

Welcome to CINTAX

Follow these simple steps and complete your U.S. income tax return in an easy and efficient way!

Your institution has purchased a Group Use License Agreement so that you may use **CINTAX** to prepare your U.S. nonresident alien income tax return. Each person who uses **CINTAX** must have a valid *Access Code*.

What Documents and Information Do I Need BEFORE I Login to CINTAX?

- Passport;
- Visa/Immigration Status information, including Form DS-2019 (if J status) or Form I-20 (if F status);
- Social Security Number or Individual Taxpayer Identification Number (if you have been assigned one);
- Address Information (Current U.S. Address and Foreign Address);
- U.S. Entry and Exit Dates for current and all past visits to the U.S.;
- Academic Institution or Host Sponsor Information;
- Forms W-2, 1042-S and/or 1099 (if you received any); and
- A copy of your 2008 federal income tax return (*Form 1040NR or 1040NR-EZ*), if you filed one in 2008.

How Do I Access CINTAX? You may access **CINTAX** from any computer with internet access from anywhere in the world! Simply type the following URL address into your internet browser: <http://www.cintax.us> Click on the words "**CINTAX**" or "Login" at the top of the page to enter.

IF you used CINTAX last year, simply log into your **CINTAX** User Account by entering the UserID and Password you previously created. If you do not remember your UserID and Password, select "Forgot Login" to retrieve your login information. Once you have successfully logged into **CINTAX**, you will be prompted to enter the one-time use *Access Code* assigned to you by your **CINTAX** Primary Contact.

IF you did not use CINTAX last year and this is the FIRST time to log into CINTAX this year, select "**No. This is my first time to EVER access CINTAX. I need to create my User Account.**" You will then be prompted to enter the one-time use *Access Code* assigned to you by your **CINTAX** Primary Contact. Create your **CINTAX** User Account by selecting a *Password* and *UserID*; be sure to remember your **NEW Password** and *UserID* as you will use it to access **CINTAX** if you need to login again.

If you need to modify or reprint your tax return, simply access **CINTAX** at www.cintax.us, using the *Password* and *UserID* you selected at the time you created your **CINTAX** User Account; **do not enter the originally assigned one-time use Access Code**. To ensure that your information remains private and secure, **DO NOT** share your *Password* or *UserID* with anyone. Please use a valid and current email address; if you forget your *Password* and *UserID*, it can only be provided to you via email to the email address in your **CINTAX** User Account. We do not sell or share your email address with any third party.

How Long is My CINTAX User Account Accessible To Me? You may use the one-time use *Access Code* only initially to set up your **CINTAX** User Account. When you initially access **CINTAX**, you may select whether you would like **CINTAX** to (i) save your information so that you may reprint or modify your return until June 16, or (ii) delete your information upon exit. Each time you return to **CINTAX**, you will use the *Password* and *UserID* you selected when you initially established your **CINTAX** User Account. In subsequent tax years, you may again access your **CINTAX** User Account to retrieve a copy of past tax returns and to enter the new tax year's information. **Please note that for each new tax year, you must obtain a new Access Code to reactivate your CINTAX User Account if you wish to complete a tax return for the new year.** A new *Access Code* may be obtained from your institution (if it has purchased a **CINTAX** Group Use License) or directly from **CINTAX** by purchasing an Individual License. If you select "Delete" your information and you wish to return to **CINTAX**, you must obtain a new *Access Code* and re-enter all of your data; you will not be able to retrieve past tax returns prepared in **CINTAX**.

How Can I Get Help? If you have questions about your assigned *Access Code*, contact your **CINTAX** Primary Contact. If you need assistance with **CINTAX**, click on **Online Help** at the bottom of any screen. If you have a technical issue, contact the **CINTAX** Support Center at support@cintax.us. **All support questions are handled via email; no phone calls regarding CINTAX Support are accepted.**

We hope you find CINTAX simple to use and easy to understand.

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