

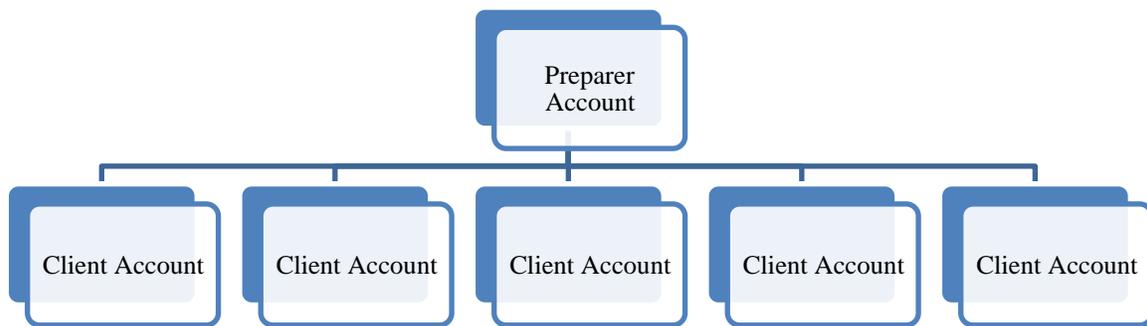


## What is a Preparer Account?

A Preparer Account allows a tax preparer to link to and manage individual Client Accounts. Preparer Accounts on SalesTaxOnline.com have a parent-child relationship with Client Accounts. Each preparer has a unique username and password to manage his Preparer Account. Within the Preparer Account, he can manage his Clients' Accounts.

Each Client Account will *also* have a unique username and password, but the link between the Client Account and the Preparer Account prevents the preparer from having to log in with the username and password of each client.

At any time, the preparer can add a new Client Account to manage or discontinue management of a current Client Account.



**Preparer Accounts are linked to Client Accounts. Each Client Account must have a unique username and password combination.**  
Preparers can link to pre-existing Client Accounts, create a new Client Account, or remove the link to a Client Account.

## Who Should NOT Sign Up for a Preparer Account?

You should not sign up for a Preparer Account on SalesTaxOnline.com if you are filing returns for a company with multiple locations. If you are unsure about whether or not a Preparer Account would be right for you, please [contact Technical Support](#).

## Who Should Sign Up for a Preparer Account?

You should sign up for a Preparer Account on SalesTaxOnline.com if you are responsible for preparing returns on behalf of multiple clients, and wish to keep each client's account separate. The benefit of keeping separate client accounts linked to a Preparer Account is that you can allow your client to log into her own account without exposing another client's information.

Any questions? Call **877-693-4435** (toll-free) to speak to a Technical Support representative.



## Follow This Easy 4-Step Registration to Sign Up for Your Preparer Account

Begin by clicking the **Sign Up: Preparer Account** button on [www.SalesTaxOnline.com](http://www.SalesTaxOnline.com).

1. **Sign Up:** Begin by creating the username and password for your preparer account and entering your contact information. Click the **Sign Up** button to create your online filing account. Be sure to store your username and password in a safe place.
2. **Security Question:** Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click the **Next** button to save and continue. If you forget your password, we will ask you the answer to your secret question and email you a new password.
3. **Begin Linking Client Account:** Click the **Add New Account** button if you need to prepare returns for a client who does not already have a username and password on this website. Click the **Add Existing User** button if your client already has a username and password on this website and you want to request to manage that client's account with your preparer account.
4. **Begin Filing:** Click **Select** in the row of a client to view the client account and prepare returns for the client.

Any questions? Call **877-693-4435** (toll-free) to speak to a Technical Support representative.