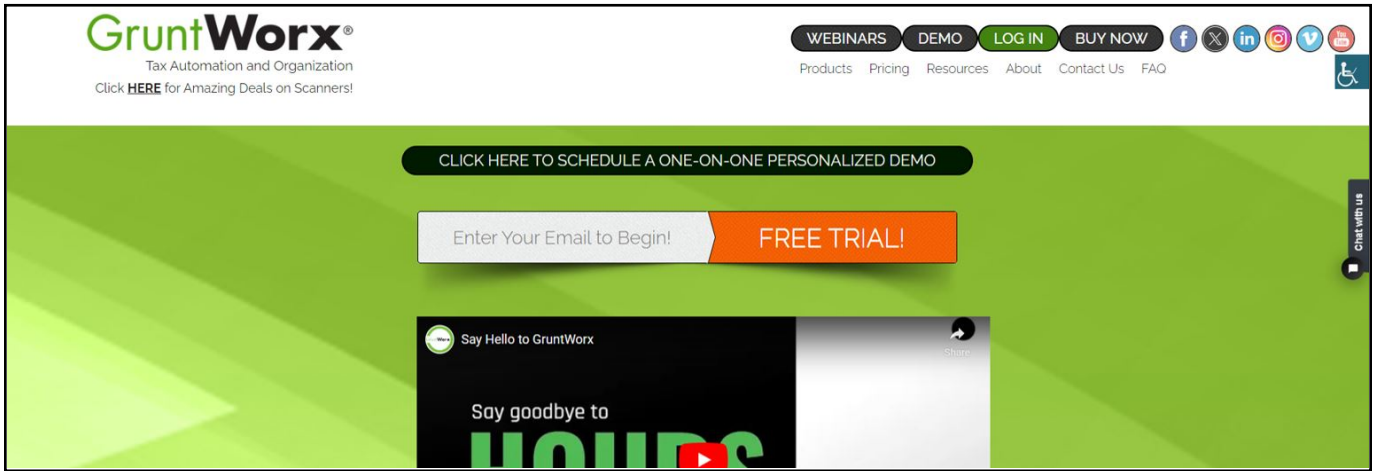


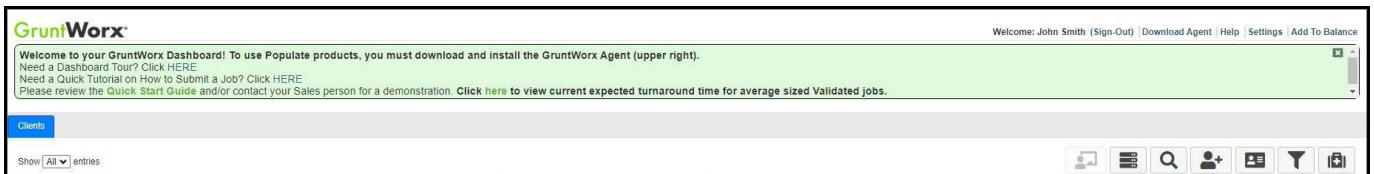
Follow these instructions to sign up for the GruntWorx Free Trial and use GruntWorxLITE, Organize, Populate, and Trades products with UltraTax CS tax software.



How to Set up a GruntWorx Account

- > From the GruntWorx.com homepage, enter email address and click **FREE TRIAL!**
- > Complete the Registration
- > Look for the sign-up email including the temporary password
- > Log in to the GruntWorx Portal and set up new password
- > Read and accept the master agreement and EULA

GruntWorx Dashboard Navigation



- Each time a user logs in, a notification displays information about the current tax year, news or updates
- The logo in the top left corner takes user to GruntWorx Homepage
- Welcome corner displays user’s name, option to Sign-Out, Download Agent link, a Help link which will turn on ? icons, Settings and Add To Balance.
 - Hovering over Add To Balance displays account’s current balance
- The Info Banner provides information relating to using GruntWorx and the Current Expected Lead-Time. New notifications are displayed on the Info Banner when posted until the user dismisses the post.
- Below the Info Banner are buttons - Awaiting GruntWorxLITE Jobs, Show Only Open Clients, Search/Find a Client, Add a Client, Import Multiple Clients, Filter Client Table and Tutorials.
- > In the top right-hand corner of the GruntWorx Dashboard, click **Settings**.

Admin Settings

Firm Contact Information

- Update any firm details
- Click **Save Firm Info** to save any changes

Security Settings

- Set firm-wide **Two-Factor Authentication** settings here
- Adjust code sending protocol under User Settings
 - New users must select 2FA code protocol at first login
- Click **Save Security Settings** after making any changes

Default Settings

- Select **Thomson UltraTax CS** as Tax Software
- Set firm-wide job preferences:
 - Option for default Trades product (User can select alternate trades on a per job basis).
 - Repaginate Organized Documents default option
- Click **Save Default Settings** after making any changes

Default Settings
 Tax Software: Thomson UltraTax CS
 Trades default:
 Extract Detail Trades Summary No Trades
 Repaginate Organized Documents
 Note: This submission will reload the page.
 Save Default Settings

Manage Accounts

- Add or edit accounts as needed to the **Manage Accounts** tab. Most often this is used for firms that have multiple locations. A default account is provided – Clients – but the name can be edited anytime under Manage Accounts.

Manage Users

- Add or edit users in the **Manage Users** tab. Make any user an Admin on the account, get two-factor authentication code if needed and adjust account access permissions.
- To enable users to have the Inventory tab, check the **job cost display** box.
- If a user's account gets Locked, under Manage Users, click **unlock user**.

User Settings Admin Settings Manage Accounts **Manage Users** Inventory
 add user
 Show 15 entries Search:
 status name email accounts
 Smith, John holly.mckinney@gruntworx.com Clients
 unlock user set temp password get login code deactivate user
 first name: John
 last name: Smith
 email: holly.mckinney@gruntworx.com
 admin user:
 job cost display:
Account Permissions
 What accounts can this user access?
 accounts not accessible: user access enabled:
 new account test Clients
 add all remove all
 save changes

User Settings Admin Settings Manage Accounts Manage Users **Inventory**
 Job Cost Report
 From To download report
 November 2021
 Show 10 entries Search:

Date	Memo	Credit Adjustment	Credit Balance
11/01/2021	beginning balance		94.90
11/30/2021	current balance		94.90

 Showing 1 to 2 of 2 entries Previous 1 Next

Inventory

- Provides detailed job history and the account's current balance which can be exported to a CSV.
- Run a Job Cost Report by selecting start and end dates and clicking **download report**.

! IMPORTANT: Admins must add users and give account permissions to allow user access.

User Settings

- Update **User Contact Information** at any time. This is used for GruntWorx to report any issues with jobs.
- **Job Status Notification** preferences can be changed to text, email or no notifications.
- If enabled by the Firm Admin, **Two Factor Authentication** settings can be adjusted here.
- Click **Update User Settings** after making changes
- Change the **Default Display Tab** in User Preferences
- A **Warn when balance is below** field allowing the user to be alerted when the account balance reaches the selected amount.
- Option to hide or display the **Organize Lite** tab.
- GruntWorx offers Pointsheets in XLSM or XLS file format. Choose to have both file options available by checking the **Use Legacy Excel Format** box.
- **Change Your GruntWorx Password** here

User Preferences
 Customizable features of the dashboard
 Default Display Tab: Clients
 Warn when balance is below: 10.00
 Display Organize Lite tab:
 Use Legacy Excel Format:
 update preferences
Change Your GruntWorx Password
 Your current password will expire in 65 DAYS
 new password
 passwords must contain 8 characters, mixed case letters, and a number
 confirm new password
 update password

! TIP: Passwords expire every 90 days and must contain at least eight characters, mixed case and one number.

- To continue set-up, click **Download Agent** from the top right corner of the GruntWorx Dashboard

⚠ IMPORTANT: The GruntWorx Agent is only needed for Populate products. The Agent should be installed at each workstation where GruntWorx will be utilized.

- Once the download is complete, run GWAgentSetup.exe (the file you downloaded) and select **GruntWorx Agent for UltraTax CS**.
 - Follow the prompts to complete installation

⚠ IMPORTANT: Depending on the user's IT policies and browser permissions, installation of the GruntWorx Agent may require administrator rights and/or the assistance of firm IT personnel. In some cases, antivirus software should be temporarily disabled to allow a complete installation of the GruntWorx Agent software. Error code ACO200 is an indication that the antivirus software is blocking the Agent.

Considerations for UltraTax CS Users

- To submit jobs from the GruntWorx Dashboard or to populate data from the GruntWorx-provided Excel Pointsheet, users should have UltraTax open, preferably to the UltraTax **Client Profiles** screen.
 - The user must also be logged out of the client tax file during these times

Client ID	Name	Entity	Complex
[Open] [Details] 1	UTTax: Another	1040	50
[Open] [Details] 1872021	Fresh, Funky	1040	70
[Open] [Details] 0130	Sailorman, Popeye	1040	50
[Open] [Details] 324	UTTax: Another	1040	50
[Open] [Details] 1107	RUSH, KRISTINA	1040	50
[Open] [Details] 1234	SMITH, JANE	1040	50
[Open] [Details] 3195		1040	50
[Open] [Details] 9876	Tax, Ultra	1040	50
[Open] [Details] 9999	Barker, Bob	1040	60
[Open] [Details] 11921	test, test	1040	50
[Open] [Details] 12120	SMITH, JOHN	1040	70
[Open] [Details] 18332	SMITH, JOHN	1040	50
[Open] [Details] 91522	Testing, Field	1040	50
[Open] [Details] 01072021	SMITH, JANE	1040	60
[Open] [Details] 1912900		1040	50

- Access the screen by clicking the Home button (house icon at upper right) and then selecting Client Profiles on the left panel. From a blank page after clicking on the Home button, click File in upper left, then Open Client. Dismiss the client selector to show the Client Profiles page.

⚠ TIP: If more than one version of 1040 tax files are maintained for any one client, be sure to exempt from Data Sharing the versions of the client tax files that the user doesn't want to be populated by GruntWorx.

⚠ IMPORTANT: Minimum required fields in the client tax file: Taxpayer and spouse name/s, SSN/s and filing status.

⚠ TIP: If using the Virtual Office version of UltraTax, you must install a local copy of UltraTax CS to local desktop.

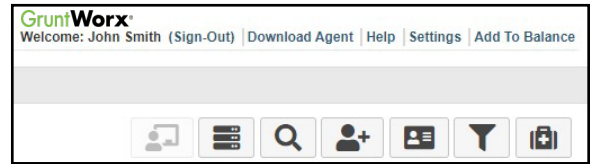
Steps to Populate the Virtual Office version of UltraTax

1. Download a Local copy of the tax program
2. Set up a GruntWorx Account and install Agent
3. Backup 1040 clients to local copy of the tax software
4. Process GruntWorx jobs following this Quick Start Guide
5. Open the client tax file and using Data Sharing, accept populated records into the tax program
6. Restore the populated client file to the cloud – in batches or as required

⚠ IMPORTANT: If using UltraTax SaaS, GruntWorx Populate products will not integrate. Organize and Trades products can be used with any version of the tax software.

How to Submit Jobs

- > Add Clients
 - From the **GruntWorx Dashboard**, click on an icon to add client/s.



Adding Client to Clients

First Name *

Spouse Name

Last Name *

Client ID / Locator*

Client ID/Locator must match tax software

(* required fields)

cancel reset save and add another save

- > Add a Single Client
 - Click on the icon and fill out all required fields.

IMPORTANT: Client ID must be identical to the UltraTax Client ID.

Import Clients into Clients

Select a CSV file to import

import cancel

The CSV file must be in this format:

Last Name, First Name, Spouse Name, Client ID

CSV info

- The CSV file should not use column headers: only the client information, in separate columns, following the above format.
- Up to 500 clients can be imported with each CSV file.
- Spouse Name is an optional value and may be left blank (but the column must be present).
- The ClientID must contain only letters, numbers, and/or a comma.
- The ClientID should match that in your tax software.

Example:

	A	B	C	D
1	Washington	George	Martha	1789-1797
2	Adams	John	Abigail	1797-1801
3	Jefferson	Thomas	Martha	1801-1809
4	Madison	James	Dolley	1809-1817
5	Monroe	James	Elizabeth	1817-1825
6	Adams	John Quincy	Louisa	1825-1829
7	Jackson	Andrew		1829-1837
8	Van Buren	Martin		1837-1841

- > Add Multiple Clients
 - Click on the icon to upload a .csv file
 - Follow the instructions and template to create and import the file

TIP: Clients' names and IDs can be edited prior to job submission by clicking on the icon on the far right of the client row. Client information cannot be edited for a job in process.

- > To submit client's source documents: Click on the client's name, then either drag and drop PDF files into the dotted box or click in the box to browse computer for PDF files.

LAST, FIRST	CLIENT	No Documents
Drop Files or Click Here		uploaded files

IMPORTANT: Add up to 15 PDFs per client, 150 MB per PDF.

- > Once all files are uploaded, make product selections
 - Choose from **VERIFIED - GruntWorx Staff Review** or **GruntWorx LITE - DIY Self-Review**
 - Organize Documents is automatically selected upon choosing a Level of Service (VERIFIED or GruntWorxLITE)
 - GruntWorxLITE** is not reviewed by GruntWorx for accuracy. The documents are processed with OCR and Business Intelligence technology only.
 - VERIFIED** processes through OCR and Business Intelligence as well as human review by GruntWorx US-based Data Validators.

LAST, FIRST	CLIENT	No Documents
Drop Files or Click Here	<div style="font-size: small;">uploaded files</div> <div style="background-color: #e0ffe0; padding: 2px; border: 1px solid gray; margin-top: 5px;">W2.pdf 502.83 KB 1 pg x</div>	<div style="font-size: small;">Add-Ons</div> <div style="margin-top: 5px;"> <input checked="" type="radio"/> VERIFIED GruntWorx Staff Review <input type="checkbox"/> Organize Documents </div> <div style="margin-top: 5px;"> <input type="checkbox"/> GruntWorxLITE DIY Self-Review <input type="checkbox"/> Organize Documents <input type="checkbox"/> Edit in Review Tool <input type="checkbox"/> No Review (organized PDF only) </div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Populate Forms <input type="checkbox"/> Trade Details <input checked="" type="checkbox"/> Trade Summary <input type="checkbox"/> Expedited Service </div> <div style="text-align: right; margin-top: 5px;"> Submit </div>

- > Choose Add-Ons
 - Populate Forms** to have federal form data extracted and populated into UltraTax
 - Trade Details** to have individual transactions extracted off of Brokerage Statements or 1099-Bs for population into UltraTax.
 - Trade Summary** to have only category totals extracted off of Brokerage Statements or 1099-Bs for population into UltraTax.
 - Expedited Service** for priority processing (100% premium added to job cost)

TIP: For Product and Pricing information, click the button.

TIP: To save your selections as default, click the link below the Submit button.

- > Once selections are made, click **Submit**
- > For jobs with Populate Forms selected, proforma collection will begin
 - The first submission after installing the Agent requires the user to open and run the downloaded proforma .pc file. Not opening this file causes a submission failure.

TIP: The GruntWorx Agent will retrieve the client’s proforma data from the client tax file in UltraTax and submit the job to GruntWorx. **Client’s file must be closed during this time.**

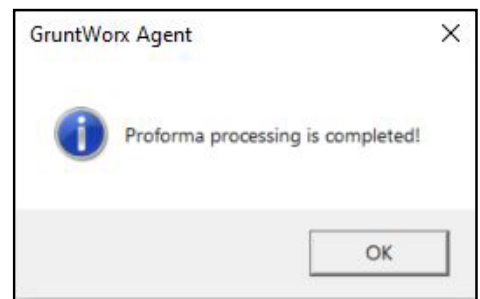
TIP: If **GruntWorxLITE** was selected, there will be an edit in review tool button to access the self-validation tool. For instructions on how to use GruntWorxLITE, refer to the **GruntWorxLITE Guide** or **User Manual**.

IMPORTANT: Any client with a Job Status of **Not Submitted** means there was an issue during job submission and the job was not sent to GruntWorx.

Client Name	ID/Locator	Job Type	Job Status
LAST, FIRST & SPOUSE	TEST123880		Not Submitted

- A **Not Submitted** status means something went wrong during the submission process. Either the Agent is not installed, the browser needs to be configured to run the Agent, the client file has password protection in the tax software, or the Client ID was not found in the tax software. Users should fix the issue, click on the client row and try to submit again, making sure the tax software is open and the client tax file is closed.
- Turnaround time during tax season is 1-3 days for VERIFIED jobs. During this time, users can click a link in the Info Banner to view the current estimated lead-time. Estimated lead-times are updated daily.

- > A successful job submission provides the user with a **Proforma processing is completed!** message



When a Job is Complete

- > When a job is complete, a job completion **text message** or **email notification** is sent to the user if set up in User Settings. Log back in to the GruntWorx Dashboard and locate client.

- If the site stayed open in the browser, the page will need to be refreshed, and sign in again

- > When Job Status is **Completed**, click on the client’s name

- Your first file will be a PDF named **bookmarked.pdf**.
- If Populate Forms and/or a Trades product was selected, there will also be a **Pointsheet.xlsm**.

- > Simply click on either file name to download and open

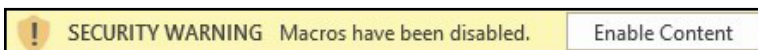
- The Pointsheet file requires Microsoft Excel to view, edit and Populate

- > After opening the file, the user will need to enable Excel’s macro feature

Client Name	ID/Locator	Job Type	Job Status
SMITH, JOHN & JANE	SMITH	Populate	Completed

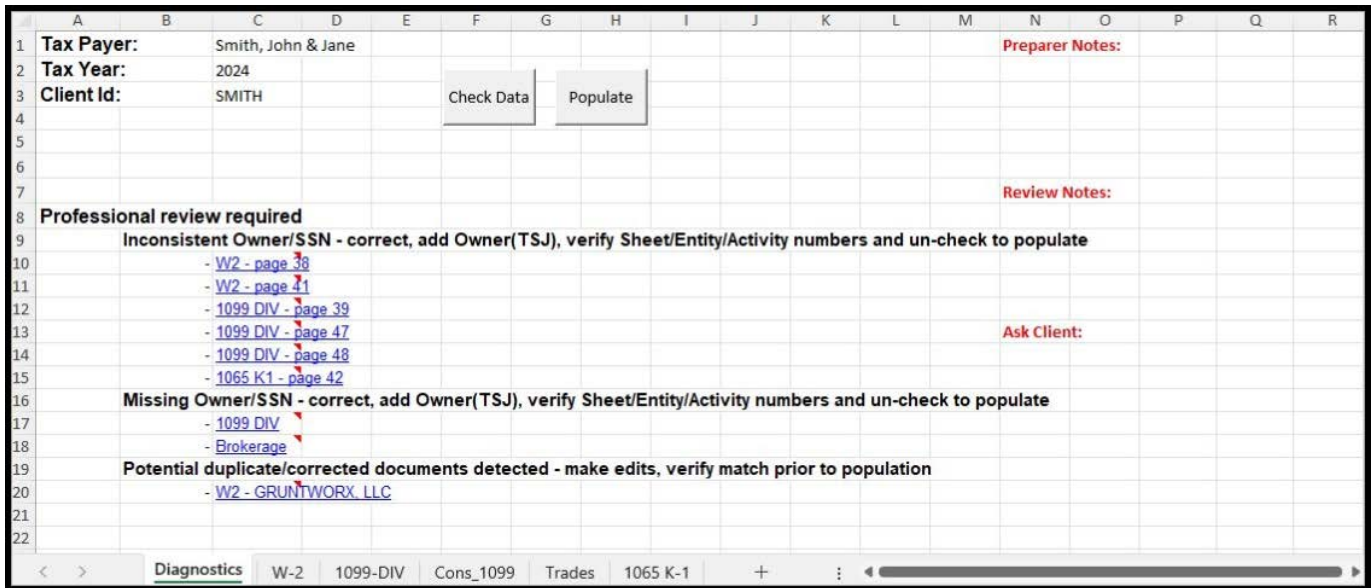
bookmarked.pdf

Pointsheet.xls



- Some users Security Settings in Microsoft may not allow the enabling of macros. This is usually indicated by a red warning banner in Excel that reads Security Risk. If users have IT, they should ask for assistance with adding GruntWorx as a Trusted Publisher, or setting up a Trusted Location for Pointsheets.
- Although GruntWorx Support is unable to assist with making security adjustments to user's workstations, if you do not have IT and are having trouble, please reach out to us. Call 877.830.6059 x3 or email Support@GruntWorx.com.

> The user should then review the **Pointsheet**



- There may be comments or flags on certain pages added by GruntWorx Validators. It is recommended that the user check those pages thoroughly and make any necessary changes before moving on.
- Users can review or edit the extracted data on each tab of the workbook prior to importing. If edits were made in the Pointsheet, the user should click Check Data to verify field formatting is still correct.

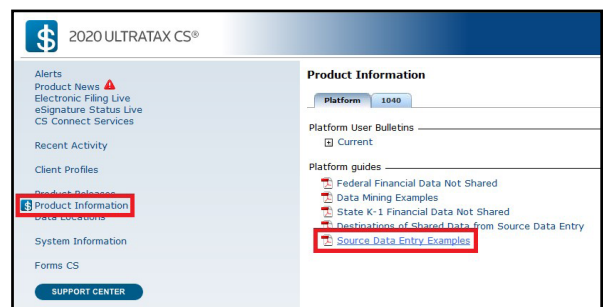
TIP: Blue hyperlinks are provided with each form extraction and, when clicked, will bring the user directly to the corresponding page in the opened PDF.

For more information on the GruntWorx Pointsheet, refer to the Pointsheet Guide located on the [Customer Resources](#) page.

- > With UltraTax open, and the client's tax file closed, click **Populate** on the Diagnostics tab of the Pointsheet
 - The Agent then opens UltraTax CS Source Data Entry and populates the data into each form. This is seen in real time. The Agent should be given the time to complete the import. When Source Data Entry closes, the population is complete.
- > When the import is complete, open the client's tax file and **accept the pending updates from Data Sharing**
 - Users can easily review or adjust any fields within the client's file in UltraTax

IMPORTANT: When accepting the records from Data Sharing, users are shown the data before accepting it and in some cases are given an opportunity to choose Schedules depending on the form. Users are also able to discard or postpone records during this time.

TIP: For more information on Data Sharing, refer to the information provided by UltraTax. Go to Product Information > Source Data Entry Examples.



Tips for best scanning practices can be found here in this [video](#).
For system requirements click [here](#).

If you have any problems or need additional help you can reach us at:
Support@GruntWorx.com • 877.830.6059

Here is a list of all the supported forms for the GruntWorx Organize and Populate services.

Organize

- | | | | | |
|----------|-------------|---------------------|--|------------------------------|
| • W-2 | • 1099-A | • 1099-NEC | | |
| • W-2G | • 1099-B | • 1099-PATR | | |
| • W2C | • 1099-C | • 1099-Q | | |
| • 1042S | • 1099-CAP | • 1099-R | | |
| • 1095-A | • 1099-G | • RRB-1099 | | |
| • 1095-B | • 1099-DIV | • RRB-1099-R | | |
| • 1095-C | • 1099-INT | • 1099-S | | • 5498-SA |
| • 1098 | • 1099-H | • 1099-SA | | • 5498-ESA |
| • 1098-C | • 1099-K | • SSA-1099 | | • Grantor Letter as 1041 K-1 |
| • 1098-E | • 1099-LTC | • Consolidated 1099 | | • Supporting Tax Documents |
| • 1098-T | • 1099-MISC | • 2439 | | • Receipts |

Populate

Trade Details & Trade Summary

- | | |
|-------------|---------------------|
| • W-2 | • 1099-DIV |
| • W-2G | • 1099-INT |
| • 1095-A | • 1099-R |
| • 1098 | • RRB-1099 |
| • 1098-E | • SSA-1099 |
| • 1098-T | • 1099-OID |
| • 1099-MISC | • Consolidated 1099 |
| • 1099-NEC | • 1120S K-1 |
| • 1099-B | • 1065 K-1 |
| • 1099-G | • 1041 K-1 |

- Federal 1099-Bs
- Year-End Brokerage Statements

The following documents are not supported for Trades products:

- Coinbase Statements
- 8949 Worksheets
- Monthly Statements
- IRA Account Statements

To see specific fields that GruntWorx populates, refer to the Supported Forms & Fields document located on the [Customer Resources](#) page.