HOW TO CREATE TAXSLAYER PRACTICE LAB USER ACCOUNT
(PLEASE READ THROUGH ALL INSTRUCTIONS BEFORE PROCEEDING)

Access via **Villagestaxaide.com** website. NOTE: <u>Google Chrome</u> is the preferred browser.

- Select **Become a Volunteer** tab
- At bottom of page Select: Click to access **Practice Lab**

Important: At first screen (Access Link & Learn Taxes box) Use the universal password: **TRAINPROWEB** in all capital letters. Click Login

1. Select CREATE ACCOUNT
    a. Enter your email address (twice)
    b. Create your USER NAME – **USE** your LAST NAME plus **train.**
       Examples: Smith**train**, Myers**train**, Jones**train**.

    Enter User Name:_____

    NOTE: If you get a message that the login name is already in use, add your first initial, i.e. Smith**R**train; or first name or variation that is available.

    c. <u>PASSWORD</u> - Do **NOT** create your own. Use **Training4taxes!** as your password.
    d. <u>PROGRAM TYPE</u> – Select: AARP Tax-Aide
    e. <u>SITE IDENTIFICATON NUMBER</u> – NO ENTRY

2. <u>PASSWORD RECOVERY</u> – Select a Security question and answer:
    a. ?_____
    b. Answer_____

For questions, please respond to ***newvolunteer@villagestaxaide.com***.

Screenshot 1: Access Link & Learn Taxes

vita.taxslayerpro.com/IRSTraining/en/Account/Access

Apps   AOL - login   AARP Tax Aide   Amazon Smile   Erika   TheVillages.net login   UPDATE Cleaner   G Google   Other bookmarks

Practice Lab

Change Language ▾

Access Link & Learn Taxes

Hello,

Welcome to the Electronic Tax Software Practice Lab for VITA/TCE volunteers. When you enter this site, you will be able to prepare tax returns to practice what you just learned in Link & Learn Taxes. We recommend that you use the problems and exercises contained in Publication 4491 W, VITA/TCE Workbook, Comprehensive Problems and Practice Exercises. These problems and exercises were specifically designed to cover the types of tax returns that VITA/TCE volunteers encounter at their volunteer sites.

To access the practice lab enter below the password you received from the IRS or your site coordinator. If you do not know the password please contact your site coordinator or local IRS Relationship Manager.

If you are not currently a VITA/TCE volunteer and would like to become a volunteer, please click here to get started: https://www.irs.gov/Individuals/IRS-Tax-Volunteers. Your information will be forwarded to sponsoring partners in your area for further contact. You will be contacted within 2 weeks after you have submitted your information.

Enter Password

[Enter Password]   [Login]   ← **TRAINPROWEB**

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Screenshot 2: Create New Account

vita.taxslayerpro.com/IRSTraining/en/Account/Login

Apps   AOL - login   AARP Tax Aide   Amazon Smile   Erika   TheVillages.net login   UPDATE Cleaner   G Google   Other bookmarks

Practice Lab

Hello, dgtrain   Options ▾   Change Language ▾

Create New Account

Account Information

Email Address
[Email Address]

Confirm Email Address
[Confirm Email Address]   [Required]

Username
[Username]   **lastnametrain**

Password
[**Training4taxes!**]

Confirm Password
[**Training4taxes!**]

Program Type
[Please Select ▾]

Site Identification Number (SIDN)
[Site Identification Number (SIDN)]

Password Recovery

Security Question
[Please Select a Question ▾]

Security Answer
[Security Answer]

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