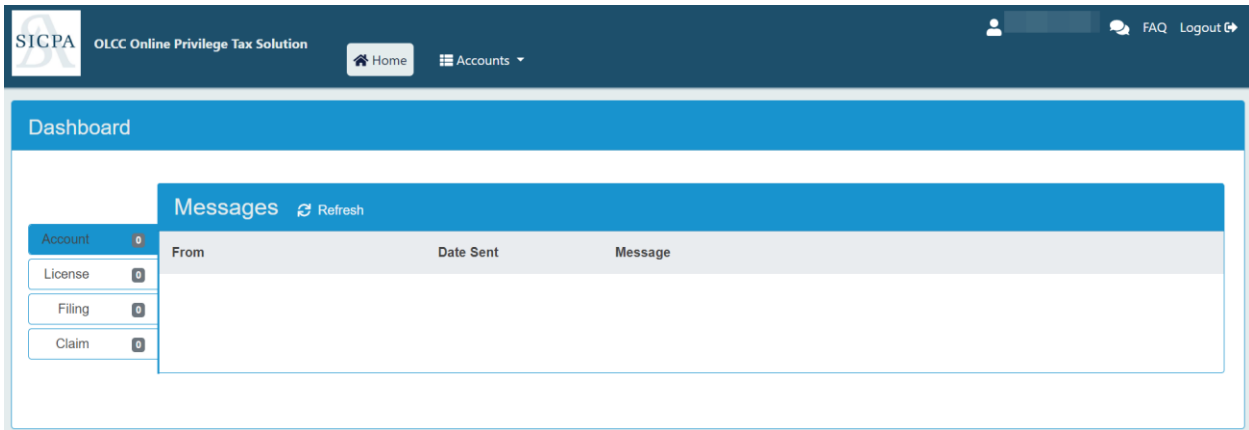
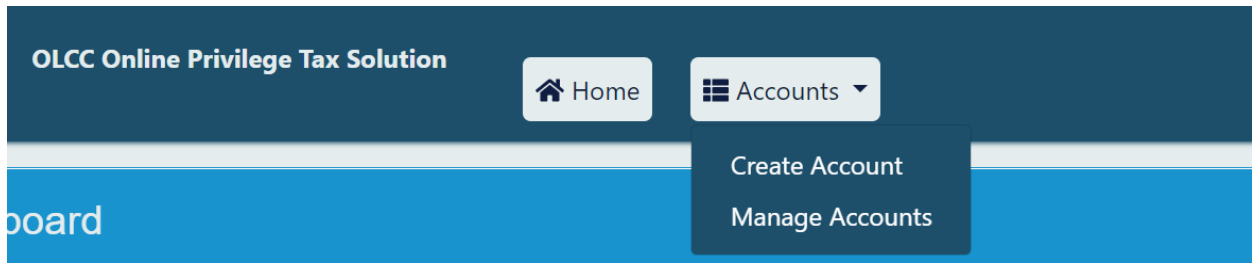


The Dashboard is currently undergoing some improvements to accommodate new license types that have been onboarded. If you used the panels previously to create your tax returns, please temporarily use the steps below to create your returns.

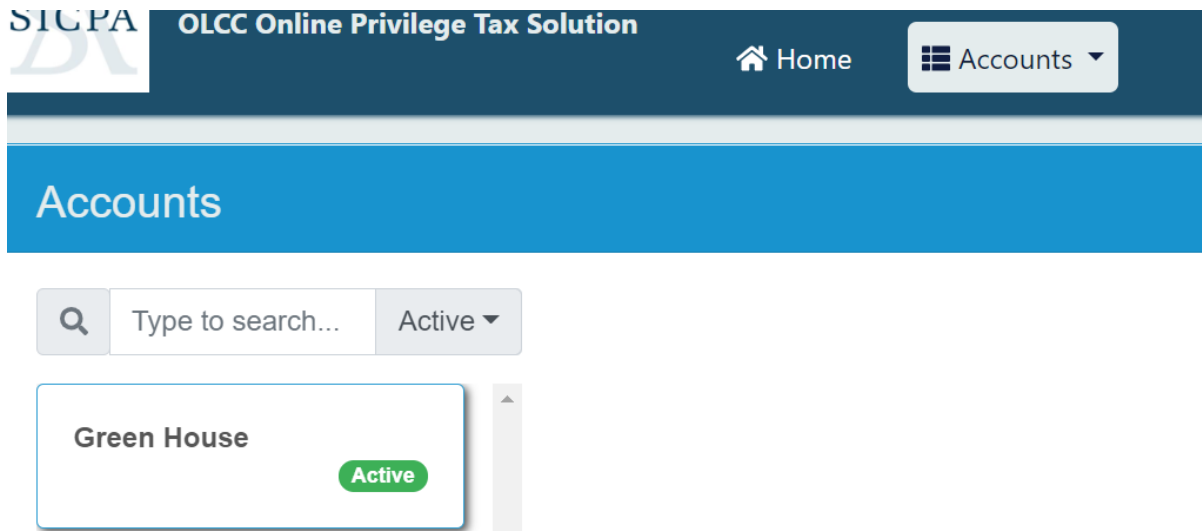
**Step 1:** When you log into your account to start a filing, this or something like it is what you will see.



**Step 2:** Go to “Accounts” on the dashboard and choose “Manage Accounts.”



**Step 3:** If you are associated to more than one company, click on the account in the left panel that you would like to file your return for.



**Step 4:** After selecting the account, a blue bar in the middle of the screen will display. Click on “Forms.” If you are filing a web form, pick “Manage Filings.” If you are uploading a file, select “EDI Uploads.” (Skip to Step 8)

The screenshot shows the account management interface for 'Green House'. At the top, there is a search bar with 'rch...' and an 'Active' dropdown. The account name 'Green House' is displayed next to a green 'Active' badge. Below this, there are three status indicators: a crown icon with 'No data available', a phone icon with 'No data available', and an envelope icon with 'No data available'. The 'ACCOUNT NUMBER' is listed as 'AC290010'. A blue navigation bar contains tabs for 'Profile', 'Address', 'Filers', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' dropdown menu is open, showing options for 'Manage Filings', 'EDI Uploads', and 'Destruction Claim'. Below the navigation bar, the 'ACCOUNT NAMES' section shows 'LEGAL BUSINESS NAME' and 'BUSINESS TRADE NAME', both listed as 'Green House'. The 'ACCOUNT DETAILS' section is partially visible at the bottom.

**Step 5:** FOR WEB FILING, under forms dropdown, Select Manage Filings.

The screenshot shows the account management interface for 'Green House' with the 'Forms' dropdown menu open and 'Manage Filings' selected. The account name 'Green House' is displayed next to a green 'Active' badge. Below this, there are three status indicators: a crown icon with 'No data available', a phone icon with 'No data available', and an envelope icon with 'No data available'. The 'ACCOUNT NUMBER' is listed as 'AC290010'. The blue navigation bar contains tabs for 'Profile', 'Address', 'Filers', 'Contacts', 'License', 'Forms', and 'Billing'. The 'Forms' dropdown menu is open, showing options for 'Manage Filings', 'EDI Uploads', and 'Destruction Claim'. Below the navigation bar, the 'FILINGS' section is displayed. It includes a search bar with the placeholder text 'Type to search...', a search icon, and a dropdown arrow. To the right of the search bar is a blue 'Add Filing' button with a dropdown arrow. Below the search bar, the text 'No Filings Found' is displayed.

**Step 6:** Click on add filing and then click on the license that you are creating the return for.

Green House

Active

No data available

ACCOUNT NUMBER AC290010

No data available

No data available

Profile Address Filers Contacts License Forms Billing

FILINGS

Add Filing

Type to search...

BREWERY : PT430000 : Portland  
BREWERY : PT430010 : Portland

**Step 7:** Click on the Blue date box and that will prompt the calendar to pop up and you can select the month you would like to file for, and then press "Create Filing."

LCC Online Privilege Tax Solution Home Accounts John Sr

2021  
June

2021

Jan Feb Mar  
Apr May Jun  
Jul  
Oct Nov Dec

Select the calendar to choose the Filing Period

ZERO ACTIVITY

Create Filing Cancel

June 2021

**Step 8:** To upload a file, under Forms dropdown, select “EDI Upload,”

Green House

Active

No data available

ACCOUNT NUMBER AC290010

No data available

No data available

Profile Address Filers Contacts License Forms Billing

EDI UPLOADS New Upload

Type to search... Refresh

No Edi Found

Step 9: Press “New Upload.” Choose the license you would like to upload a file for.

Green House

Active

No data available

ACCOUNT NUMBER AC290010

No data available

No data available

Profile Address Filers Contacts License Forms Billing

EDI UPLOADS New Upload

Type to search... BREWERY : PT430000 : Portland  
BREWERY : PT430010 : Portland

No Edi Found

Step 10: Click on the date box for the calendar to pop up so that you can select the month you would like to file for.

The screenshot shows a software interface with a dark blue header. On the left, there is a navigation menu with icons for a crown, a phone, and an envelope, each followed by the text 'No'. The main header contains a 'Home' button with a house icon and an 'Accounts' dropdown menu with a grid icon. Below the header, a calendar pop-up is displayed, showing the year '2021' at the top and the month 'June' highlighted in blue. The calendar grid shows the months from 'Jan' to 'Dec', with 'Jun' highlighted in blue. Below the calendar, there is a date selection box containing a calendar icon and the text 'June 2021'. To the right of the calendar, the text 'Active' is displayed in a green rounded rectangle. Below this, the text 'NUMBER AC290010' is visible. Further down, there are three buttons: 'License', 'Forms' (with a dropdown arrow), and 'Billing' (with a dropdown arrow). At the bottom, there is a section titled 'ASCII FILE \*' with a text box containing 'NO FILE CHOSEN' and a 'BROWSE' button. Below this, the text 'ONLY .TXT AND .DAT FILES ALLOWED.' is displayed.