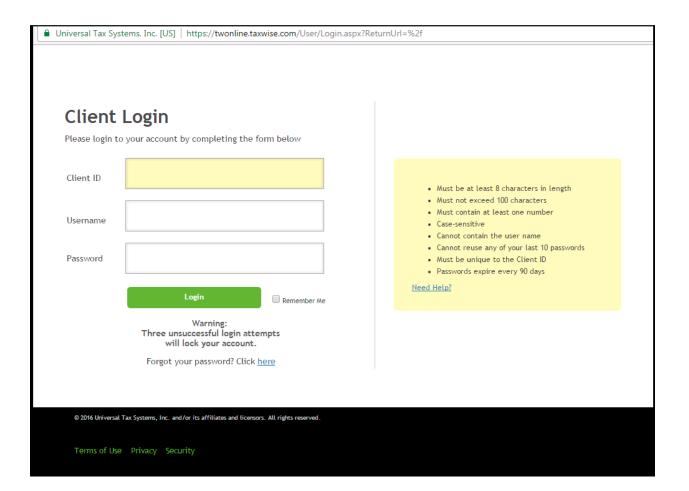
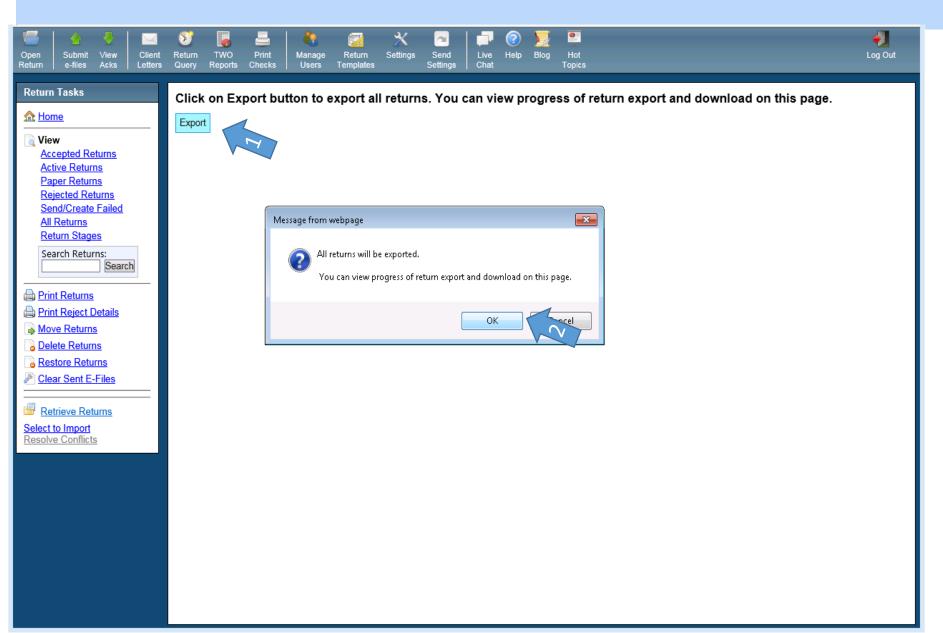
TaxWise Online 2015 – Return Export

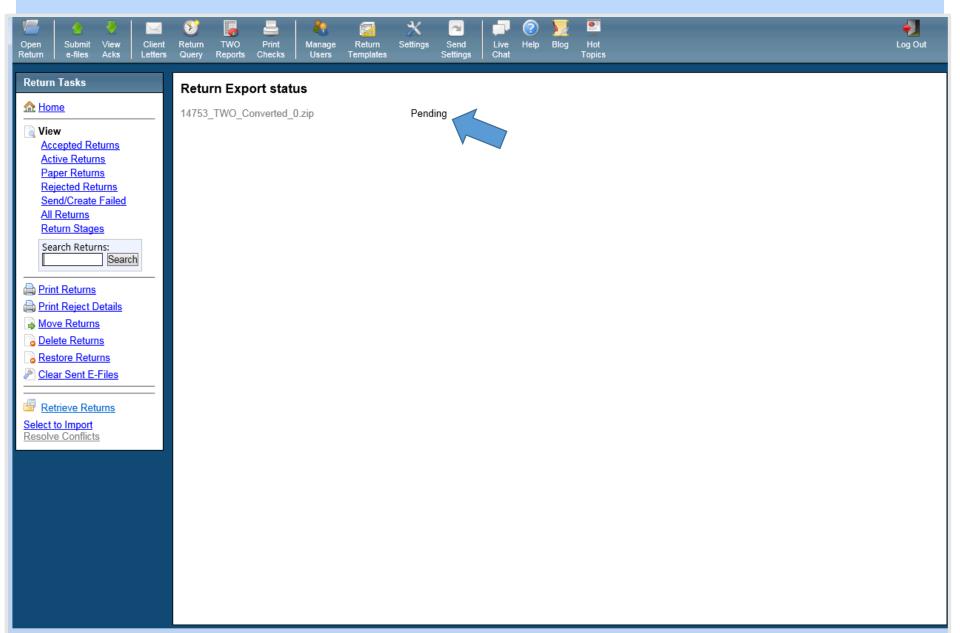
- Feature allows for the export of all returns to a ZIP file
- ZIP file is downloaded to the user's local machine
- Use this link to access TaxWise Online 2015 <u>CLICK HERE</u>.
- e. Enter the Client ID and admin user credentials.



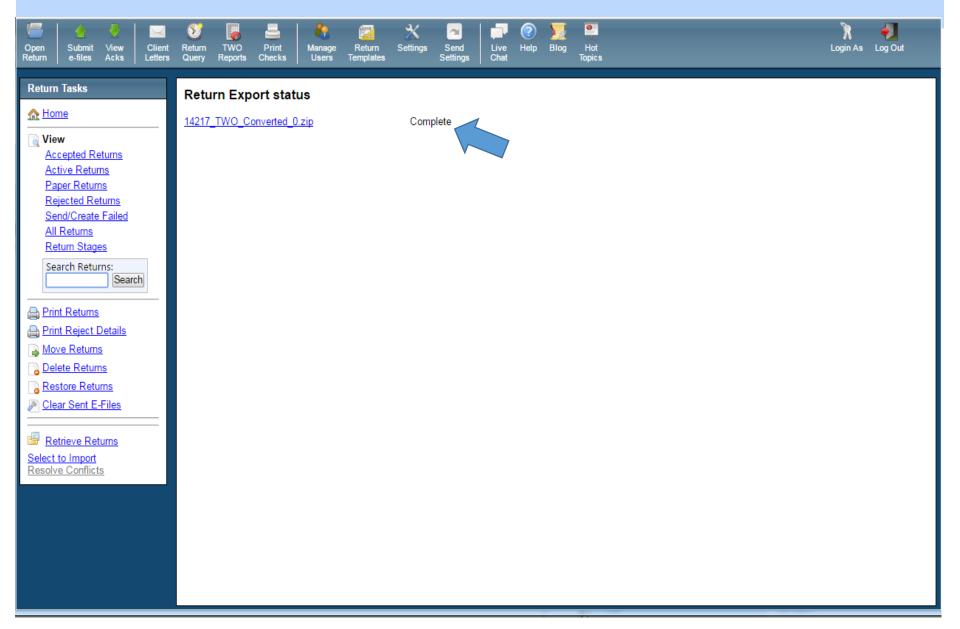
- 1. Click on the Export button.
- 2. When the dialog box is presented, click Ok
- 3. Do NOT close the browser tab or leave the page.



- 1. Wait for the message to change to "Pending"
- 2. Logout. We recommend returning after 24 hours.
- 3. When returning, use the same link to retrieve the ZIP file.



- 1. When the export file is ready, the message will change from "Pending" to "Complete"
- 2. Click on the link to download the file. Save it to your computer.
- 3. Remember where on your computer the downloaded ZIP file is placed.



Import process - Available Nov 23rd 2016

- 1. Log in to the <u>TaxWise Support Site</u> with the admin login.
- 2. Click the "Download" link located at the top of the page.
- 3. Click on "Conversions" (Left-hand side).
- Click on the "Choose File" button.
- 5. On your computer, select the zip file downloaded from the export process.
- 6. Click "Upload" once upload is complete, the system will display "Upload Successful"

