



# **Procedure in downloading the Tax Forms Template update**



VERSION 1.00

## **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**

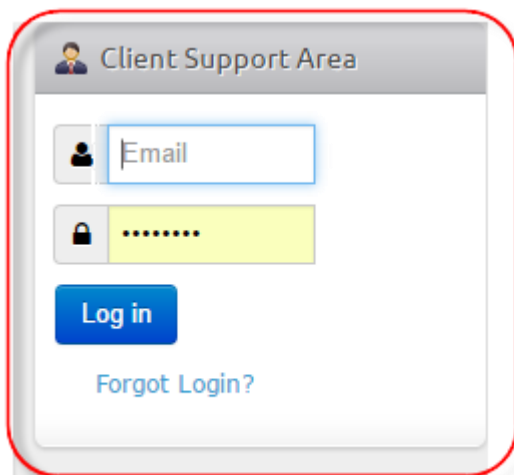
**1. Download the latest Tax Forms Template file from the Client Support Area of our web site.**

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

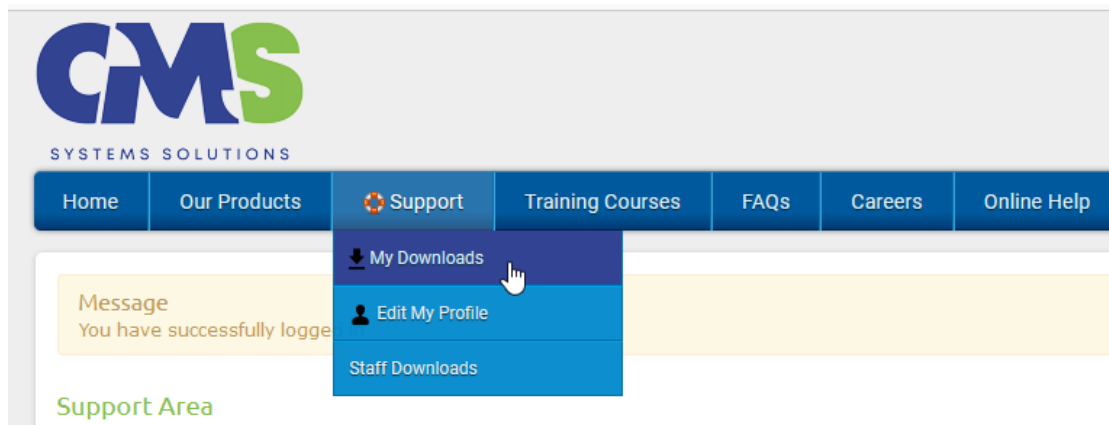
- a. You can access the Client Support Area at <http://cms-ss.com/>



- b. Login using your Email and Password



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



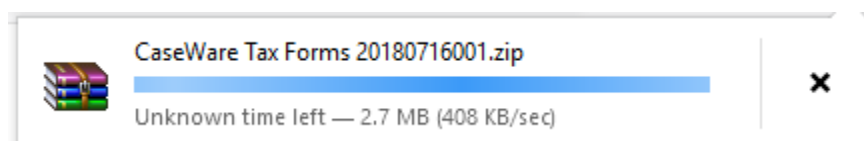
- d. From the list of Product, click on Tax Forms



- e. On the Tax Forms Template files, click to download CaseWare Tax Forms



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



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