

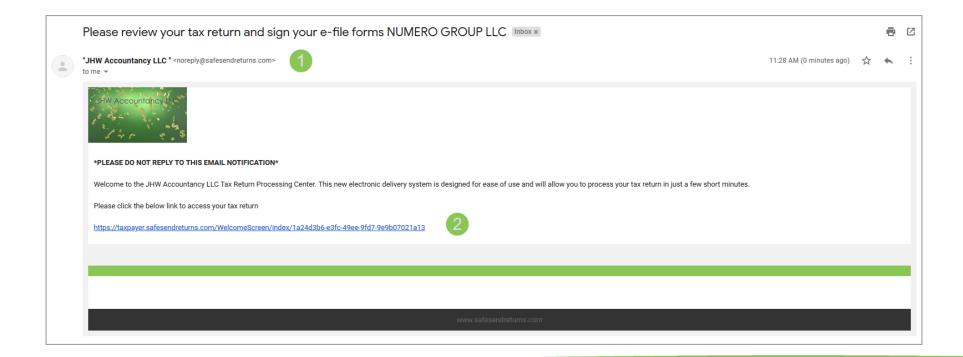
Quick Reference Guide: Taxpayer Experience - Entity



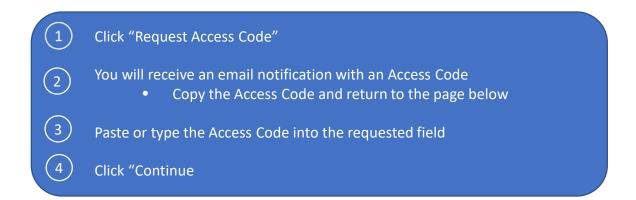
cpaperless.com

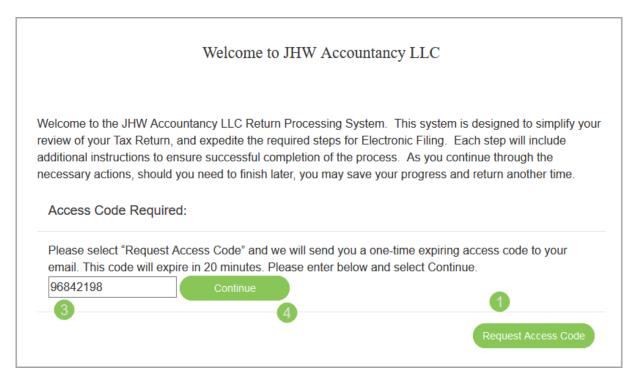
Your tax firm will send you a secure email like the one shown below

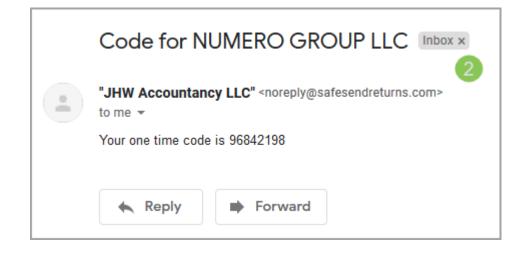
- 1) The ϵ
 - The email will come from noreply@safesendreturns.com
 - We recommend that you add this email address to your safe sender list to avoid these notifications going into spam
 - Your firm's name will appear in front of the email address
 - Your firm's logo may appear in the body of the email
 - Your name will appear in the subject line of the email
- 2 Click on the link in the email





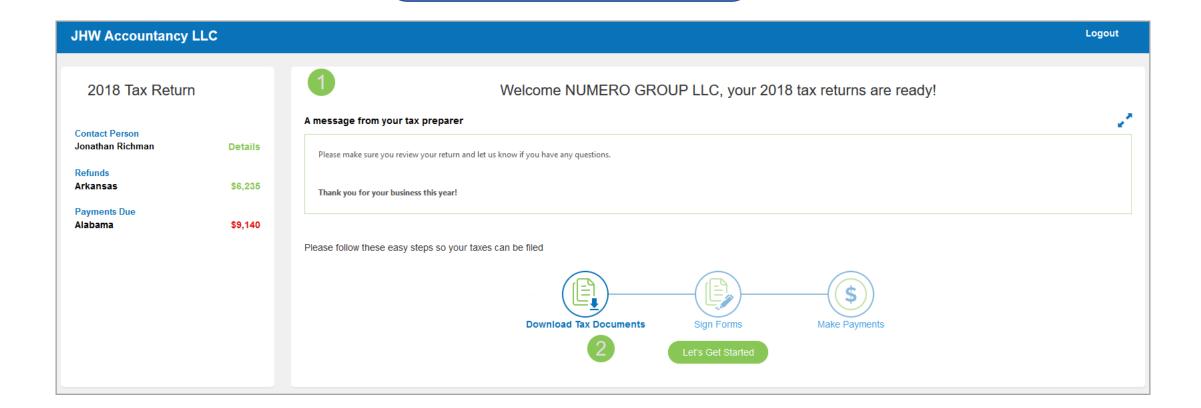






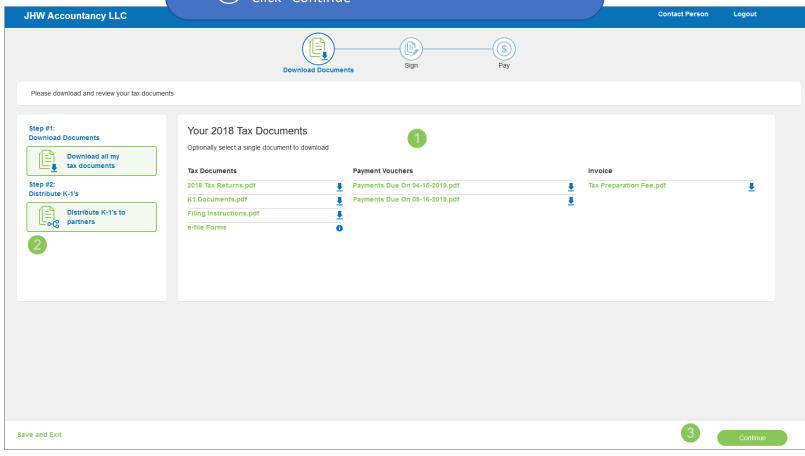


- 1 This page is an overview of you return and may contain an important message
- 2 Click "Let's Get Started" to continue









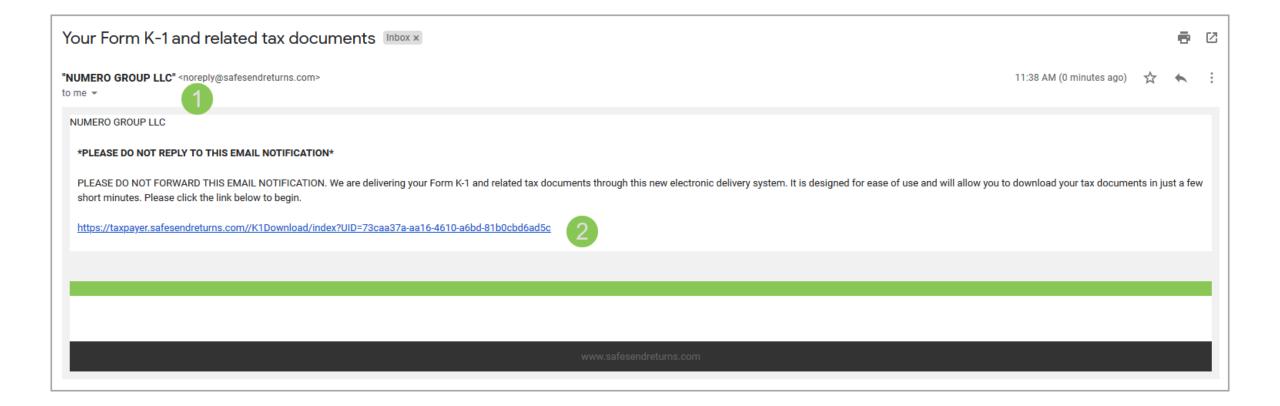
- Check boxes next to recipient's names and enter email addresses

 Click "Email Documents" to distribute K-1s to selected recipients
 - K-1 recipient instructions on following page
 - You can track when distribution and download has occurred
 - (3) Click "Cancel" to return to download section

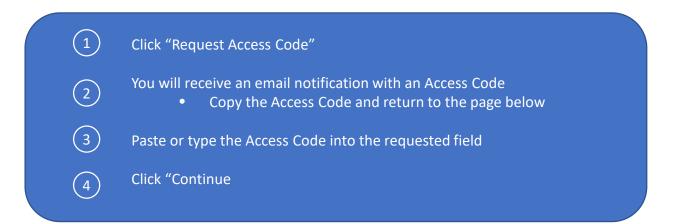
Distribute K-1 Documents to Partners Select which Partners you would like to share the K-1 documents with. The documents may be sent electronically via email or you may download and mail the documents to them. Emailed documents will be received from noreply@safesendreturns.com. Recipients will be required to enter an Access Code which will be sent in a secondary email. How would you like to distribute **Select Partners** search partners your K-1s? Select All Partners Name K-1 Sent Downloaded ~ MARKUP ASSOCIATES 12/15/2019 06:00 PM 12/15/2019 06:00 PM shareholderemailaddress@gmail.com Resend BIO CHEMICALS Download & mail **~** PAUL M HANSON 12/15/2019 06:00 PM k1recipient@gmail.com Resend JNY PARTNERS TARAA B RODRICKS

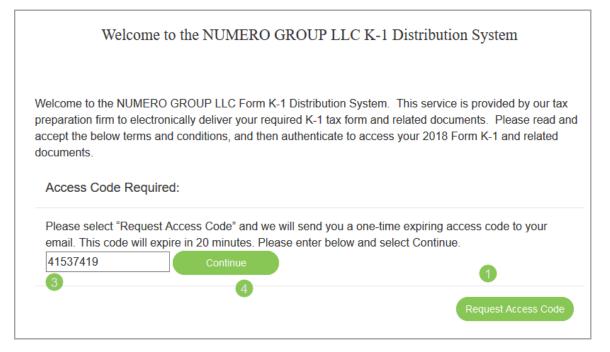


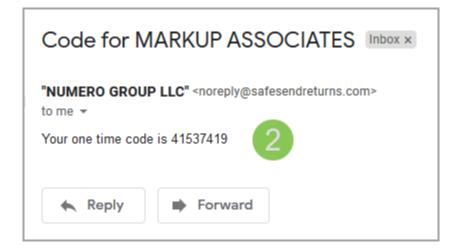
- K-1 recipient will receive email notification
 - Your name will appear in front of the email address "noreply@safesendreturns.com"
- 2 Click link to continue



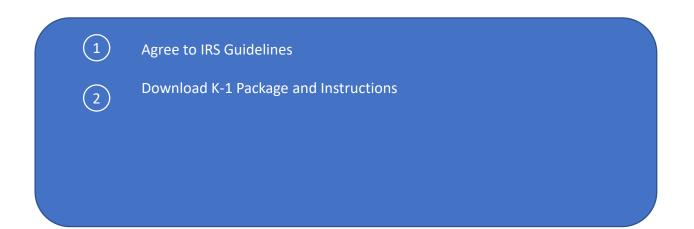


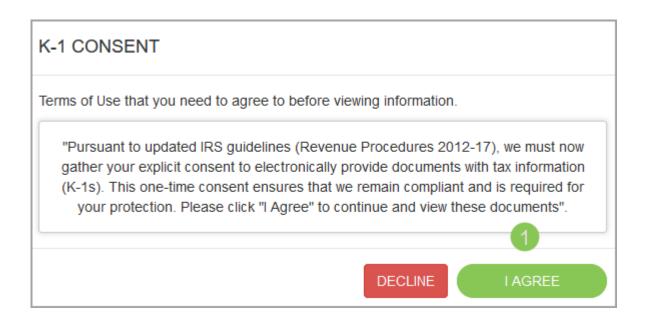




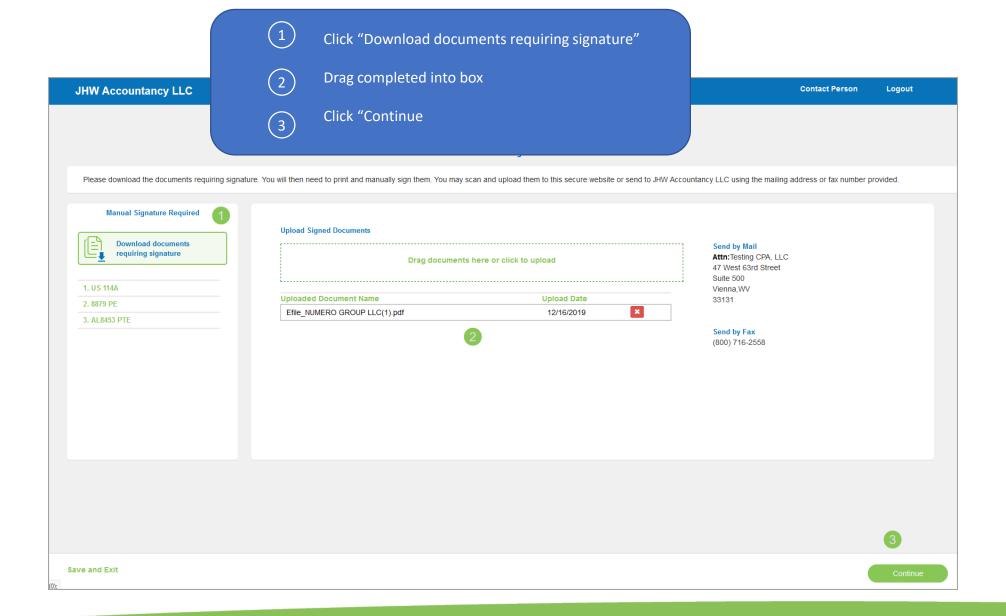














- (1) View payment options
 - Download and print the voucher if paying by mail
- To submit an online payment, click "Pay Online"

 Additional payment processing fees

