



# Procedure in downloading the Tax Forms Template update



VERSION 2.00

**PROCEDURE SUMMARY**

1. **Download the latest Tax Forms Template file from the Client Support area of our web site..... 3**
2. **When the download process completes, find the file in Downloads and follow the Procedure in installing Tax forms..... 4**

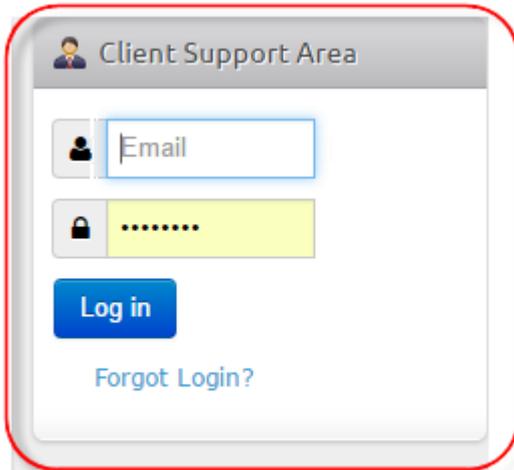
**1. Download the latest Tax Forms Template file from the Client Support Area of our web site.**

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

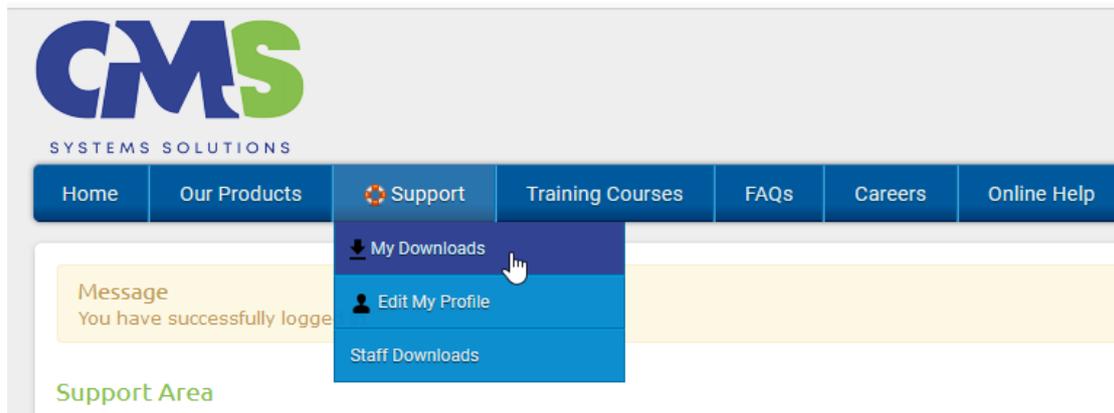
- a. You can access the Client Support Area at <http://cms-ss.com/>



- b. Login using your Email and Password



- c. Once logged in, click on the option “Support Area”, “My Downloads”



- d. From the list of Product, click on Tax Forms

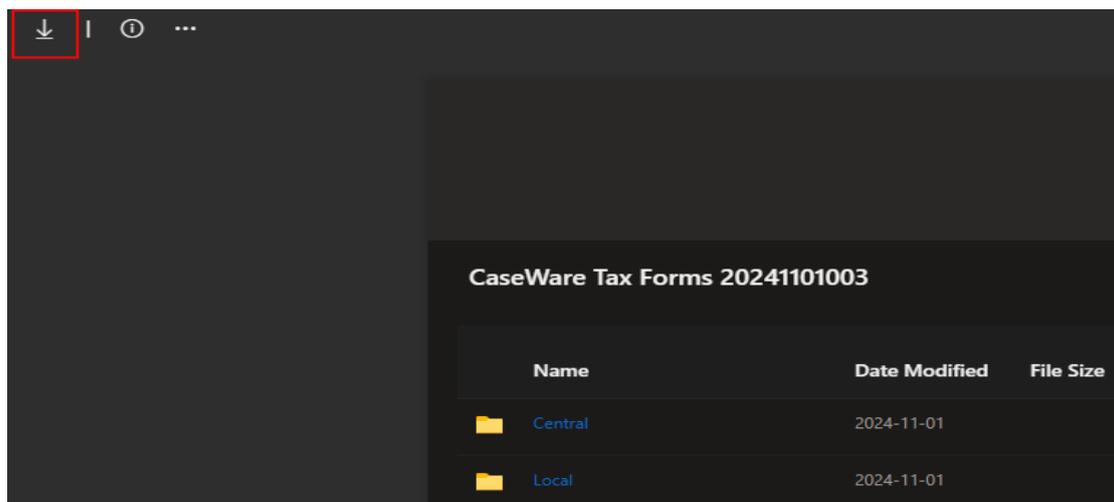


- e. On the Tax Forms Downloads, click to Download Tax Forms Template

### Tax Forms Template



- f. You will be transferred to the SharePoint page, click the arrow at the left to Download



2. When the download process completes, find the file in Downloads and follow the Procedure for [Installing Tax Forms Template update](#)