

How to Access the Taxpert Community

Welcome to the Taxpert Community! In order to begin using the service, you must setup your account.

1. You should receive an email similar to the one below. The link in the email will direct you to setup your Taxpert account.

From: "Angela Underwood" <support@forumbee.com>
To: underwooda@comcast.net
Sent: Friday, May 24, 2013 1:35:41 PM
Subject: Angela Underwood invited you to the OME-RESA Taxpert Community

Angela Underwood invited you to participate in the OME-RESA Taxpert Community. This is a private community. Click the link to accept the invitation.

<https://omeresataxpert.forumbee.com/invite/3688qxb8bbddf7847ed73541b2951bff38d21e218bc030>

2. Once you **click** on the link, your browser should open up the following:

Sign up

You've been invited to participate in the OME-RESA Taxpert Community, a private community. Sign up to accept your invitation.

Email: webmaster@omeres.net

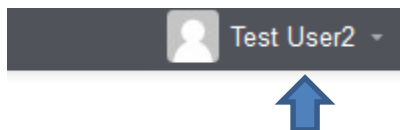
Password 

Name 

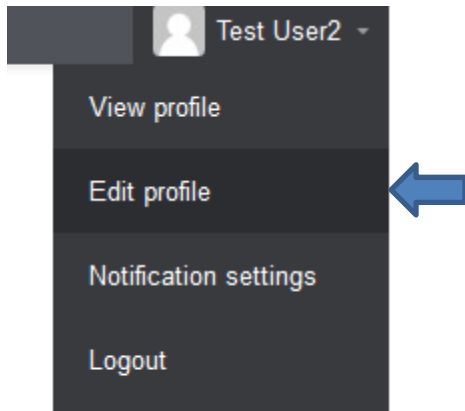
How you will be identified to other users.

Your **username will be your email address**. You must enter a **password** for your account and your **Name (How you will be identified to other users)**. **Click the Sign Up button** when finished.

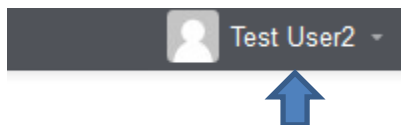
3. Once you are logged in, you can set up your profile. You can do this by **clicking your name** in the top right hand corner of your screen:



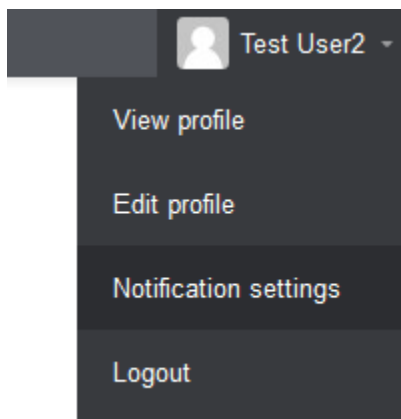
Click on **Edit Profile** under your name:



4. From here you will can add information to your profile. Update as much information as you want and click the **Save Changes** button.
5. Now you will want to setup your notifications, this is how you will be notified when topics are posted in the Taxpert system. You can do this by **clicking your name** in the top right hand corner of your screen:



Click on **Notification settings** under your name:



6. It is suggested that you use the settings below, but you may select any setting you wish:



Email notifications ON

Email me

Posts in topics, categories, and by people I follow

Replies in categories I follow

Email me as it happens:

Mentions of my @name in posts

7. You are now ready to start using the Taxpert Community! **Click on the logo** at the top of the screen to be directed to the main page again.