HOW TO:

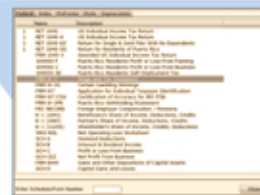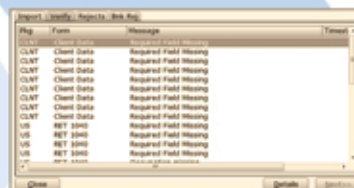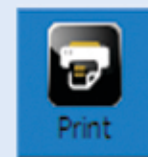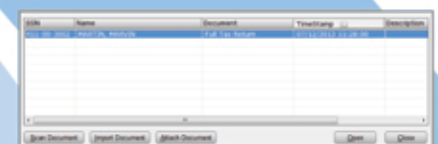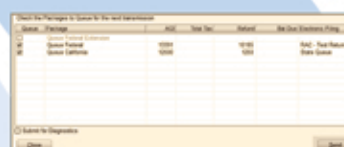|	**1**	**2**	**3**
Open the program	Tax Services Group 2013 — Double-click CrossLink icon	Enter your Login and Password	Program opens
Start a tax return	Click **Add New** on toolbar	Type taxpayer's	Tax return opens
Add a tax form	Click **Add Form** on toolbar	Select desired form	Form is attached to tax return
Verify a tax return	Click **Verify** on toolbar	Correct all errors	Tax return can now be printed/transmitted
Print a tax return	Click **Print** on toolbar	Click **Print** to print/archive	Tax return is printed/archived
Transmit a tax return	Click **Transmit** on tax return toolbar	Click **Send** to queue tax return	Click **Transmit** on program toolbar