



SYSTEMS SOLUTIONS

# Procedure in downloading the OLD Tax Returns ONLY



caseware™

VERSION 1.00

**PROCEDURE SUMMARY**

1. Download the OLD Tax Returns file from the Client Support Area of our web site 3
2. Locate the zip file and: ..... 5
3. Enter CaseWare Working Papers. From File tab select Templates ..... 8

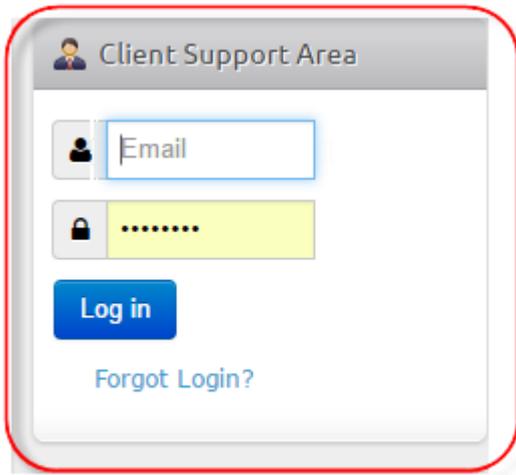
**1. Download the OLD Tax Returns file from the Client Support Area of our web site**

(Note: We recommend using [Mozilla Firefox](#) or [Google Chrome](#) for browsing our website)

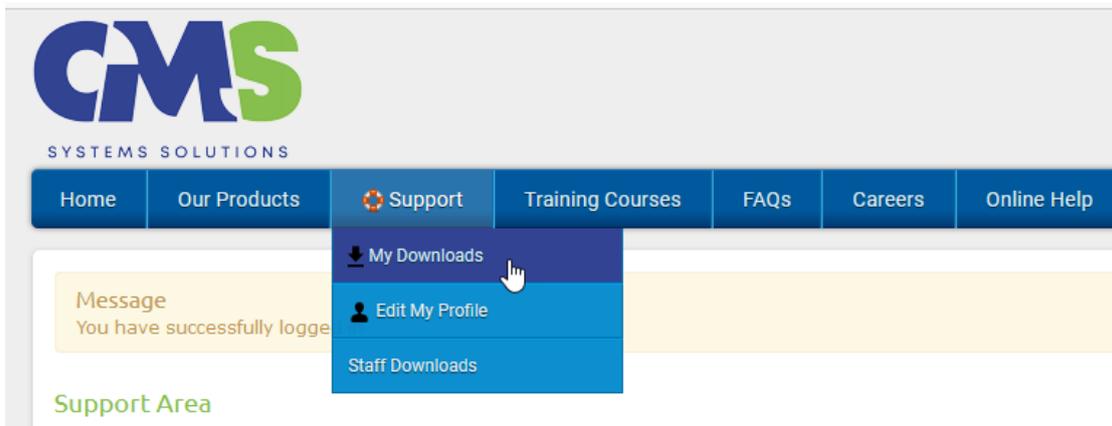
- a. You can access the Client Support Area at <http://cms-ss.com/>.



- b. Login using your Email and Password.



c. Once logged in, click on the option "Support", "My Downloads".



d. From the list of Product, click on CaseWare Financial Statements.



e. On the Financials Statements Downloads, click to download OLD Tax Returns ONLY.

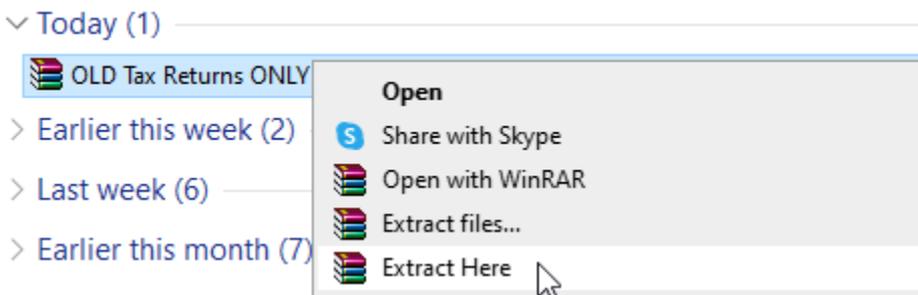


- f. At the bottom of the page, you will see the file downloading. In some cases, a window will pop up and select to **Save File**.



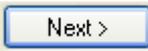
**2. Locate the zip file and:**

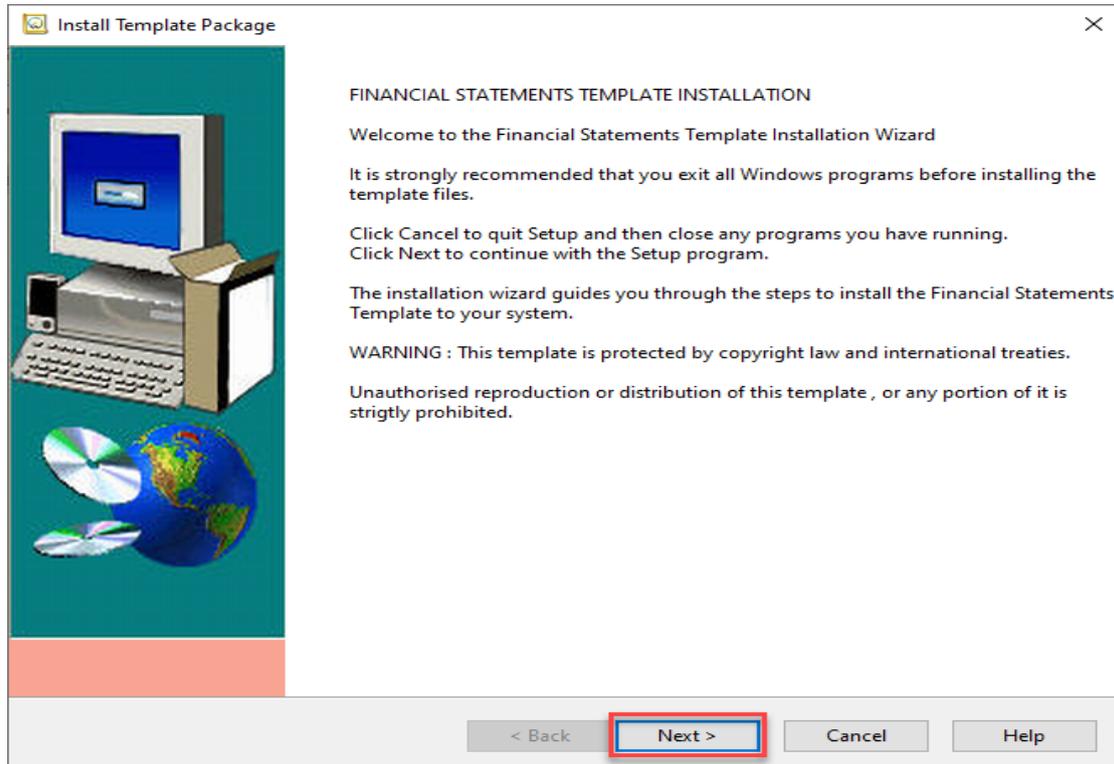
- a. Right click and choose Extract Here.



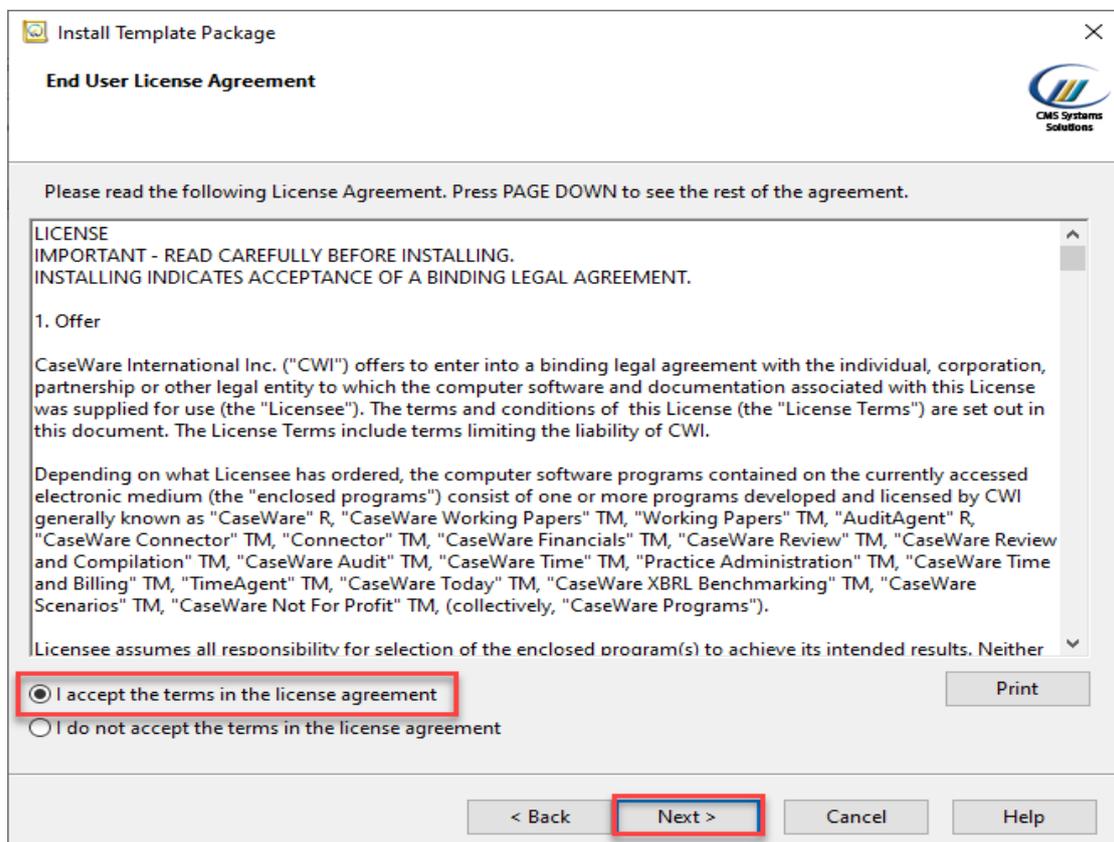
- b. The extracted file is a Caseware Package File as shown below. To install the template, double click on it.



- c. In the Install Template Package window, click  to proceed with the installation.

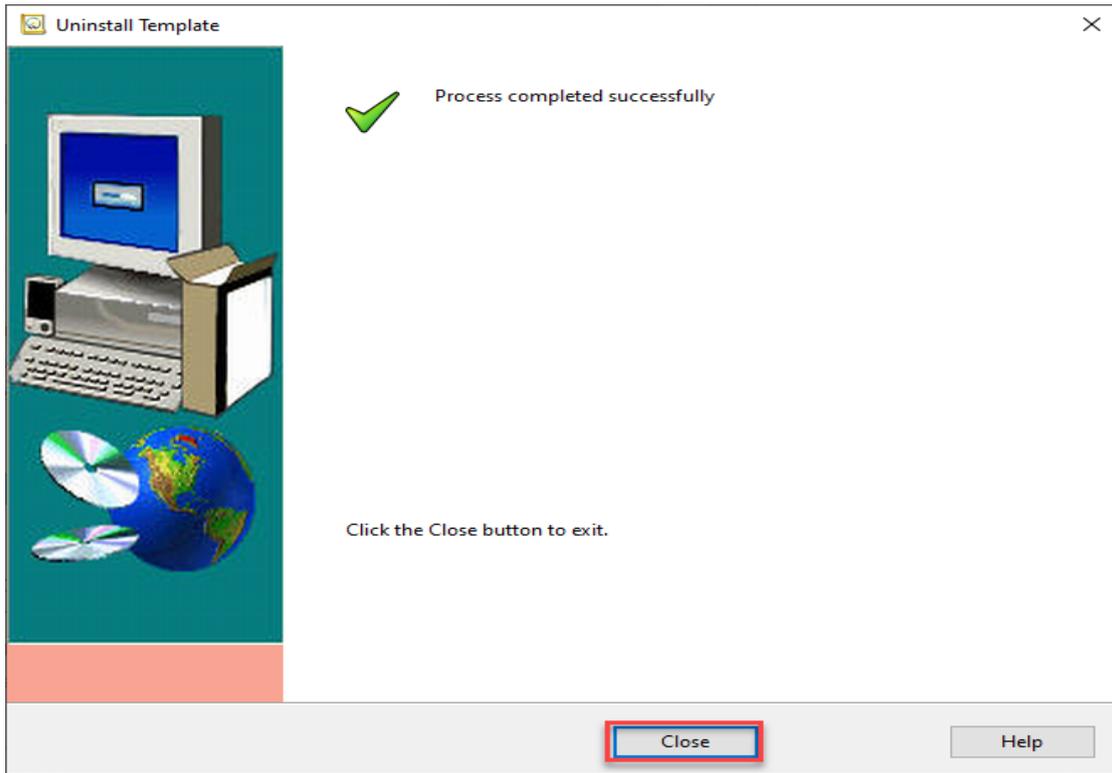


- d. On the next screen select "I accept the terms in the license agreement", click Next.

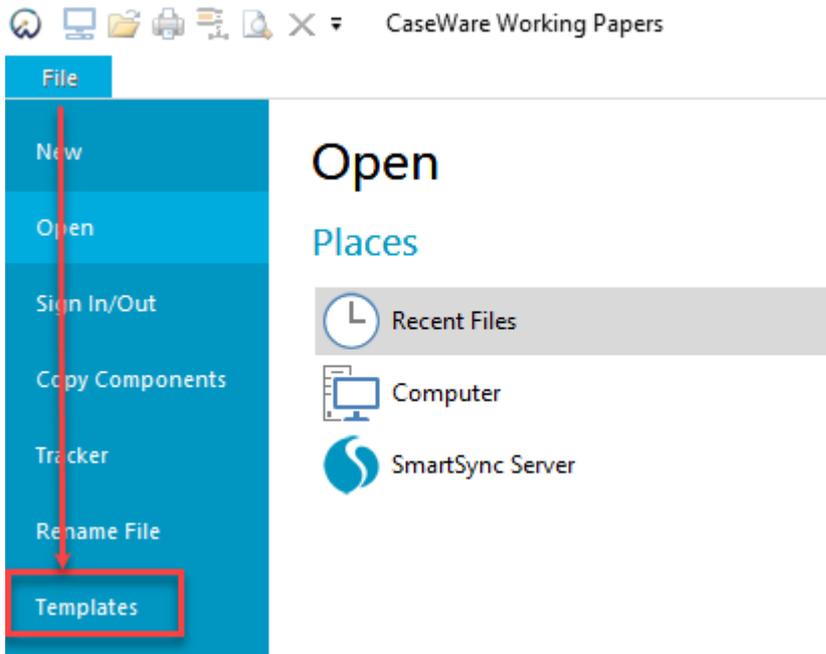




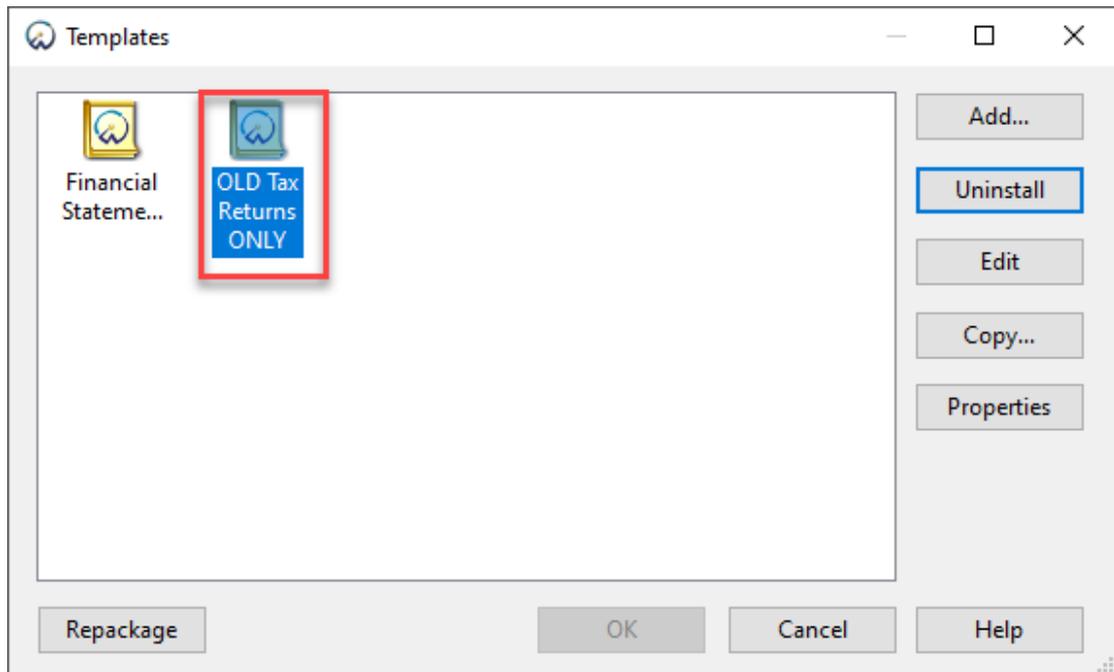
g. Click the Close button to exit.



**3. Enter CaseWare Working Papers. From File tab select Templates**



- a. File will now show in Templates list.



The procedure in downloading the OLD Tax Returns is now completed.