



Customer Portal

ProWeb Edition

Customer Portal

TaxSlayer ProWeb customers can send and receive documents, including signature documents, to and from their clients using the Customer Portal. The customer portal allows taxpayers to sign their tax return documents without ever stepping foot in your office.

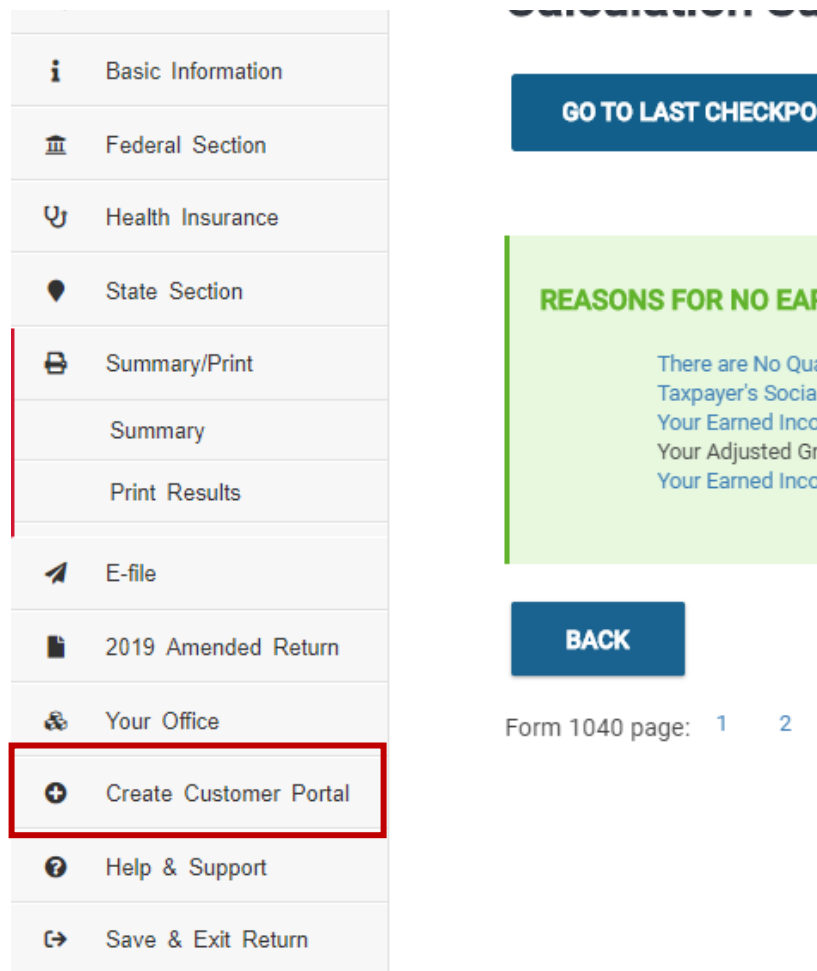
Prepare the client's tax return, create the client's customer portal and send documents to your client to sign from anywhere.

Creating a Customer Portal

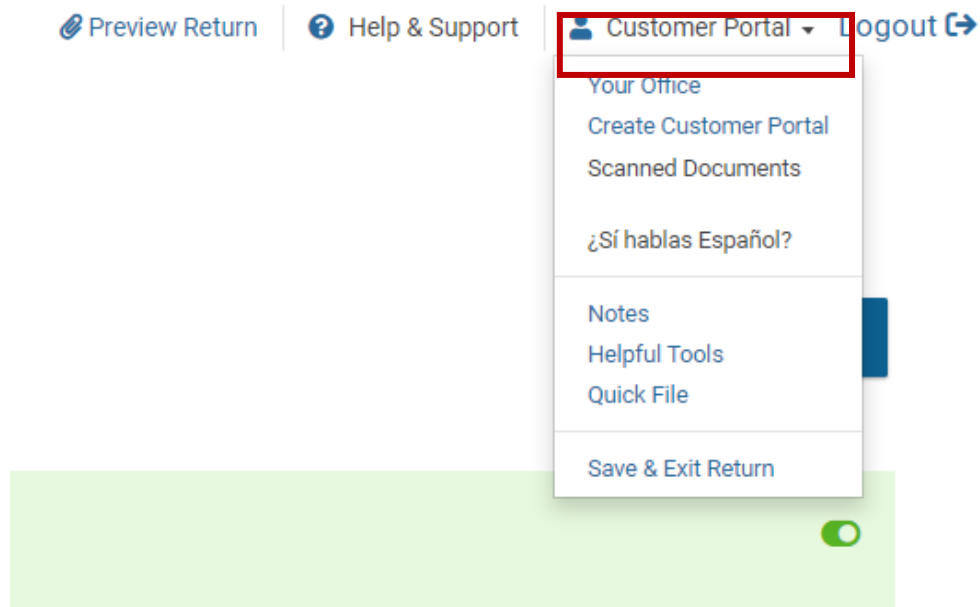
To create a customer portal for a client, you must first create their tax return in TaxSlayer ProWeb. The taxpayer's correct SSN, mobile phone number and email address must be entered in the return.

There are three places to send the invitation for your customer to create a Customer Portal.

First - From inside the return, you will see the option Customer Portal on the left-hand side of the page:



Second - You also have the choice to select the taxpayer's name drop down inside the return. The Customer Portal option will be listed above the Scanned Documents option. This is located in the upper right corner.



Third - The last option is to access the Customer Portal link from the e-File / Submission page of the return.

Please review all information on this screen. To finalize your return

One Copy - Federal and State ▼

Print Return

✉ Email Return

☁ Customer Portal

After you click on the **Customer Portal** button, regardless of where you do so, you will be taken to this page:

You will enter either the taxpayer's Phone Number or Email Address to send the Creation Link for the Customer Portal. This should match what was entered in the tax return.

Customer Portal Link

Please enter either a phone number or email address to send the taxpayer a link to their Customer Portal

Phone Number

Email

test@demo.com

CONTINUE

Enter **Phone** or **Email** and then click **Continue**.

TaxSlayer Pro displays a message that the link has been sent:

The link has successfully been sent!

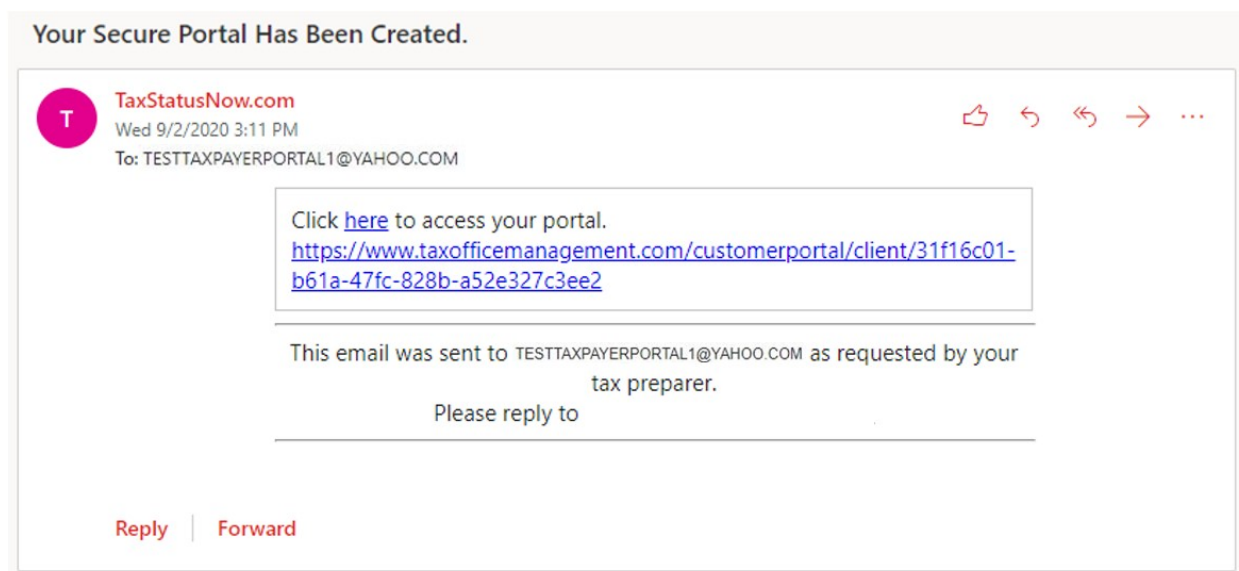
You will then want to exit out of the current Internet Tab. A link to create their portal will be sent to the taxpayer via text message or email. After the link has been sent, the *Send Tax Return Documents to Customer Portal* option will become visible on the e-File / Submission page.

Please Note: You will not be able to send documents until the portal has been created by the customer and the link has been established.

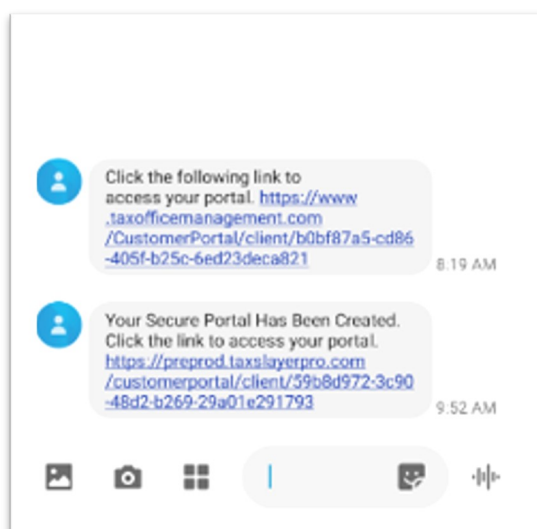
How Does My Client Access Their Portal?

Your client will access their portal either through a text message or an email, depending on if you put in a phone number or email to send the invitation.

By Email: The customer will receive an email from TaxStatusNow.com with the subject line **Your Secure Portal Has Been Created**. The email will contain a link to access their portal.



By Text Message: The customer will receive a text message for our automated system with a link to access their portal account.



The links will prompt the customer to create their Customer Portal Account.

After the customer clicks on the link from either their email or phone, they will be guided to a this page. They will need to pick a username, create a password, and fill out their phone, email, last name and last four of their SSN.

Register Your Account

User Name

CustomerPortal

Password

.....

- One lowercase character
- One uppercase character
- One special (@\$!%*?&)
- One number
- 8 characters minimum
- 25 characters maximum

Email

CustomerPortal@Demo.Com

Phone Number

(555) 111-2222

Last Name

Test

Last Four Of your SSN

1234

Submit

IMPORTANT! To successfully register the account, the taxpayer's last name, SSN and mobile phone number or email address must match what you entered in their tax return:

After submitting the registration, the taxpayer will be prompted to verify their account. They can select to have a verification security code sent via email or text. When the code is received, the taxpayer will enter it in the space provided and click **Verify**.

Verify Account

Please select an option below to send a security code to your account for verification.

Code sent - please check your account for your personalized Security Code.

Send Email: she*****com

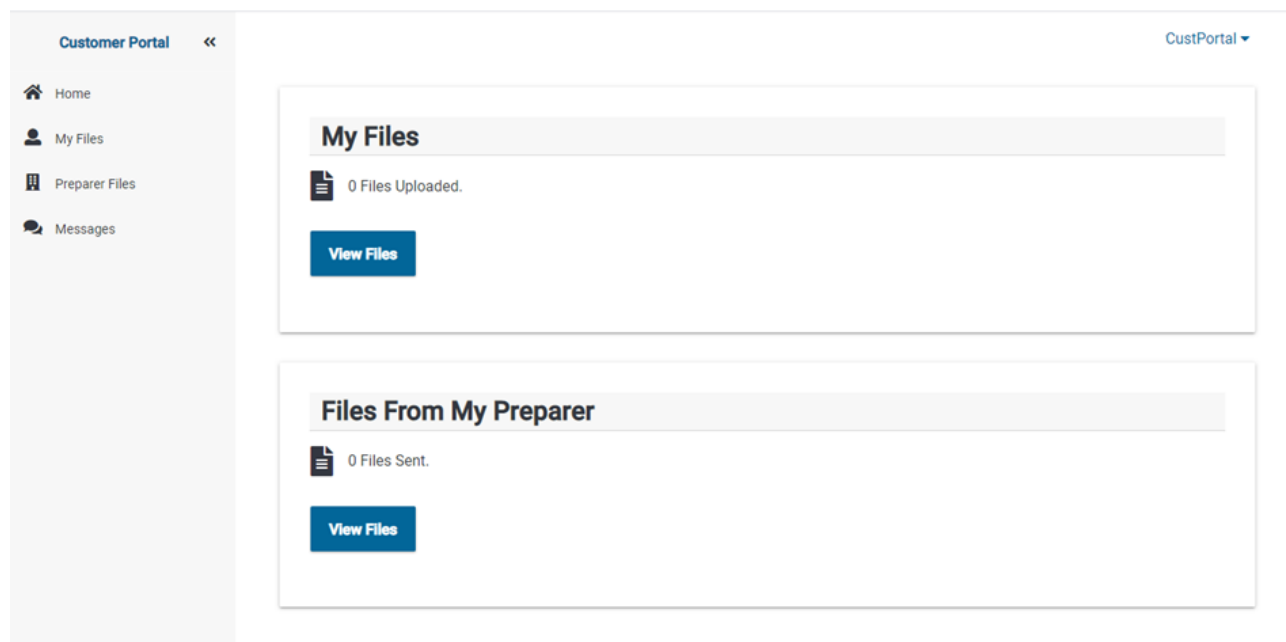
Send Text: 70*****97

123456|

Verify

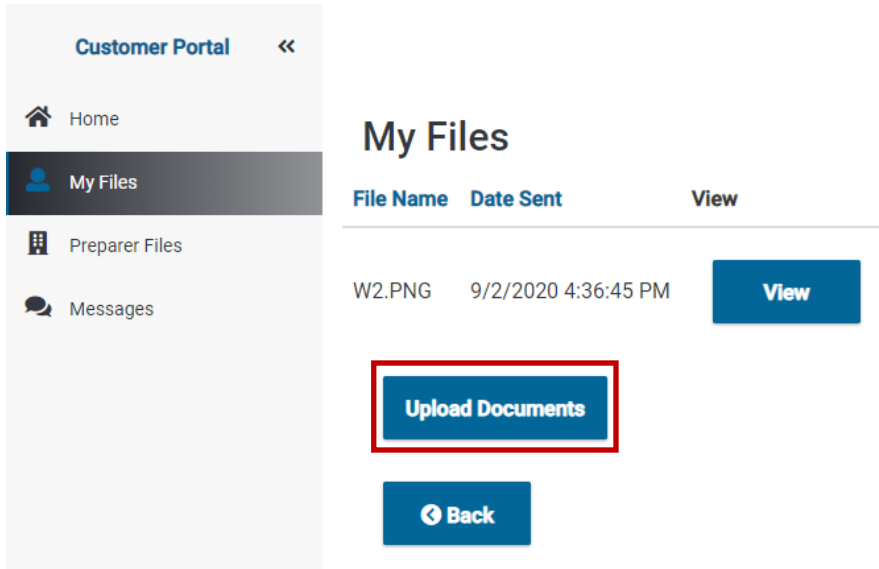
[Cancel Verification](#)

The taxpayer's portal is displayed on the screen:

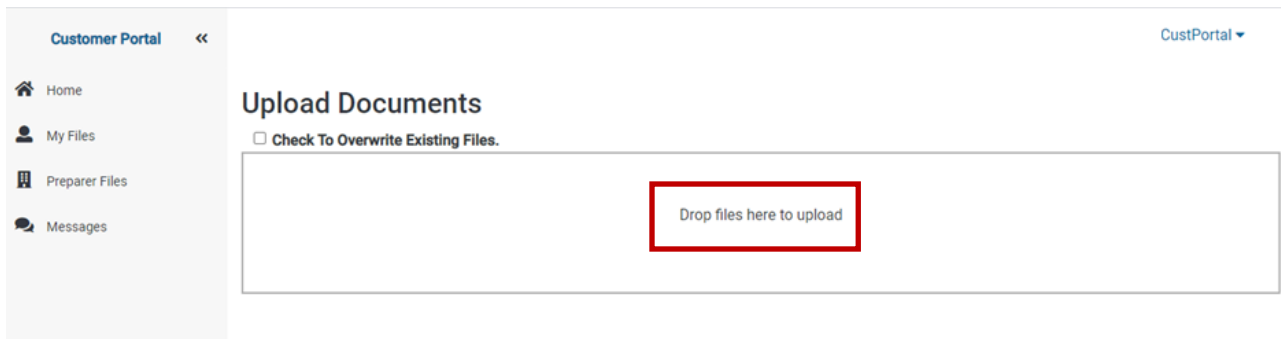


My Files:

The taxpayer can use the **My Files** area of their portal to upload documents to send to the tax preparer (W-2s, 1099s, etc.) To upload a document, click **Upload Documents**.

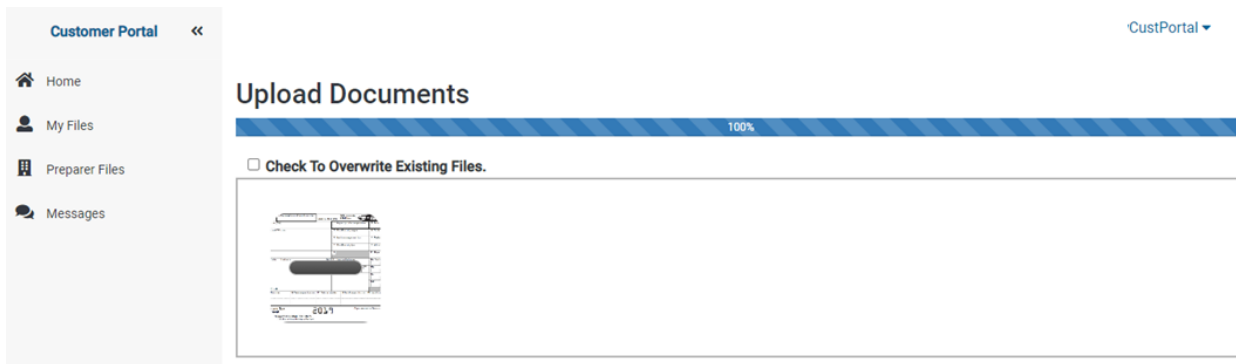


The **Upload Documents Window** is displayed on the screen:



Click **Drop files here to upload** to browse and select documents to upload to the tax preparer. Navigate to the local copy of the document to upload and either drag and drop it into the file area in the portal or click on the file and select **Upload**.

The Upload Documents Window will display the uploaded file:



How Do I Send Documents to My Client to Sign?

To send signature documents to a customer's portal, you will click the *Send Tax Return Documents to Customer Portal* option on the Submission page of the tax return.

Please review all information on this screen. To finalize your return please click on the submit button

One Copy - Federal and State ▼

Print Return

✉ Email Return

☁ Customer Portal

Send Tax Return Documents to Customer Portal

After sending the documents the program will give you confirmation that they have been transferred to the Customer Portal:

Send Tax Return Documents to Customer Portal

Transfer Completed - Documents are now on Customer Portal

From here your client is ready to sign their documents in the Customer Portal!

How Does My Client Sign?

The **Files From My Preparer Window** will display the files sent from the tax preparer:

The screenshot shows the 'Files From My Preparer' window in the Customer Portal. The left sidebar contains links for Home, My Files, Preparer Files (selected), and Messages. The main content area has a title 'Files From My Preparer' and a 'Taxpayer:' label. A red box highlights a blue button labeled 'Click To Add Signature'. Below this is a table with three columns: 'File Name', 'Date Sent', and 'View'. The table contains two rows of file information. A red box highlights the 'View' buttons for both rows. At the bottom left of the main content area is a blue 'Back' button.

File Name	Date Sent	View
31f16c01-b61a-47fc-828b-a52e327c3ee2_TaxReturn_637347186247640635.pdf	9/3/2020 8:30:27 AM	View
31f16c01-b61a-47fc-828b-a52e327c3ee2_Form 8879_FD8879_1_637347186281602236.pdf	9/3/2020 8:30:29 AM	View

To view the documents to be signed the taxpayer will click on the **View** button **next to each document**. The document will open in a new tab in the taxpayer's browser.

To sign the documents, the taxpayer will click on the **Click to Add Signature** button. The **Edit Signature Window** will be displayed. The taxpayer can use their mouse to enter their electronic signature from a desktop or laptop computer or use their finger to enter their electronic signature from a mobile device. To save their signature, the taxpayer will click on the **Save** button:

The screenshot shows the 'Edit Taxpayer Signature' window in the Customer Portal. The left sidebar is the same as the previous screenshot. The main content area has a title 'Edit Taxpayer Signature' and a large rectangular box containing a handwritten signature. Below the signature box are three blue buttons: 'Back', 'Clear', and 'Save'. A red box highlights the 'Save' button.

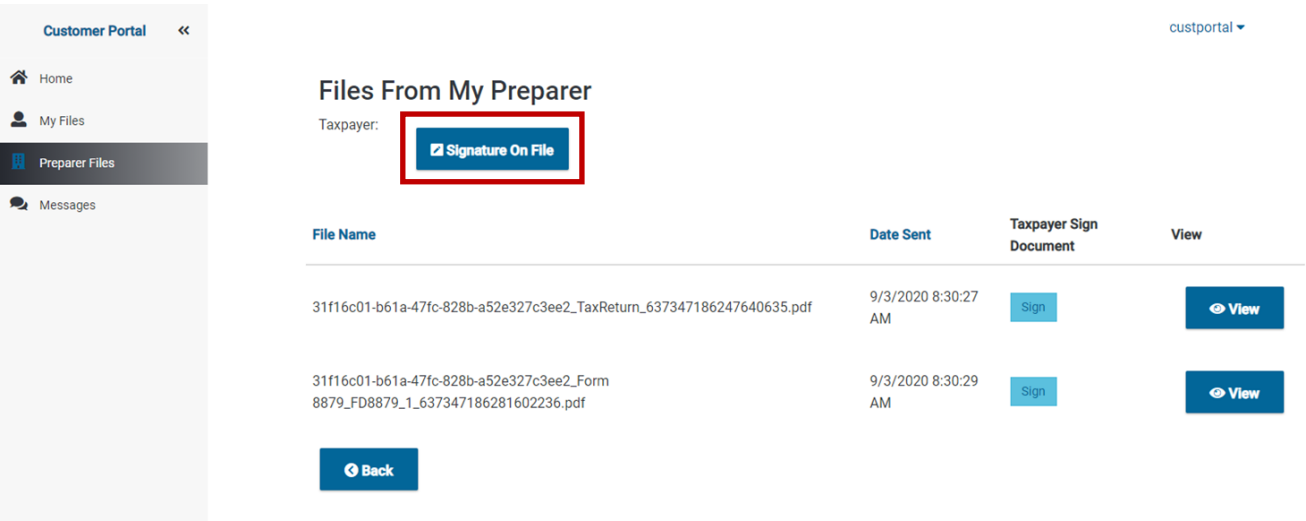
A message is displayed when the signature has successfully saved.



To apply their signature to the documents sent form their preparer, the taxpayer will click on the **Back** button:



After hitting the back button, the taxpayer will see that their signature is **On File**:



Once the signature is On File, the taxpayer will then see the ability to **Sign** their documents:

Customer Portal <<

Home

My Files

Preparer Files

Messages

custportal

Files From My Preparer

Taxpayer:

Signature On File

File Name	Date Sent	Taxpayer Sign Document	View
31f16c01-b61a-47fc-828b-a52e327c3ee2_TaxReturn_637347186247640635.pdf	9/3/2020 8:30:27 AM	<div>Sign</div>	<div>View</div>
31f16c01-b61a-47fc-828b-a52e327c3ee2_Form 8879_FD8879_1_637347186281602236.pdf	9/3/2020 8:30:29 AM	<div>Sign</div>	<div>View</div>

Back

After viewing the documents, the taxpayer can click **Sign** to **apply their signature to the file**:

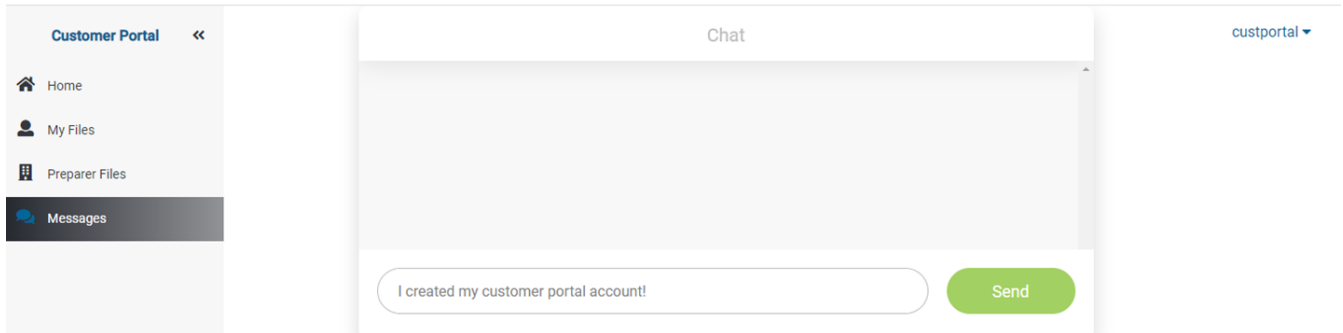
Date Sent	Taxpayer Sign Document	View
9/3/2020 8:30:27 AM	Signed!	<div>View</div>
9/3/2020 8:30:29 AM	Sign	<div>View</div>

After the signatures have been applied, they will then show in the program.

Please Note: You will need to print the return from the Submission page to see the signature applied. Once printed from the Submission page, the signature will appear on the return where ever you print it from.

How can the taxpayer communicate with me?

Inside the Customer Portal is a **Chat** feature where the taxpayer and tax preparer can communicate. The preparer will receive a notice through the Chat feature when the documents have been signed.



When the taxpayer sends chats through this feature, you will receive the messages through the **Taxes to Go Chat feature** in the program:

