

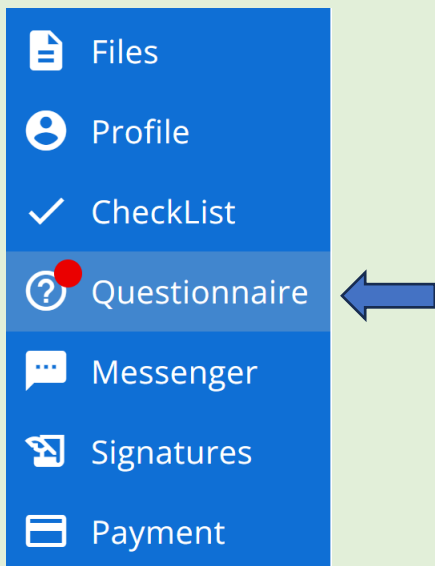


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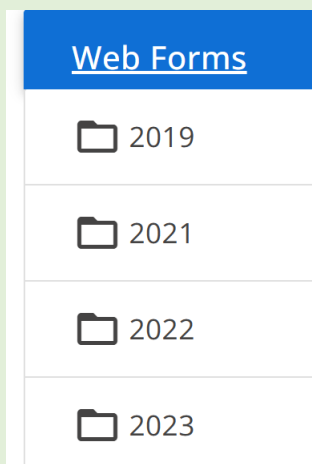
HOW TO ADD ADDITIONAL DEPENDENT INFORMATION

Step 1: Login to your account [Portal](#)

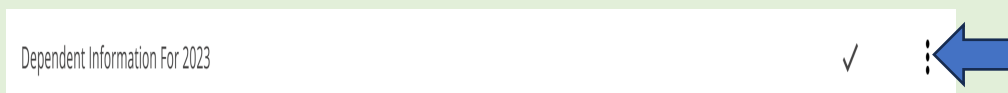
Step 2: Click on the [Questionnaire](#) from the left menu:



Step 3: Click the [Tax Year](#) you are working with:



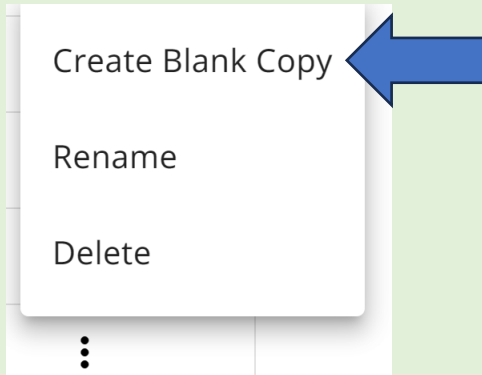
Step 4: Click on [3 dotted lines](#) on the right:





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Step 5: From the pop-up menu, click on **'Create Blank Copy'**



Step 6: In the **Description Box**, enter your Dependent Information (**Note:** Space is not allowed between the name) and click **"Submit"**

Create a Blank Copy

Description*

Cancel Submit

To create/add any additional copy of other Questionnaires, follow the Steps 1-6 above