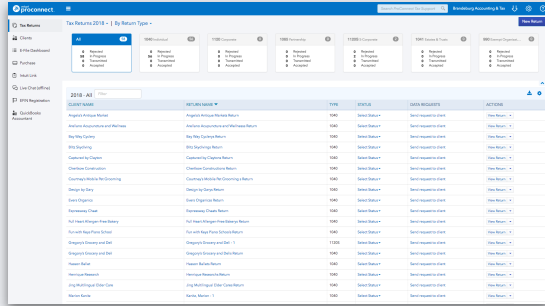


# Navigating a Tax Return

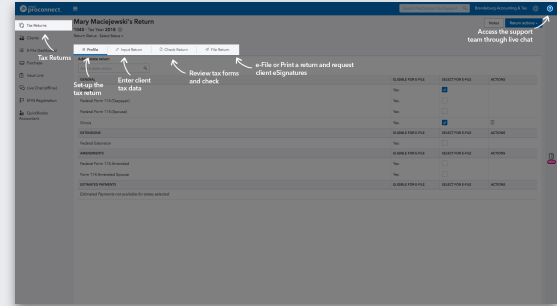
Work more efficiently from start to finish with guided workflows built-in to the tax return workflow.

## What to Expect



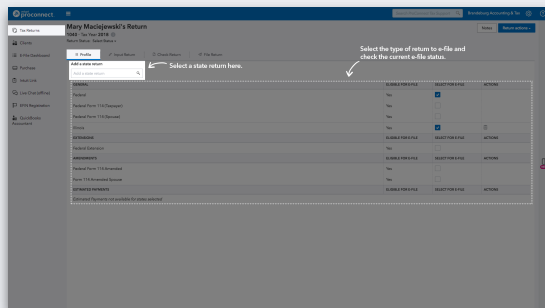
### Get Started

Log in to ProConnect Tax Online. Select **Tax Returns** at the top of the main navigation, then select a client to open their return.



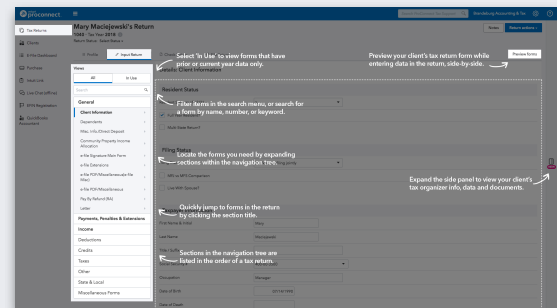
### Tax Return Workflow

The four tabs along the top of the tax return workspace represent each step to complete a tax return.



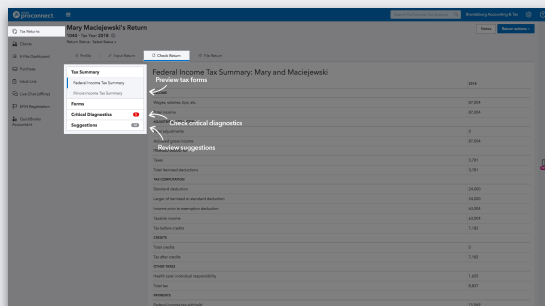
### Profile Tab

Set up the outline for the tax return in the **Profile** tab. Select the type of return(s) or form(s) you're filing and add state returns.



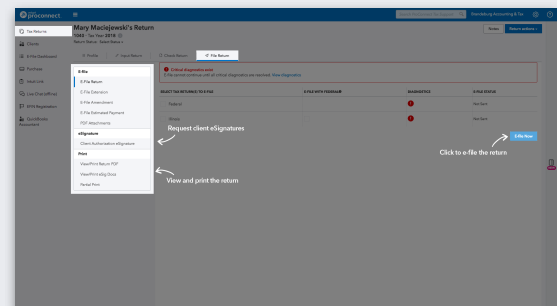
### Input Return Tab

The navigation tree is a guide to help you enter tax data in the same order of the tax return forms. Expand and collapse sections, then click the titles to jump to the input form.



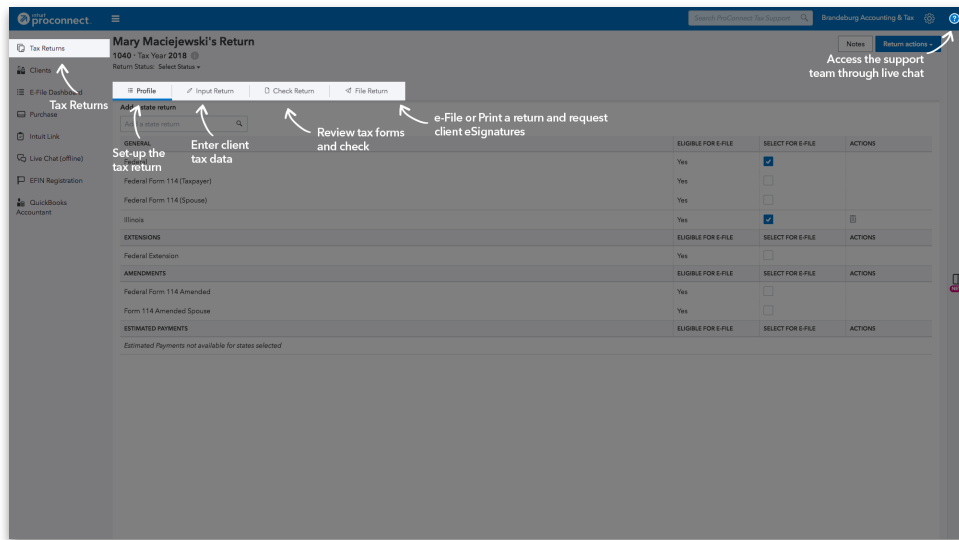
### Check Return Tab

Customize your view to expedite the check review process. Select **Applicable** to view only the forms applicable to the tax return.

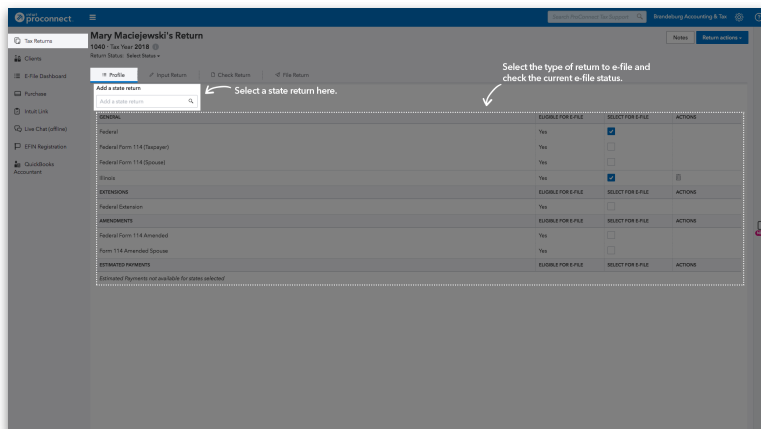


### File Return Tab

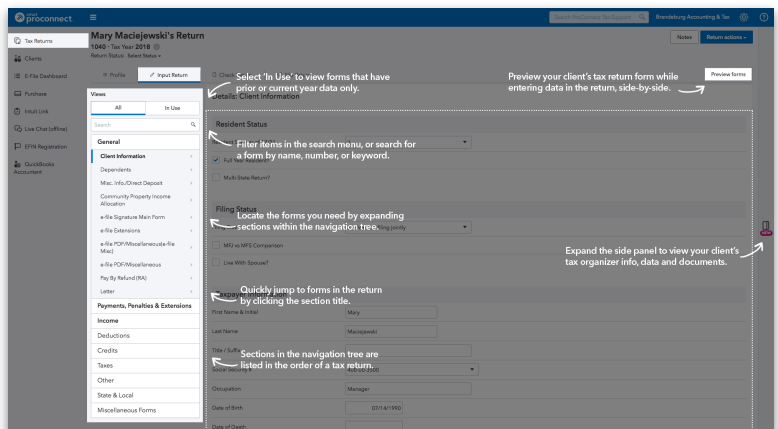
e-File the return and/or applicable forms, then print or download. You can also request a client eSignature.



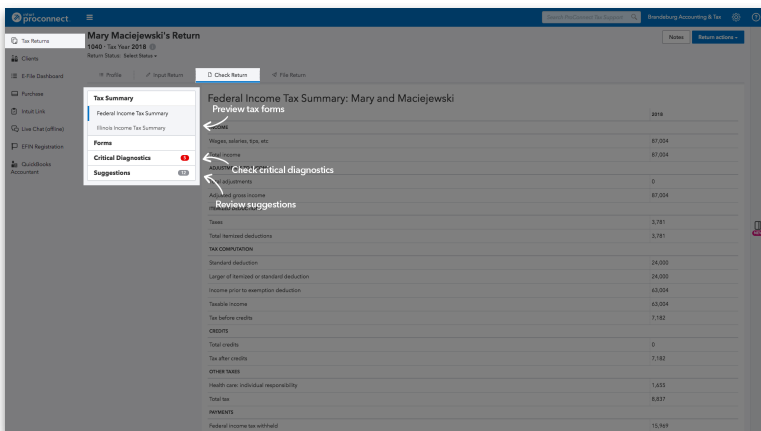
## Tax Return Workflow



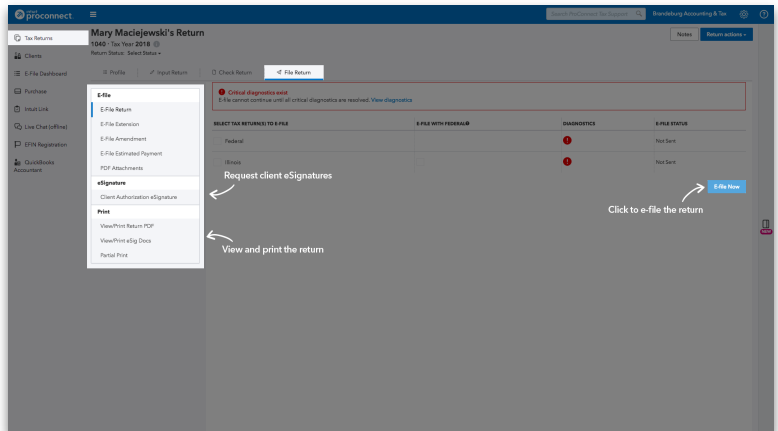
## Profile Tab



## Input Return Tab



## Check Return Tab



## File Return Tab