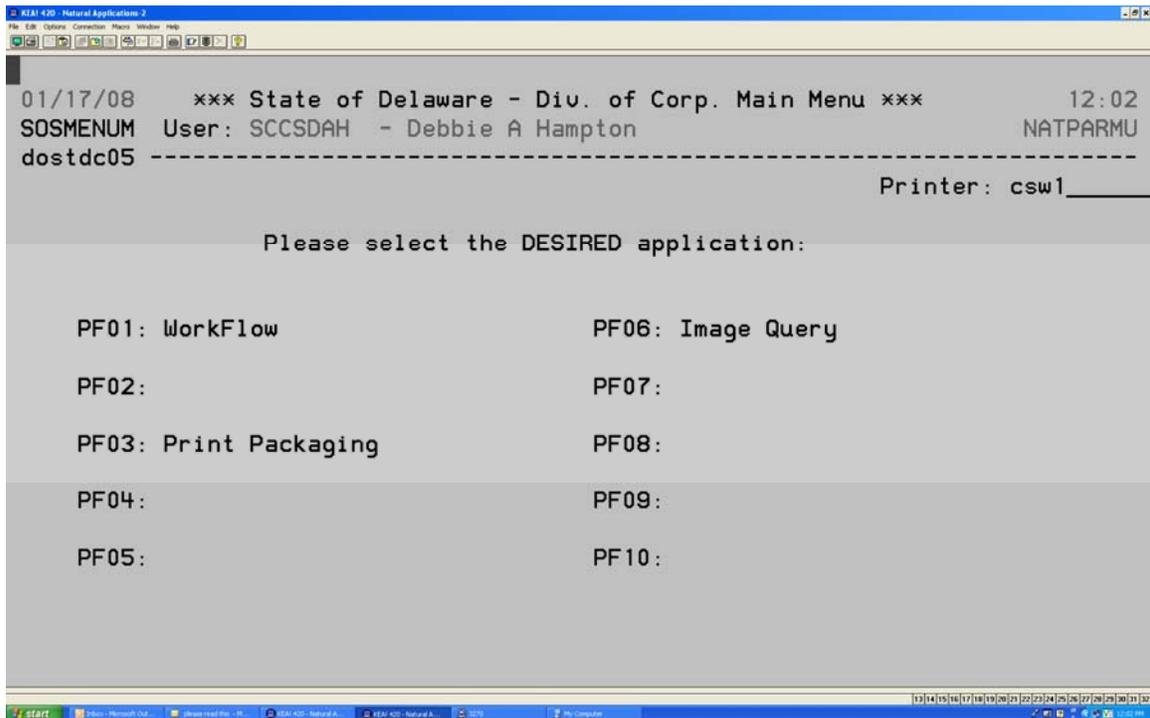
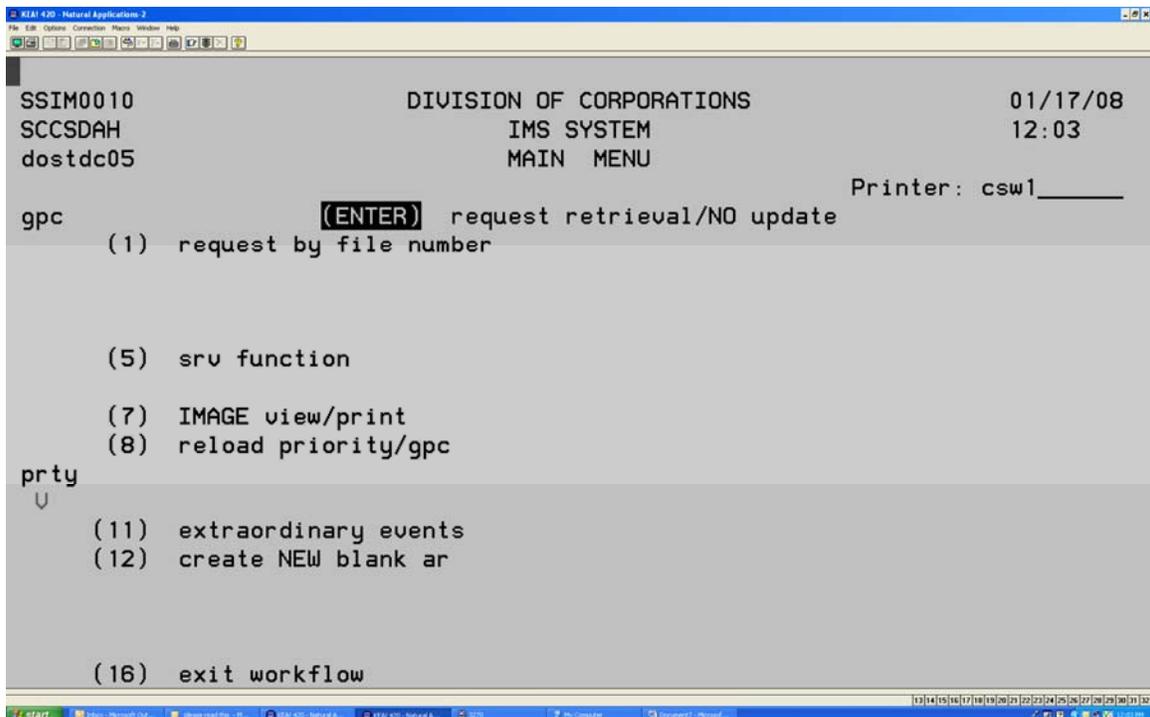


Agent Instructions for Emailing/Printing a Blank Annual Report



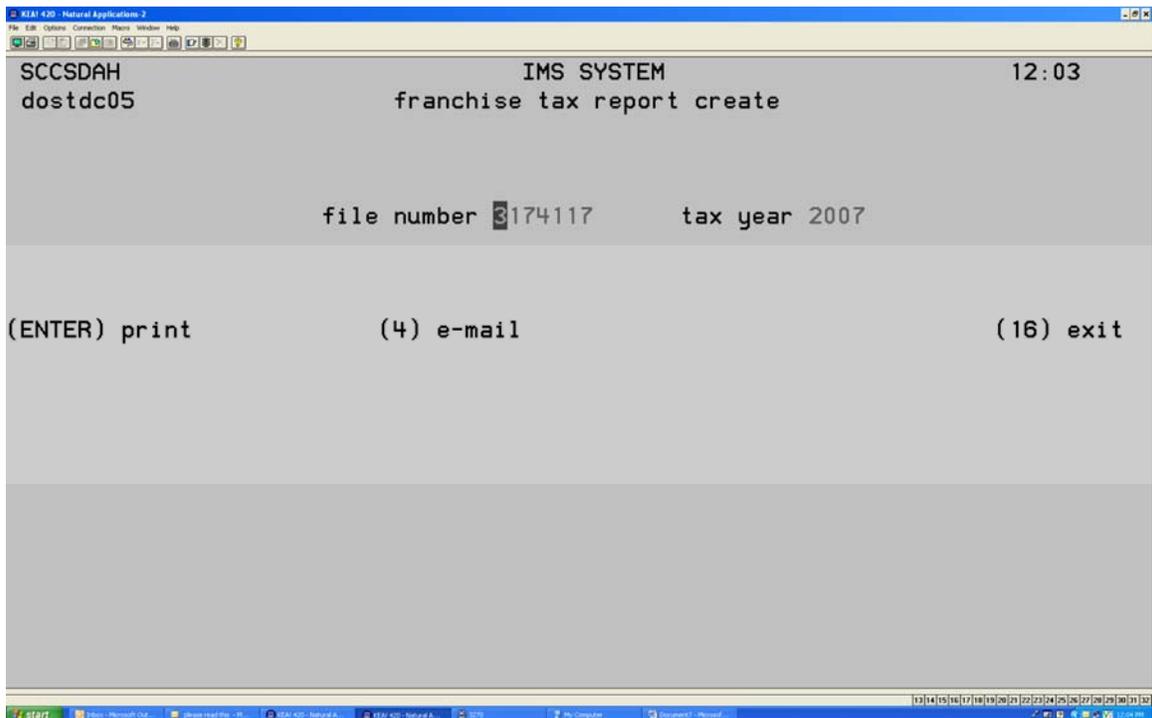
Depress F1 to go into Workflow



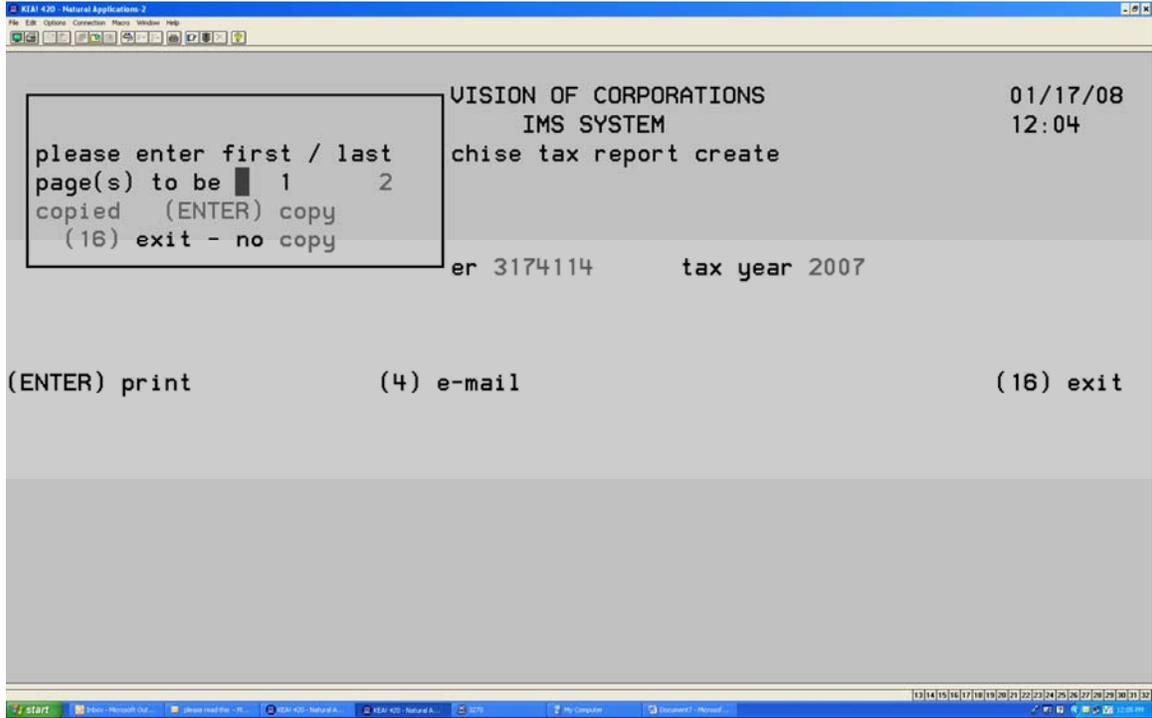
Depress F12 Create New Blank AR



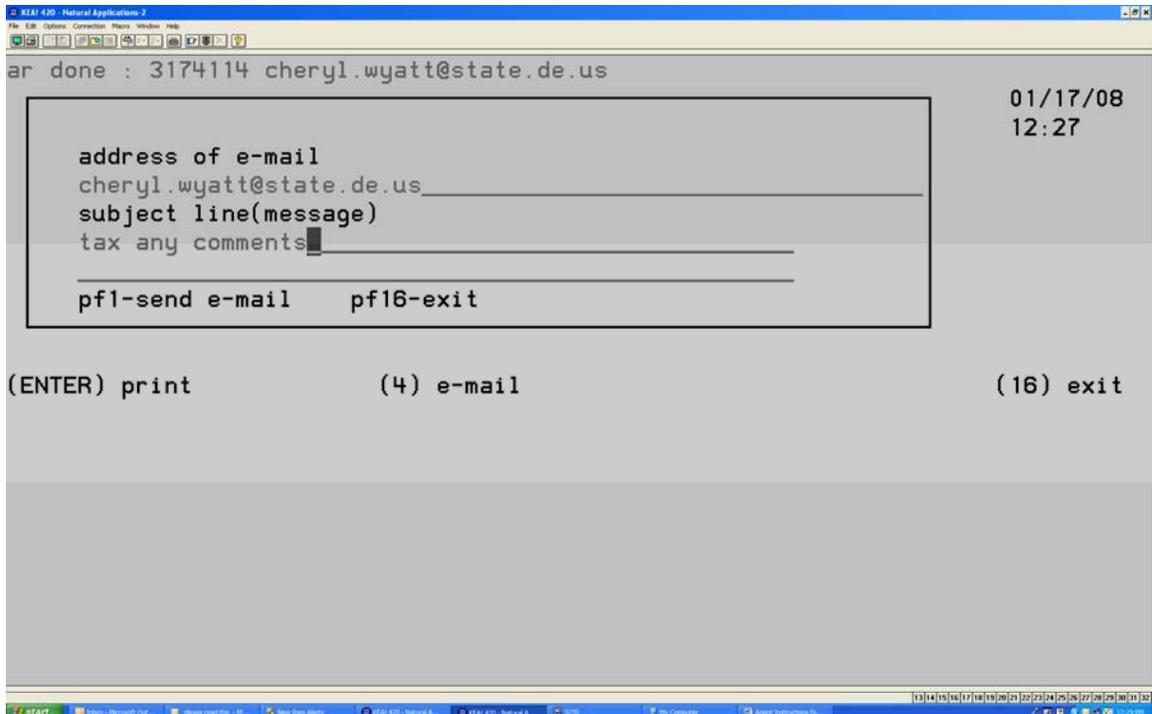
Type in the file number and the tax year



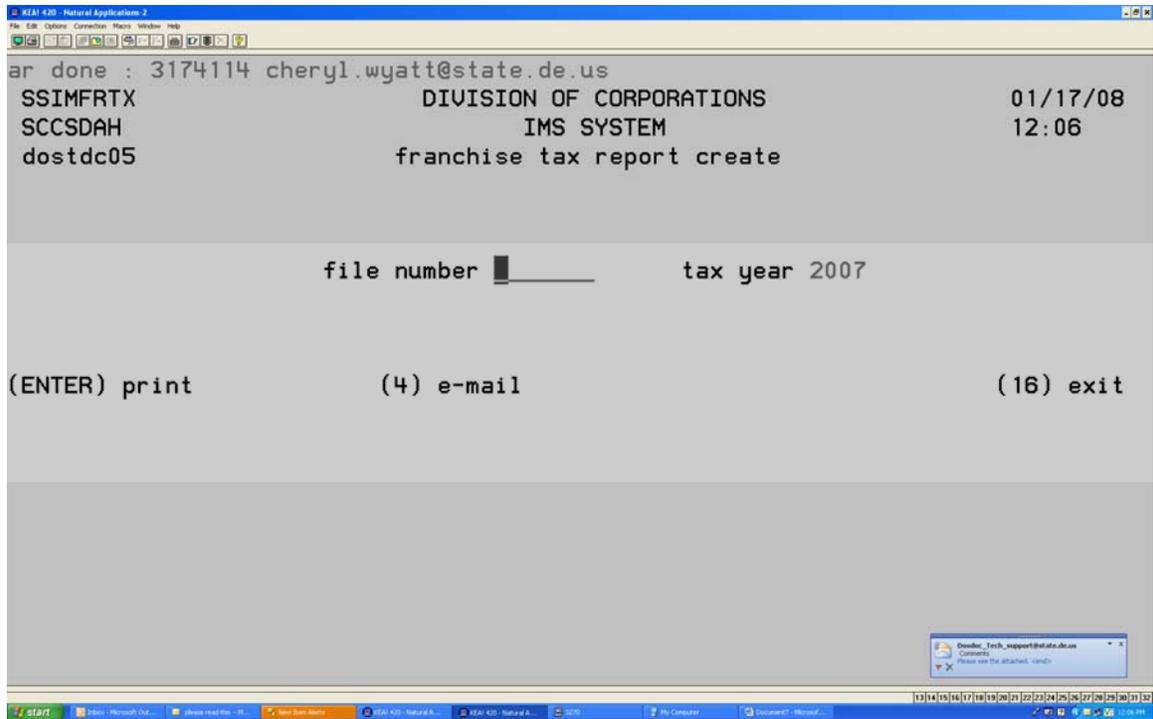
Depress F4 to email



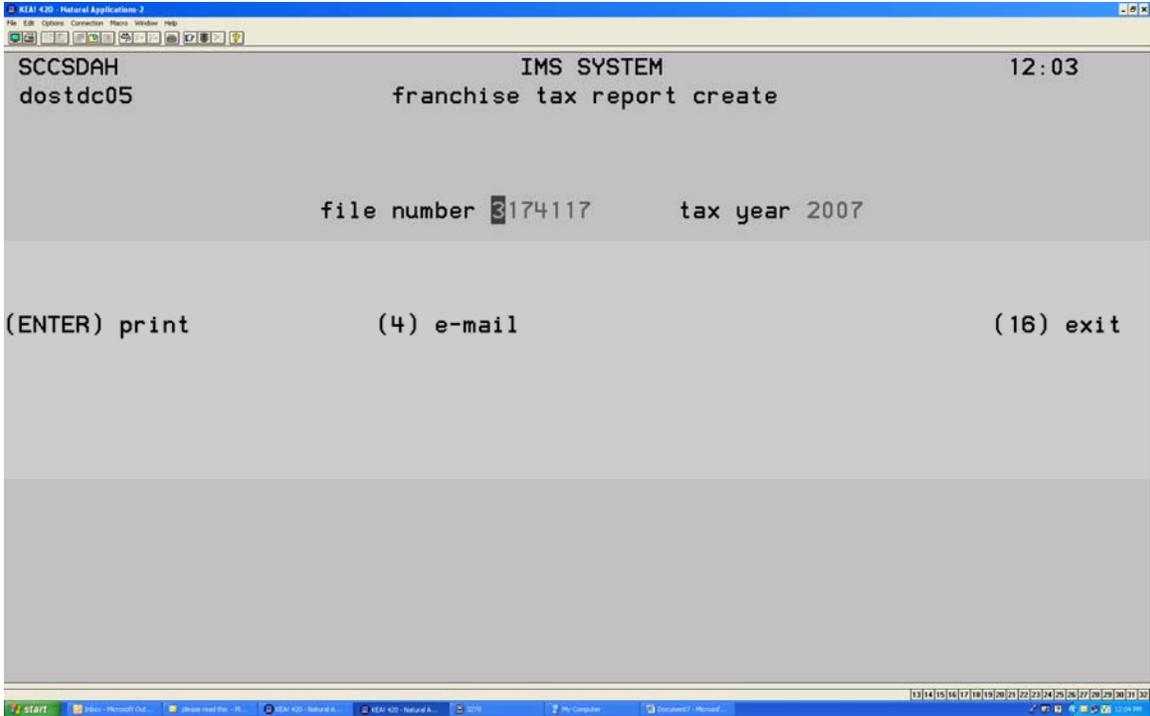
Depress Enter



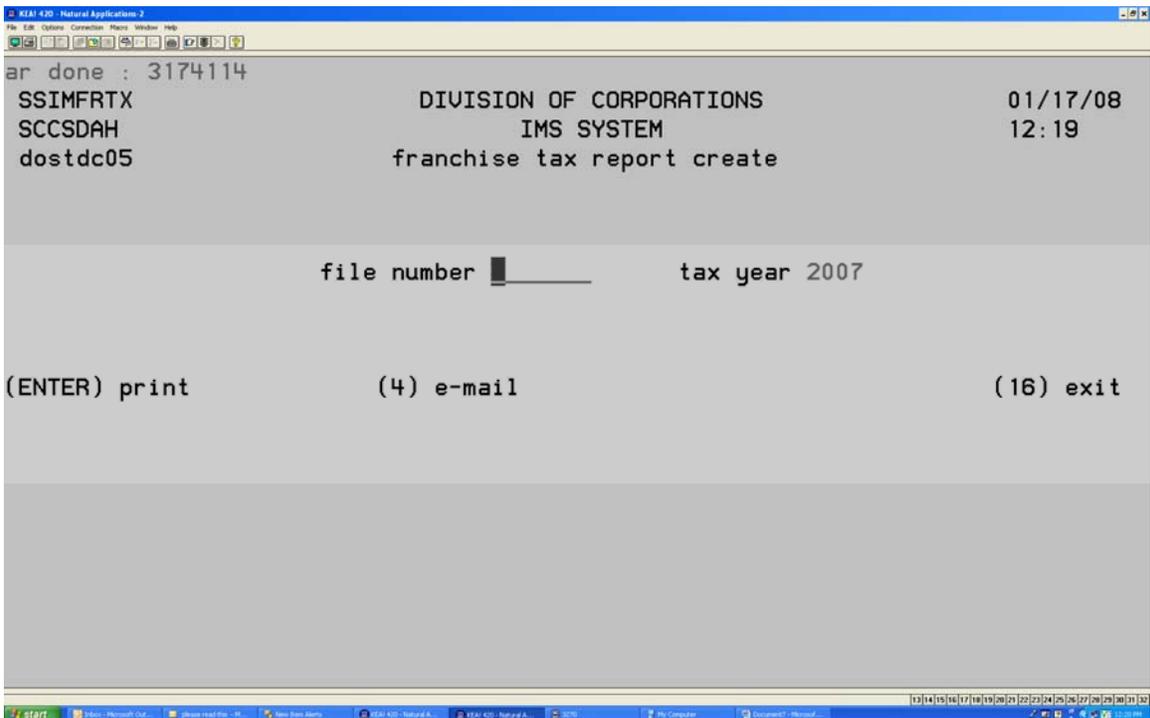
Type in the complete email address and in the subject line type the word tax in the first 3 character spaces and then any comments you want to appear in the Subject line of the email and Depress F1 to send email. If tax is not the first 3 characters in the subject line, the email will be sent from `Dosdoc_Tech_Support@state.de.us`.



Screen displays done message with file number and email address. When email is received it will be from Dosdoc_Ftax@state.de.us or Dosdoc_Tech_Support@state.de.us Please make sure the spam blocker is not preventing these email addresses from being delivered.



Depress Enter to print the AR



Message displays AR done and the file number.
Image will print on the printer that is designated in the Printer field on the Main Menu.

If the image is displayed as a negative image, do the following:

Click on Start

Click on My Computer

Click on Tools

Click on Folder Options

Click on File Types

Depress the letter T

Select Tif Image

Go down to Windows Picture and Fax viewer and click on the Change button

Select Microsoft Office Document

OK

Close

When you display your image again it should display correctly.