Using the IntelliForms™ Online Library

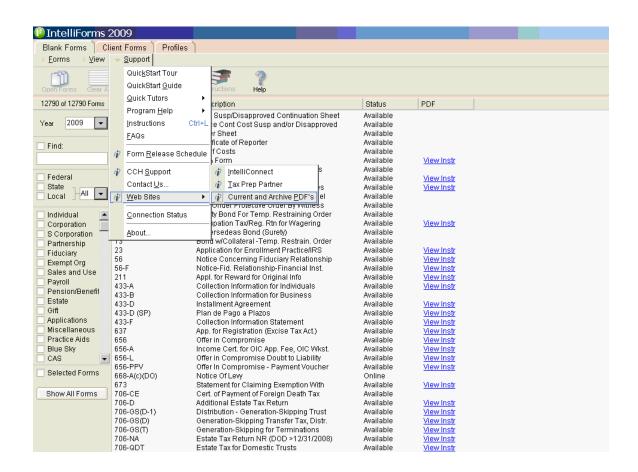
If you need quick access to PDF's of federal or state forms, instructions or publications, the IntelliForms Online Library is your ideal resource! The Online Library is an invaluable resource included with your IntelliForms subscription that:

- Provides advance access to forms before they are available in interactive format in IntelliForms
- Puts blank forms, instructions and publications dating back to 1998 at your fingertips
- Allows you to open a form or instruction quickly for reference purposes

Accessing the Online Library

The Online Library is easily accessible from different locations, depending on your current work task.

- 1. If you are in IntelliForms:
 - Under any tab, click "Support" → "Web sites" → "Current and Archive PDF's."

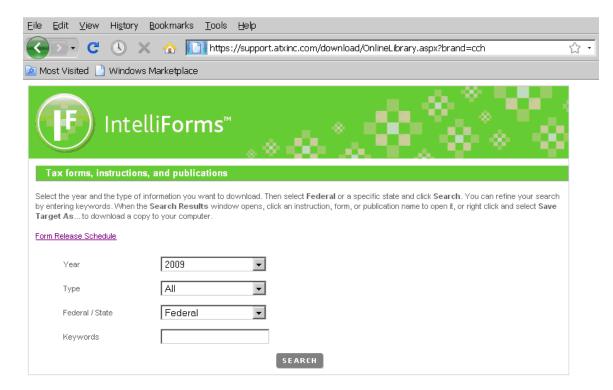


- 2. If you are connected to the Internet:
 - Simply paste https://support.atxinc.com/download/OnlineLibrary.aspx?brand=cch into your Internet browser.

It is a terrific idea to bookmark the Online Library as a favorite by clicking "Favorites" at the top of your Internet browser, and then "Add to Favorites." From then on, the Online Library can easily be accessed by selecting "Favorites."

Navigating the Online Library

Once you are in the Online Library, simply select the desired year, document type (e.g., form, instruction, publication), jurisdiction and any keywords (such as a portion of the form name or the form number). Then click "Search" to pull up the desired PDF:

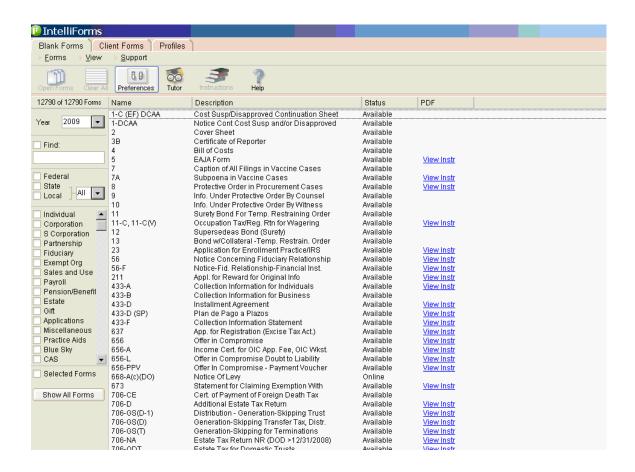


Viewing Forms Without Assigning a Client

The Online Library offers you the convenience of opening a blank form without adding it to a client. If you enjoy this versatility, did you know that this same feature is available in IntelliForms?

To disable the "Selecting Client Type" pop-up box in IntelliForms, simply perform these steps once:

1. Click the "Preferences" icon at the top:



2. Click on "Select Forms," uncheck the box next to "Show Selecting Client Type dialog," then just click "Apply:"

