

# Enrolled Agent Tax Experts LLC US Treasury Department Licensed Tax Practitioners

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## **Request your New ShareFile Account**

## Need a different tutorial? Click here!

1. Click this link <u>https://secure.cpacharge.com/pages/eataxexperts/payments</u> and skip to step 5. Or click this link <u>https://eataxexperts.com/</u> and skip to step 2. Or to go to our website by typing 'EA Tax Experts' in your search engine and click our website





#### 3. Click "Make a Payment"



#### 4. Click "Credit Card" OR "eCheck"



## 5. Type <u>100</u> into the 'Payment Amount'

Payment Amount \$100.00

## 6. Type Setup Fee into 'Reference'

Reference Setup Fee

#### 7. Type an email address you want linked to your new Sharefile account in 'Email Address'

#### **Client Information**

Email Address youremail@here.com

### 8. Type <u>N/A</u> in 'Invoice'

#### Additional Information

Invoice N/A
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## 9. Click 'Card' or 'ECheck' based on your payment method and fill out payment info

CARD	C ECHECK	O PAY LATER	CARD	CHECK	O PAY LATER
ard Information		1	Bank Account Information		
Name on Card			Personal Checking Account O Business Checking Account O Personal Savings Account O Business Savings Account		
d Number		Exp. Date	First Name	Last Name	
			Account Number	Routing Number	
lling Address			Diller Address		
Address			Address		
Address 2					
	State		Address 2		
.ity	State		City	State	
Zip / Postal Code	Country United States		Zip / Postal Code	Country United States	•
Receipt Email			Receipt Email		

## 10. Click "Submit Payment"

Amount due	\$100.00
Total amount due	\$100.00
	Submit Payment

11. Wait for a representative to contact you through the email you provided! Once they have contacted you, use the <u>Your New ShareFile Account Confirmation</u> instructions. An Expert will be with you shortly!