

# TaxSlayer Pro

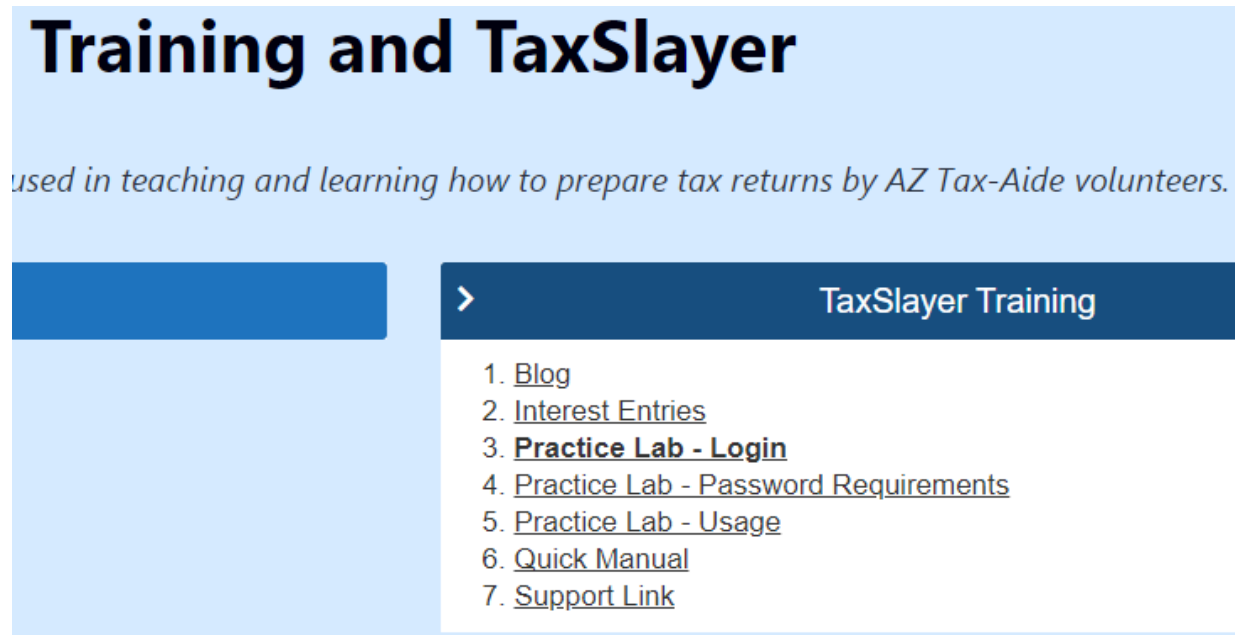
## Accessing User Guides

November, 2020

# ■ TSO User Guides

## ■ How to locate and download TSO User Guides

- Log into the AZ Tax Aide website
  - Go To Tax Prep Tab – TaxSlayer Training
  - Click on #1 Blog



The screenshot shows a website header with the title "Training and TaxSlayer" in a large, bold, black font. Below the title is a light blue banner with the text "used in teaching and learning how to prepare tax returns by AZ Tax-Aide volunteers." in a smaller, italicized font. To the right, a dark blue navigation menu is open, displaying a list of links: "1. [Blog](#)", "2. [Interest Entries](#)", "3. **[Practice Lab - Login](#)**", "4. [Practice Lab - Password Requirements](#)", "5. [Practice Lab - Usage](#)", "6. [Quick Manual](#)", and "7. [Support Link](#)".

# ■ TSO Home Menu

- Select the “What’s New” link at the top



HOME

WHAT'S NEW

SOFTWARE NEWS 

- Scroll down to locate TSO Guides

# ■ TSO Training Area

## — Select a User Guide located in each of the Sections

### Section 1: Getting Started with TaxSlayer Pro Online [Download Mini Guide](#)

[Logging in and Password Reset](#)

### Section 2: Configuring TaxSlayer Pro Online [Download Mini Guides](#)

[Setting up Site Information](#) [Security Templates](#) [Adding Preparers](#) [Custom Questions](#)

[Printing Configuration](#) [Return Management](#) [Reports](#) [Managing Multiple Sites](#)

### Section 3: Installing TaxSlayer Pro Desktop [Download Mini Guides](#)

[Contingency Procedures](#) [Installation and Network Configuration](#) [Setting up Site Information](#)

[Setting up Security Templates](#) [Creating Users/Preparers](#) [Custom Questions](#)

[Printing Configuration](#) [Managing Returns](#) [Updating and Transferring](#) [Working with Reports](#)

### Section 4: Preparing a Return [Download Mini Guides](#)

[Starting a Return](#) [Basic Income Part 1](#) [Basic Income Part 2](#) [Adjusted Gross Income](#)

[Standard and Itemized Deductions](#) [Basic Credits](#) [Other Taxes](#) [Payments and Estimates](#)

[Affordable Care Act](#) [State Income Tax](#) [Advanced Topics Part 1](#) [Advanced Topics Part 2](#)

# ■ TSO Guides

- A Brainshark video guide will start



# ■ TSO Training Area

- Select the “Download Mini Guide” in any of the Sections

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## Section 1: Getting Started with TaxSlayer Pro Online [Download Mini Guide](#)

[Logging in and Password Reset](#)

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## Section 2: Configuring TaxSlayer Pro Online [Download Mini Guides](#)

[Setting up Site Information](#)   [Security Templates](#)   [Adding Preparers](#)   [Custom Questions](#)

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[Affordable Care Act](#)   [State Income Tax](#)   [Advanced Topics Part 1](#)   [Advanced Topics Part 2](#)

# ■ TSO Guides

- A list of available attachments will appear



The screenshot shows the TaxSlayer logo at the top. Below it is the text "PL Section 1: User Guide" with a duration of "0m 5s". A horizontal line separates this from a table with two columns: "CONTENT" and "ATTACHMENTS (1)". The "ATTACHMENTS (1)" column is highlighted with a red underline. Below the table, there is a download icon and the text "2020: Getting Started with TaxS... 331.6KB".

CONTENT	ATTACHMENTS (1)
	 2020: Getting Started with TaxS... 331.6KB

# ■ TSO Guides

- Select an Attachment - document will appear in a new tab
  - You can download and save



## VITA/TCE Training

Getting Started with  
TaxSlayer Pro Online

*Login and Passwords*

# ■ Questions?

Questions...

Comments...

Needs

