

## Downloaded Software Order Process

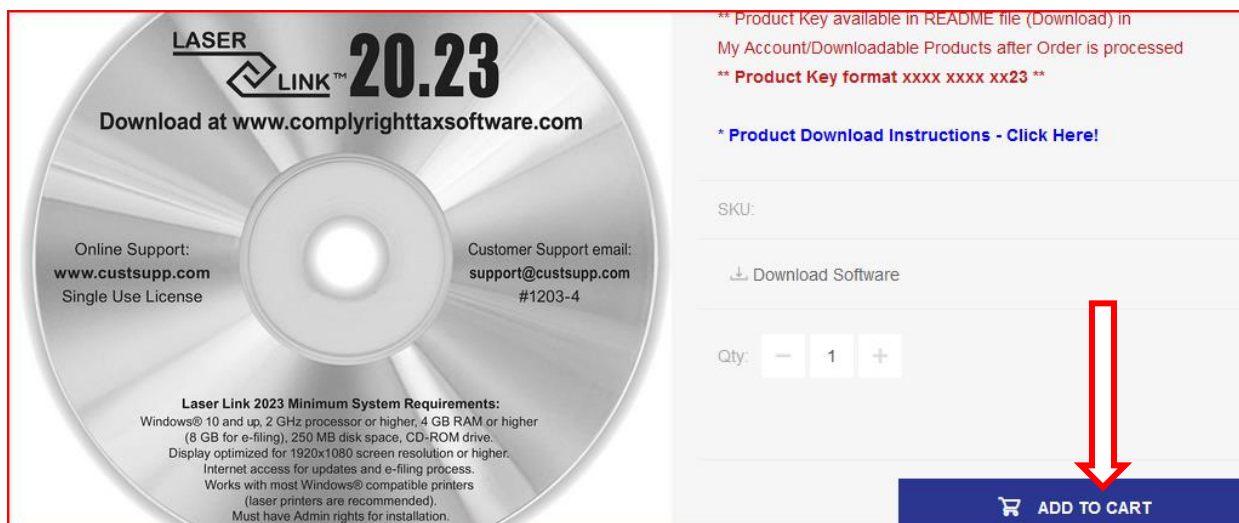
Log into [www.formstax.com](http://www.formstax.com).

Navigate to the product page of what you are ordering.

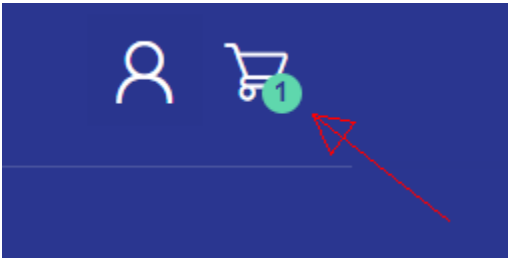
Click on **“Download Software”**. This saves the software in your Downloads folder; once you complete checkout you will get access to the Product Key for activating the software.



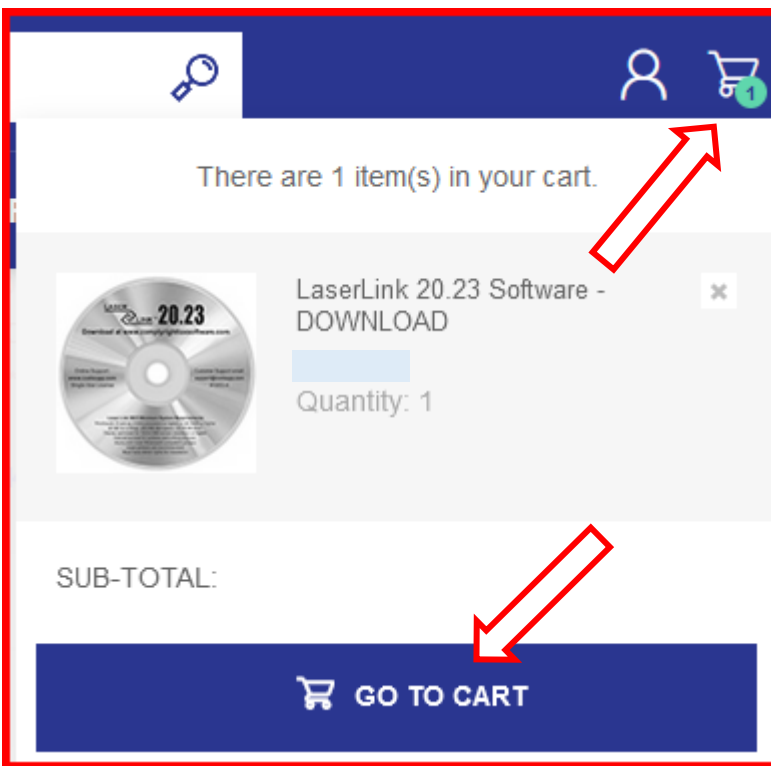
Then click on **“ADD TO CART”** button.



You will now have an item in your cart.



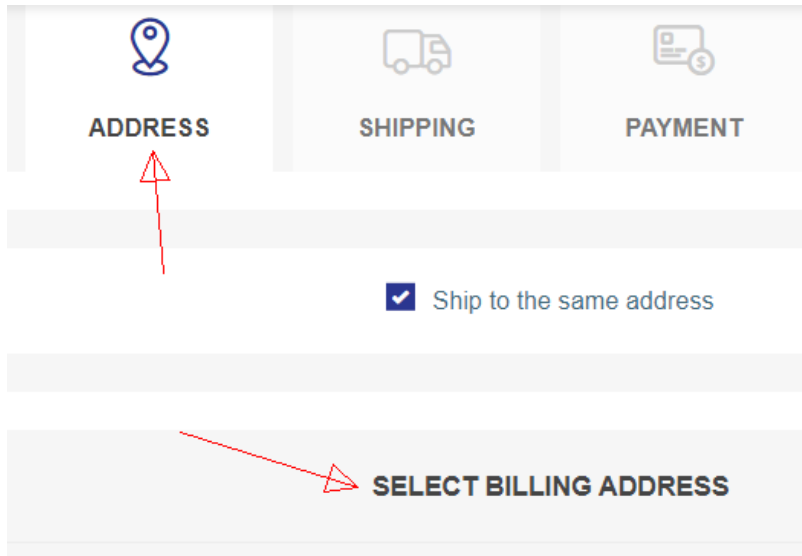
Next go to your **Cart** by clicking on **Shopping Cart Icon** and clicking on **“Go To Cart”** button



Make sure all your information is filled out and check the box for terms of service and click on **“Checkout”**.

<b>PRIORITY CODE</b> <small>If you have received any special offers, enter the Priority Code here. Discounts will be applied at checkout. To find your Priority Code, look for the code printed next to your mailing address on your catalog or mailer.</small> <input type="text"/> <b>APPLY PRIORITY CODE</b>	<b>ESTIMATE SHIPPING</b> <small>Enter your destination to get a shipping estimate</small> Country: <input type="text" value="United States"/> * State / province: <input type="text" value="Florida"/> * Zip / postal code: <input type="text" value="33069"/> * <b>ESTIMATE SHIPPING</b>	Sub-Total: \$0.00 Shipping: \$0.00 Estimated Tax: \$0.00 <b>TOTAL: \$0.00</b> <input checked="" type="checkbox"/> I agree with the terms of service and I adhere to them unconditionally ( <a href="#">read</a> ) <b>CHECKOUT</b>
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Enter your billing address information in this next section.

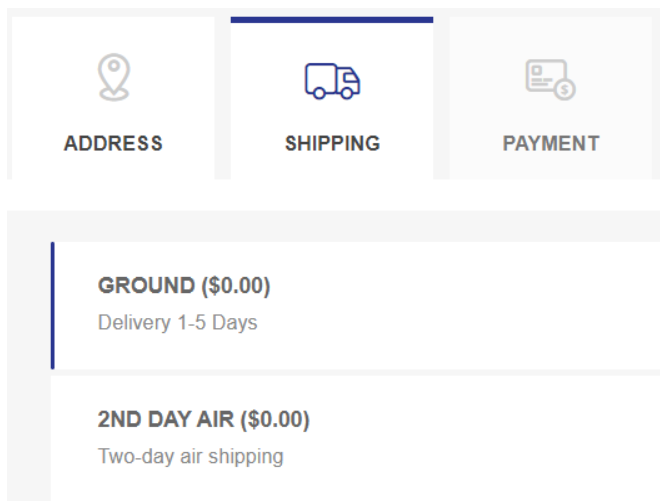


ADDRESS SHIPPING PAYMENT

Ship to the same address

**SELECT BILLING ADDRESS**

This section shows your shipping charges, select either Ground or Air. If you are only ordering downloadable software, nothing will be shipped and you will not be charged for shipping.

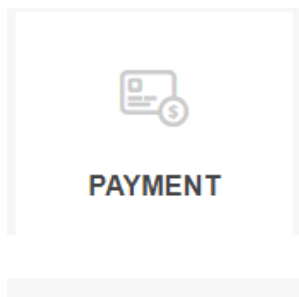


ADDRESS SHIPPING PAYMENT

**GROUND (\$0.00)**  
Delivery 1-5 Days

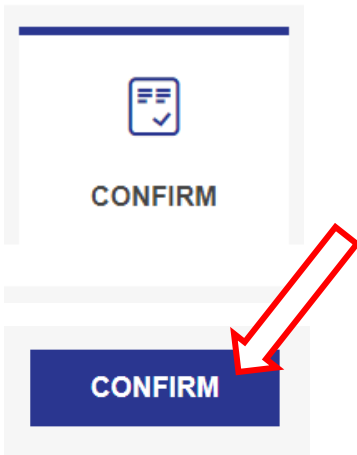
**2ND DAY AIR (\$0.00)**  
Two-day air shipping

Next enter you payment information.

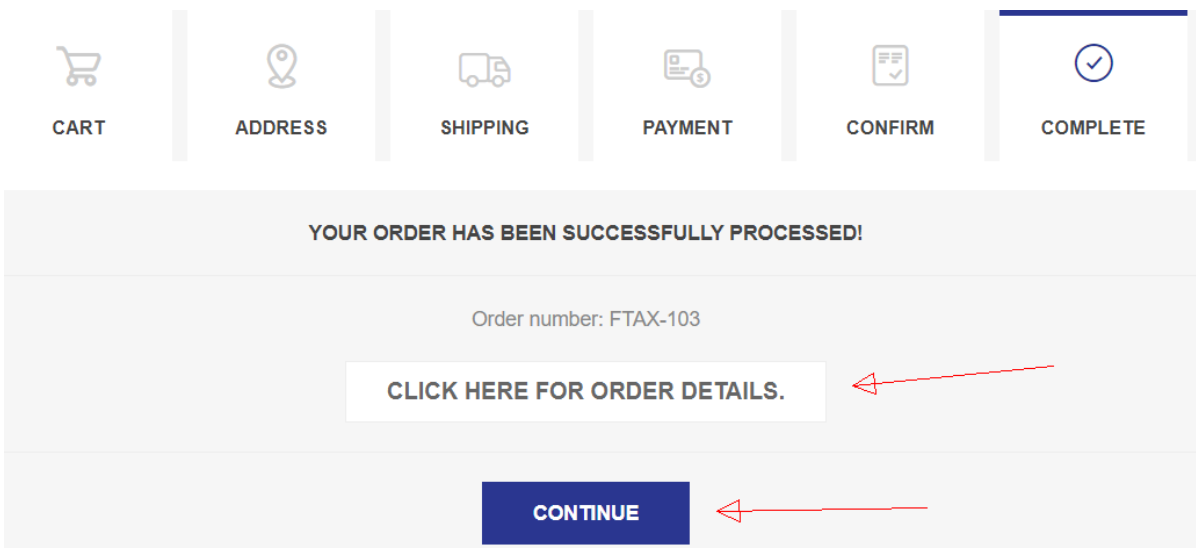


PAYMENT

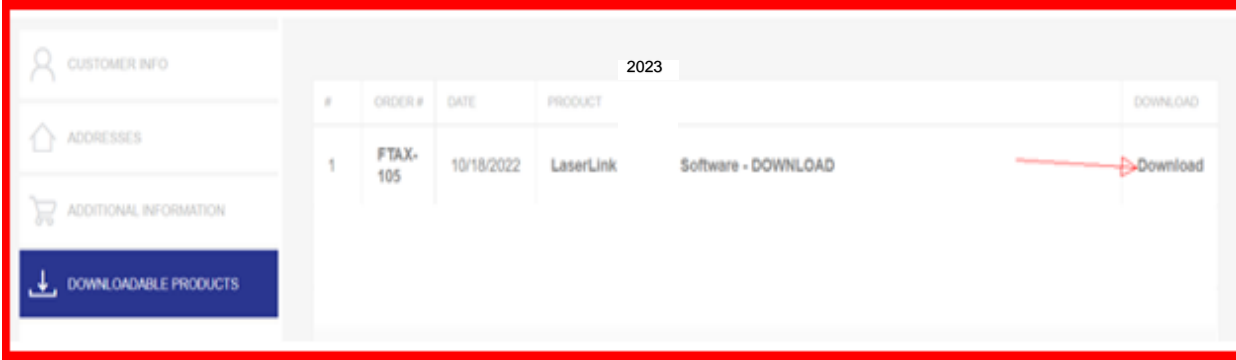
Confirm your transaction.



Once your order is successfully processed, you can view order details by clicking on **“Click Here for Order Details”** or click on **“Continue”** to get your Product Key Code.

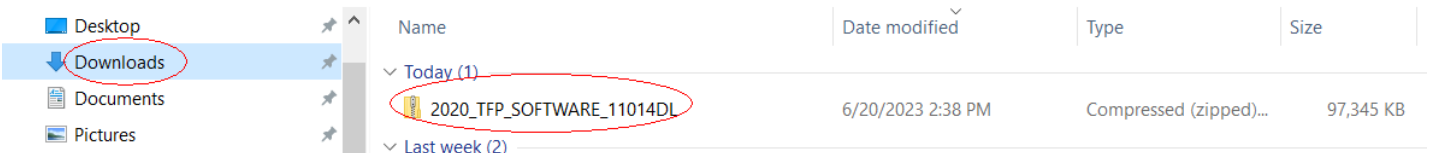


Clicking “CONTINUE” will bring you directly to “My Account > Downloadable Products” where you can download your purchased Software Product Key



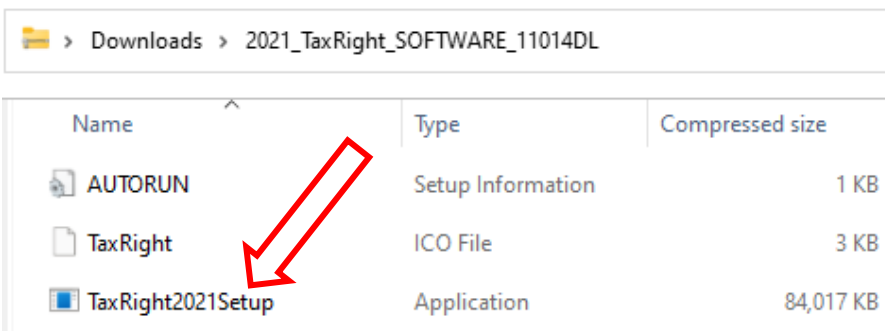
## Software Installation

Navigate to your **Downloads** folder and Open the Downloaded Zip Folder.






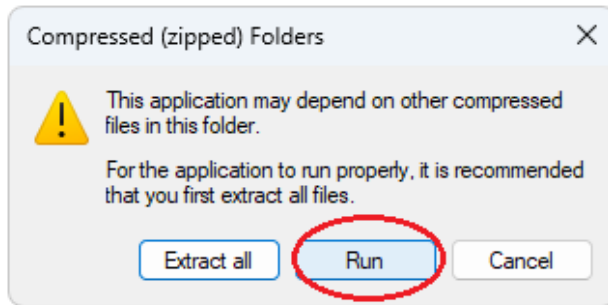
Double click on the Setup File.

**Note:** Software Setup File Name may have different year then pictured depending on what you purchased.



## Next Click on “Run”

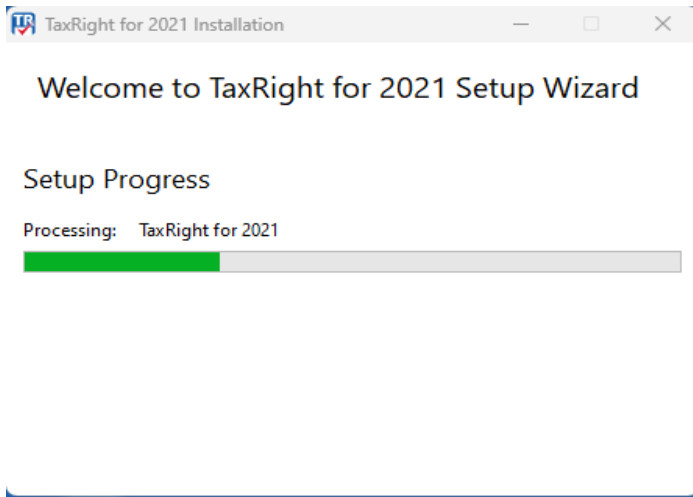
 AUTORUN	Setup Information	1 KB
 TaxRight	ICO File	3 KB
 TaxRight2021Setup	Application	84,017 KB



## Click on “Next”

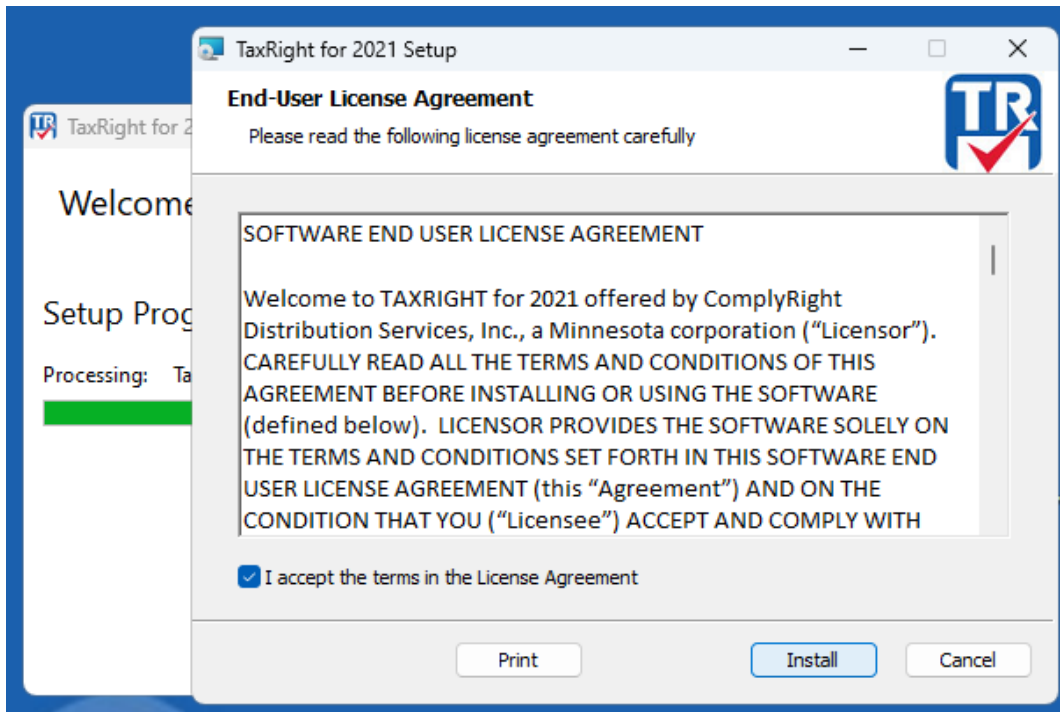


Installation will now begin

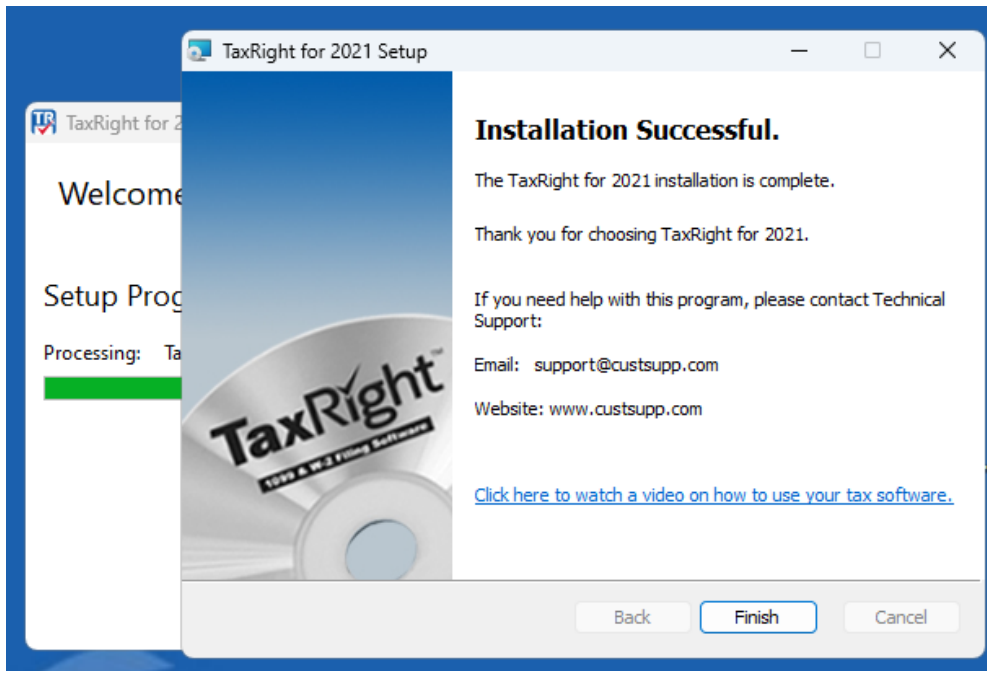


Check the box to accept the terms of the license agreement.

Click **“Install”**

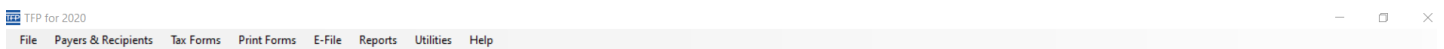


Click **“Finish”** - Installation is complete.



Now run the software you just installed and you will get a window asking to enter your email address and product key code.

**WHEN ENTERING YOUR PRODUCT KEY CODE, DO NOT COPY AND PASTE, PLEASE RETYPE THE CODE WITH NO SPACES OR DASHES**





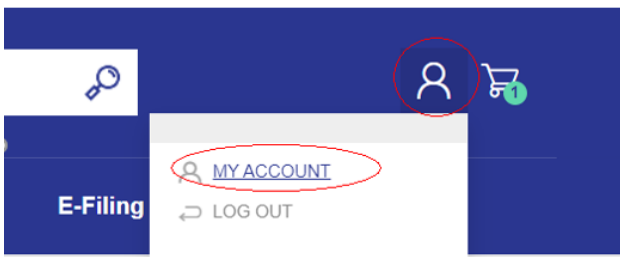
Once you enter this information, your software is ready to use!

**NOTE:** If the application pauses during installation, that's just the software updating itself, give it time to pull the latest updates for you.

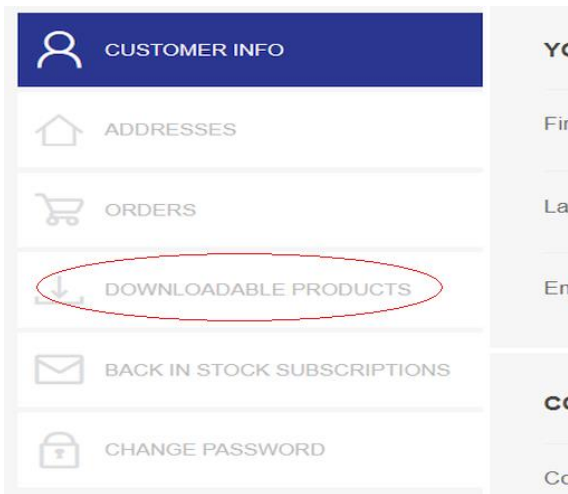
If you want to get your Product Key Code after leaving the completion screen, here is how to navigate to the page manually.

**How to get to “My Account > Downloadable Products” to download your PRODUCT KEY text file manually**

At the Home Page click on **My Account**.



On the Left hand side you will see these options:

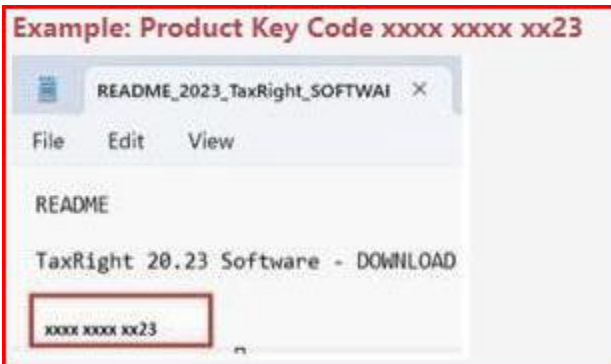
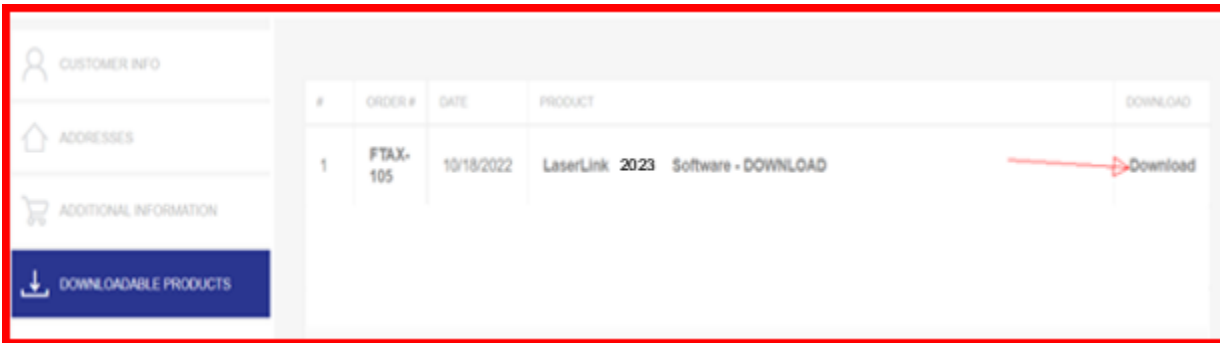


Click on **“Downloadable Products”**

This section is where your product key download .txt file will be after purchasing the product.

Click on **“Download”** to download your **ReadMe.txt** file with your product key code.

**WHEN ENTERING YOUR PRODUCT KEY CODE, DO NOT COPY AND PASTE, RETYPE THE CODE WITH NO SPACES OR DASHES**



Now you can run the software installation and enter the readme key to complete the installation process.

### **NOTES:**

Some Product Downloads will give an error when entering your key, this means it needs an update. You will need to let the software sit at the screen where you enter the key; this may take 15-30 minutes or more for the update to automatically kick in. Once you perform this update, the key will start working.

**You may receive a shipping confirmation notice; please disregard as downloads are not shipped.**