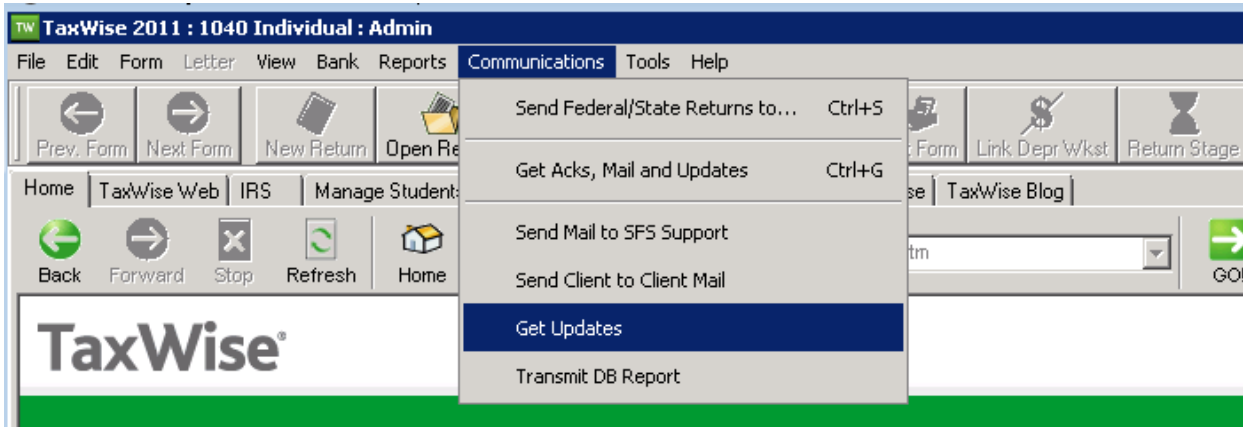


Installing the Ohio 2 Update

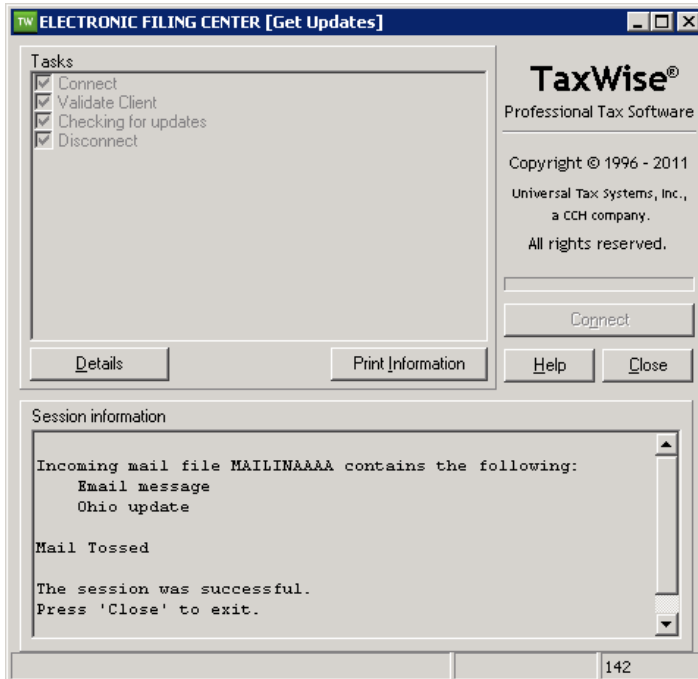
Step 1 – Sign into TaxWise as the Administrator

Step 2 – Click the Communications menu, then click Get Updates as shown below



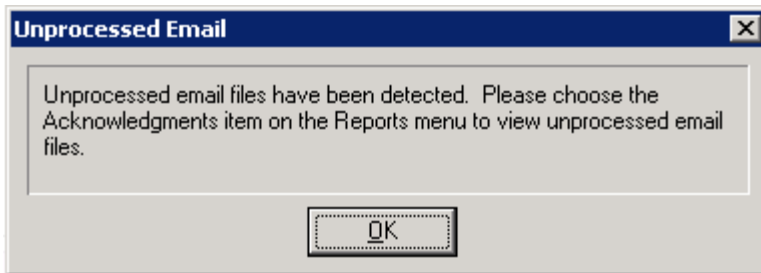
The screenshot shows the TaxWise 2011 software interface. The title bar reads "TW TaxWise 2011 : 1040 Individual : Admin". The menu bar includes File, Edit, Form, Letter, View, Bank, Reports, Communications, Tools, and Help. The Communications menu is open, showing options: Send Federal/State Returns to... (Ctrl+S), Get Acks, Mail and Updates (Ctrl+G), Send Mail to SFS Support, Send Client to Client Mail, **Get Updates** (highlighted), and Transmit DB Report. Below the menu, the main interface features a "Tasks You Do Most Often" sidebar with links to Incomplete Tasks, Communication, Hot Topics, and Appointment Scheduler. To the right, under "Important Reminders", there are three blue links: "Prepare an accurate return by using a completed Intake & In", "Conduct a thorough review of the completed return", and "Promote the purchase of U.S. Savings Bonds - use Form 8888 a portion of the refund to purchase bonds".

Step 3 – The Ohio 2 will download, click Close when it finishes.

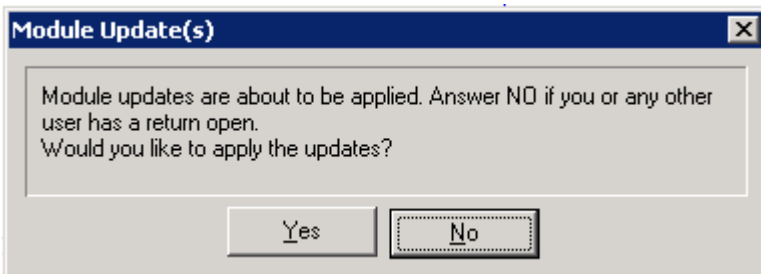


The screenshot shows the "ELECTRONIC FILING CENTER [Get Updates]" dialog box. It has a "Tasks" section with a list of checked items: Connect, Validate Client, Checking for updates, and Disconnect. Below this are buttons for "Details", "Print Information", "Help", and "Close". The "Session information" section contains a text area with the following text: "Incoming mail file MAILINA&AA contains the following: Email message Ohio update", "Mail Tossed", and "The session was successful. Press 'Close' to exit." The TaxWise logo and "Professional Tax Software" are displayed in the top right. Copyright information for Universal Tax Systems, Inc., a CCH company, is also present. The status bar at the bottom shows the number "142".

Step 4 – Click OK



Step 5 – Click Yes to install the update



Step 6 – Click OK to close the update and return to TaxWise

