

## How to Forward a Copy of the Tax Return After Signature

1. Access the return using the link emailed to you after you complete the return signing. If you can't find the link, reach out to the Operations Team at 402.397.8822 and request it be sent again.
  - Must complete authentication to gain access to return
2. Click **Get Started**
3. Click **View or Forward Tax Documents**
4. Click **Forward**
5. Select the documents to send to the recipient.
6. Enter in the recipient's **Email Address**.
7. Enter a **Country Code** and **Mobile Number** for the recipient (optional).
  - If the recipient's mobile number is entered, the access code will be sent to that number.
  - If no mobile number is entered, the access code will be sent to the recipient's email address.
8. Click **Add New Contact** to add additional recipients (optional).
9. Click **Send** to deliver the return documents.