

Instructions to do Problem 4 on the Tax slayer Practice Lab

Please see the instructions to sign up for the tax software. Once you are signed on you will be able to work on practice returns.

- 1) Go to the Google taskbar and type in Tax Slayer Springboard.
- 2) Select the option Tax slayer VITA/ TCE springboard-TaxSlayer Pro
- 3) Select Practice lab.
- 4) Type in the password for the practice lab that is: TRAINPROWEB
(This is case sensitive)
- 5) When the sign in Window comes up.
- 6) Sign in with your User Name and Password.
- 7) Select- Go to Practice Area, on the Practice Lab Home page.
- 8) To start a new tax return, select- Start new 2019 tax return. (If you have to open a return that you have already completed or started go to client search.)
- 9) Enter the first three digits of the Social Security number from the sheet titled Practice Social Security and EIN Numbers. Enter 0000 for the last four digits. Repeat and start the return.

Mrs. Sekhri, 2019-2020, 2+2 Accounting