

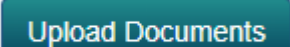


Web Instructions – Filing and Uploading Documents

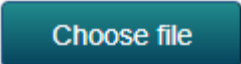
To file:

- Log in to your account online.
 - Under the **Tax Menu** on the left-hand side, click *Individual E-File*.
 - Click 
 - You will need to enter the information from the W-2, click on 
 - Once you have completed entering the W-2 information, ensure you upload copies of W-2(s) as well as a copy of your Federal Return (Form 1040).

Click  to upload copies of these documents.

This is a required step. Your return can not be processed without these copies. If you cannot upload the copies you may mail, fax or drop them off at the Income Tax Office.

To upload digital copies of requested tax documents:

- Log in to your account online.
 - Under the **Tax Menu** on the left-hand side, click *Upload Documents*.
 - Navigate to the file you wish to upload by clicking 
 - Once you have selected the file, click 