
- Perform routine maintenance on computers (this should be done by an IT professional) to include:
  - Defragment all hard drives
  - Remove old / unwanted programs
  - Clean up start up programs
- Run Windows Updates to ensure all operating system security updates and service packs are installed on all computers
- Test printers for use with TaxSlayer Pro
- Order office supplies to include paper and toner
- Update / install Adobe Reader on all computers (Adobe Reader DC is recommended)
- Test document scanners, barcode scanners and signature pads for use with TaxSlayer Pro
- Test Internet Connection. A Cable or DSL modem is required to run TaxSlayer Pro. Wireless connections are not recommended.

#### **Bank**

- Contact Bank to check on Bank Approval
  - Follow up on Check/Card Stock order from your bank
  - Configure your bank product provider in TaxSlayer Pro
  - Print a Test Check, Align Printer if necessary
- \*All banks will print checks at their respective web sites

#### **TaxSlayer Pro Software**

- Configure TaxSlayer Pro software
- Review fee structure in the Fee Setup Menu
- Configure Preparer Security
- Explore the [Knowledgebase](#) and the [Tax Book](#)
- Train employees to navigate/use TaxSlayer Pro Software
- Create practice returns
  - Transmit practice returns to ensure your computer is communicating with the TaxSlayer Pro server

#### **Clients**

- Prepare and mail organizers for prior year clients

- Begin preseason scheduling
- Implement your Marketing Strategy

#### **Office and Computer Equipment**

- Renew subscriptions to anti-virus/firewall software.
- Run Windows Updates to ensure all operating system security updates and service packs are installed on all computers.
- Train employees on computer policies and equipment use

#### **Thank you for purchasing TaxSlayer Pro!**

If you need further assistance in setting up TaxSlayer Pro or you have additional questions, check out our Online Knowledge Base at [www.taxslayerpro.com/kb](http://www.taxslayerpro.com/kb). Or contact TaxSlayer Pro Support via Chat or call 706-868-0985. Emails can be sent to [prosupport@taxslayerpro.com](mailto:prosupport@taxslayerpro.com)