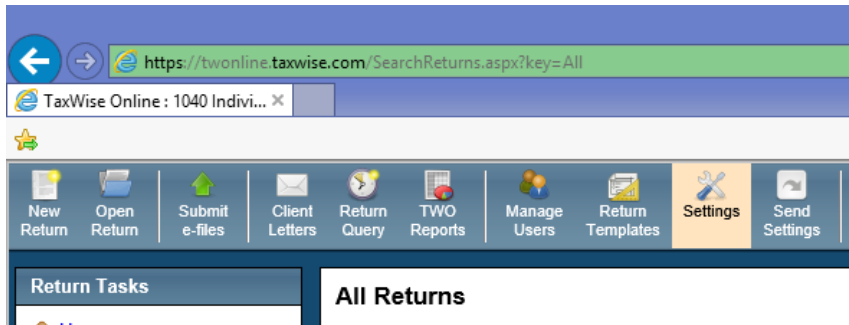


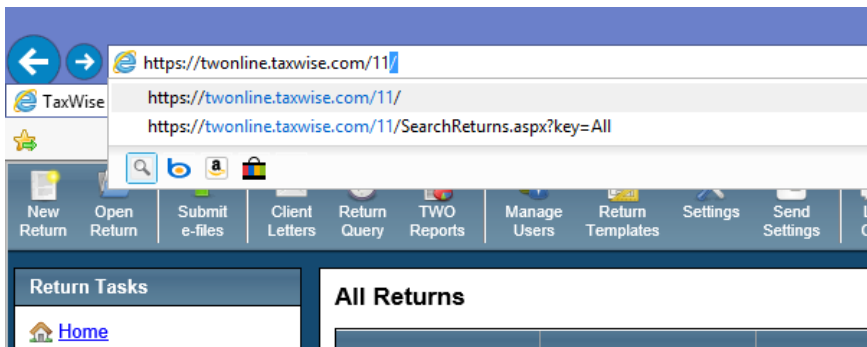
## How to switch tax years in TaxWise

TaxWise allows you to switch the processing year by opening a new instance of the program for the desired year. The original year will still be open and you can copy and paste data between the years. Here's how.

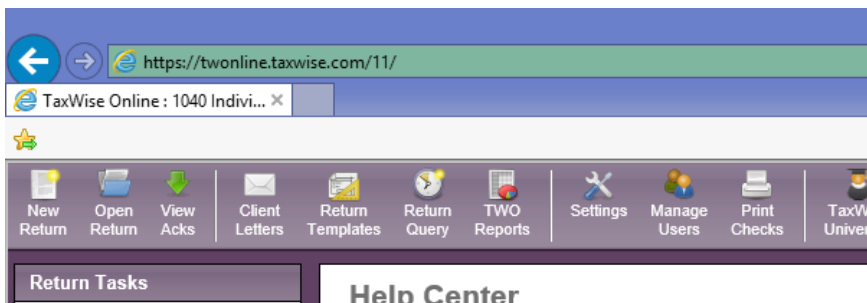
1. Login to the current year as normal. You'll see the following address line:



2. Edit the address location, deleting everything after taxwise.com/ and inserting your year of choice:



3. The program will open in the year of your choice.



4. Note that the program screen displays in the appropriate color for the year. You can now work in that year and, by selecting "history" in your browser you can return to the original tax year.