

E-Filing Instructions

Start the Tax Reporting Module from HCA and then select the E-filing Menu

In order to start filing for the first time or change your password or e-mail go to the Account Information Screen. **Please read the new Nelco password requirements!**

The screenshot shows the 'Account Information' form with the following fields and values:

Field	Value	Requirement
Email	hcasoftware@gmail.com	Required
Password	Honda#5121	Required
First Name	Donald	Required
Last Name	Roberts	Required
Company	Don Roberts Associates Inc	Not required
Address 1	33811 Venice Lane	Required
Address 2		Not required
City	Sorrento	Required
State	FL	Required
Zip	32776	Required
Phone	407-416-1468	Required
Extension		Not required
Fax	888-221-4448	Not required

Buttons: Change Email, Change Password, OK, Cancel.

Tooltip: Password MUST meet the following requirements:
- At least 1 uppercase character (A-Z)
- At least 1 lowercase character (a-z)
- At least 1 digit (0-9)
- At least 10 characters
- At most 128 characters

Click OK – you should see this Success screen. If not something is wrong and check your e-mail and password.

The screenshot shows a 'Success' information dialog box with the text 'Success' and an 'OK' button.

After you have set up your Account Information, it's time to get started. Click on the E-file menu and select the forms you are filing. I will select W2

Be patient the first time the program runs it is verifying all your payroll data and checking if there are any errors that need to be corrected and it may take a few minutes. You will either get an error report on screen telling you what needs correcting in your HCA Data or if all data is correct the following screen will appear approving your forms for e-filing. Nelco is our partner and provides all the E-filing data to the IRS and all fees charged for this service is collected by Nelco. Their charges vary by form.

Choose one of the following filing bundles

BUNDLES

Federal & State E-filing & Recipient Mail

Federal E-filing & Recipient Mail

OR any service option(s)

A LA CARTE SERVICES

Federal E-Filing

State Filing

Recipient Mailing

SUBTOTAL: \$7.70

[Pricing Information](#)

FORMS IN PROGRESS

Choose services (left) and affected Recipient (below) to add to cart. NEXT ▶

Test 2012 Tax Forms

W-2 (5 records)	Federal Filing	State Filing	Recipient Copy
<input checked="" type="checkbox"/> W-2 - Any L Bartender	✓	✓ LA	
<input checked="" type="checkbox"/> W-2 - Any Officer	✓		
<input checked="" type="checkbox"/> W-2 - Any Waitress	✓		
<input checked="" type="checkbox"/> W-2 - Cleaning Person	✓		
<input checked="" type="checkbox"/> W-2 - TEST O'NEIL	✓		

UNSELECT ALL 5 record(s) selected 1 record(s) selected 0 record(s) selected

NEXT ▶

LEGEND:

- Previously Filed
- Selected for Service
- Selected for Reprint

1. Select the services you wish to use. Choose from Federal e-filing, State e-filing and Recipient print & mail fulfillment.
2. Confirm the payer(s) and payee(s) you are filing for.
3. Evaluate and choose your state filing selections for each payer. For 1099-MISC and 1099-R, we will tell you what states are available for filing based on your data. Other forms, you will have to select your states.
4. Add your filings to your filing cart.
5. Edit reconciliation forms in your filing cart.
6. Enter your payment information (VISA, MASTERCARD, AMEX, DISCOVER)
7. Submit your filings

About your data

The data in this electronic filing module comes directly from the HCA program. Each time you enter this electronic filing module, the data available to you is representative of the most current data you have entered into your program. We do save the data from all the forms you have filed for you to review.

Checking statuses and reports

This module makes it easy for you to regularly check on the status of your filings and print reports.

How to check your filing statuses:

1. Go to "Dashboard"
2. Under "Status & Reports" click on "Check Status"
3. From there you can view the status reports of all your electronic filings

How to view submitted forms:

1. Go to the "Dashboard"
2. Under "Status & Reports" click on "Submitted Forms"
3. You will then see a list of all your submitted forms

How to print reports:

1. Go to the "Dashboard"
2. Under "Status & Reports" click on either "Summary Report" or "Reconciliation Report"
3. You will then see a report and have the option to print or save a report.