

The owner is more than happy to assist via phone call. (620) 720-1099

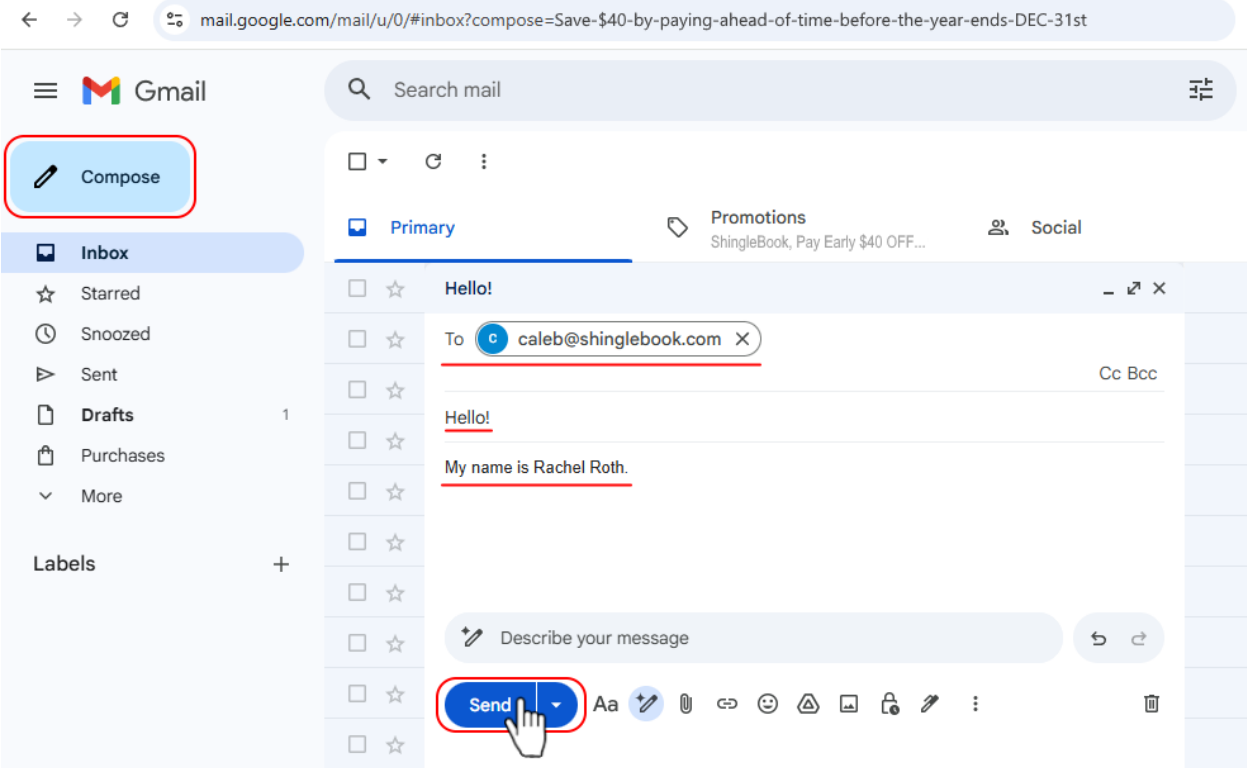


The goal is to get your taxes filed correctly in an online manner.

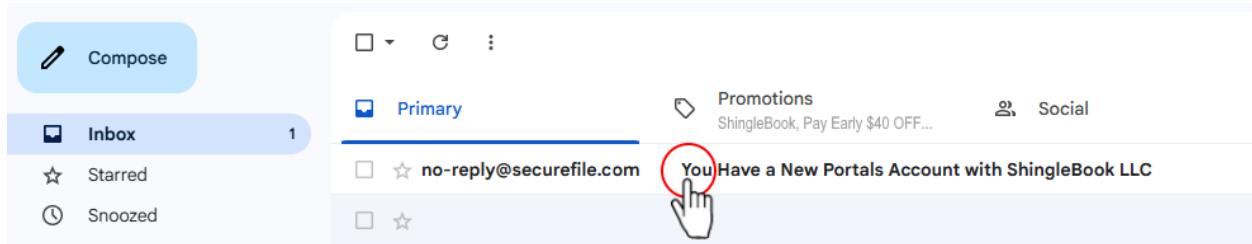
We'll need to create a portal, so start off by emailing the owner.

Keep it short by mentioning your first and last name.

Contact: caleb@shinglebook.com



You'll receive an email that'll take you to the portal.



You Have a New Portals Account with ShingleBook LLC



no-reply@securefilepro.com <no-reply@securefilepro.com>
to me ▾

Hello Rachel Roth,

A new Drake Portals account has been created for you by **ShingleBook LLC**

Your username is: rachelroth@gmail.com

To create your password and access your account, click the button below.

[Sign In](#)

If you have any questions  contact us.

Download the SecureFilePro app for [iOS](#) or [Android](#)

[← Reply](#) [→ Forward](#) 

When creating a password, use "0000" as the last 4 of SSN.
This will be the only time that you will need to use 0000.

Create Password

User Name
rachelroth@gmail.com

Last 4 of SSN
0000

Password
.....

Confirm Password
.....

Minimum 8 Characters

Submit

Cancel

Use
" 0000 "
as Last 4

Then Sign In


Sign In

Username
rachelroth@gmail.com

Password
.....

Sign in

[Forgot Username or Password](#)

 **Confirm Your Profile**

Review your profile and update any information, then confirm it.


[Go to Profile](#)


Once you Sign In,
You are now in the Portal.
Enter in all relevant information and
click save and confirm.

Spouse Info

First Name

Last Name

Date of Birth 

SSN 

Phone

Email

Dependents

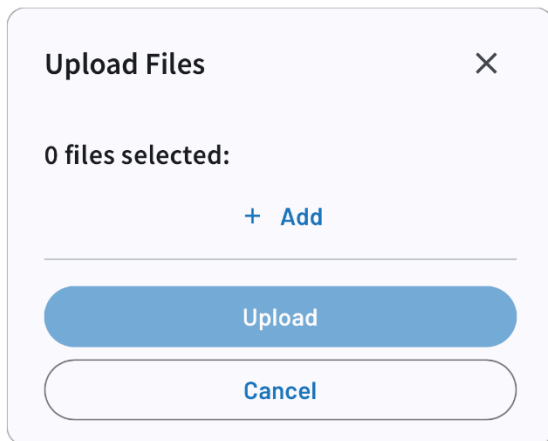
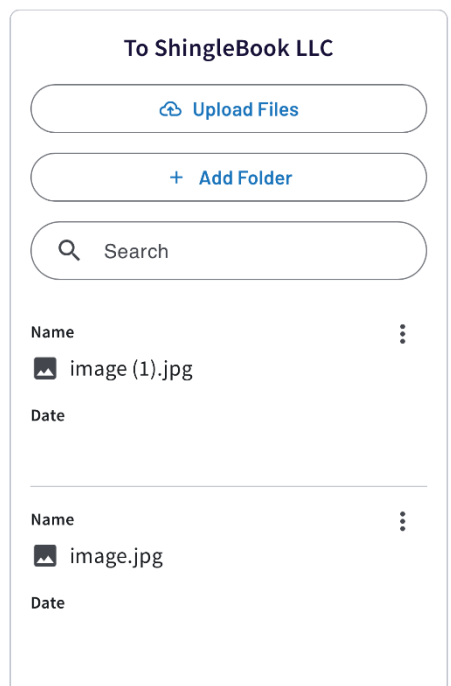
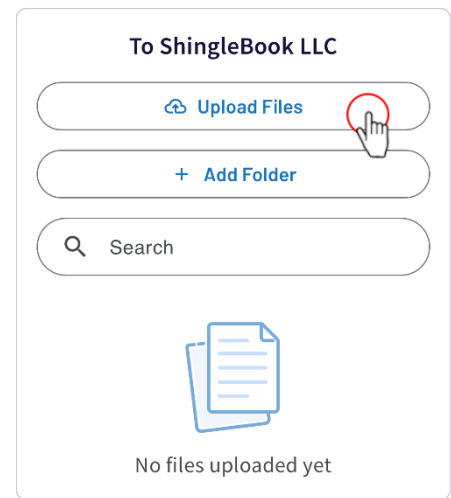
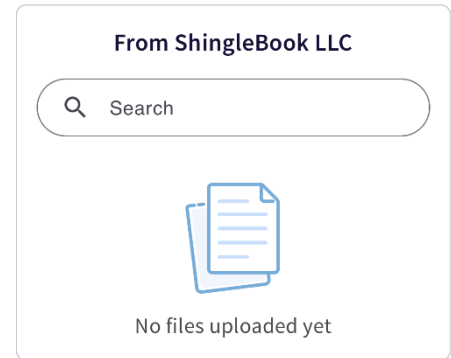
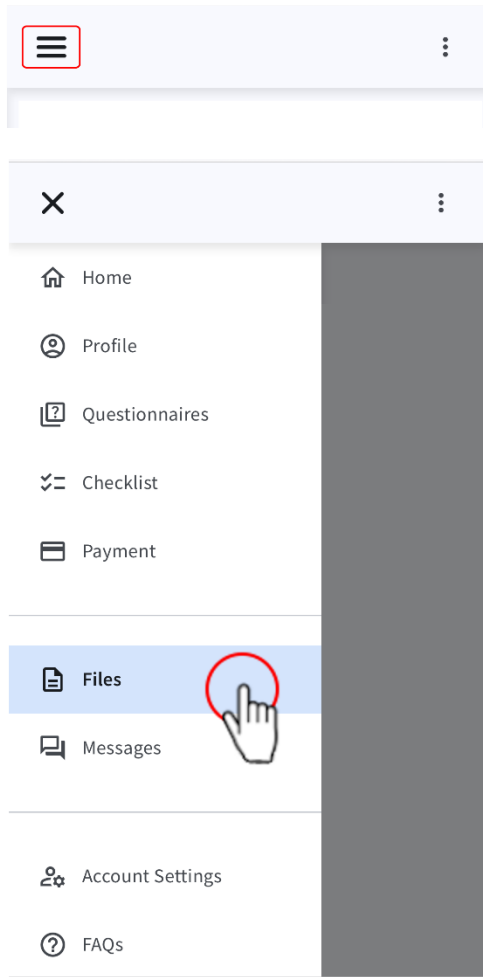
No dependents

[+ Add Dependent](#)

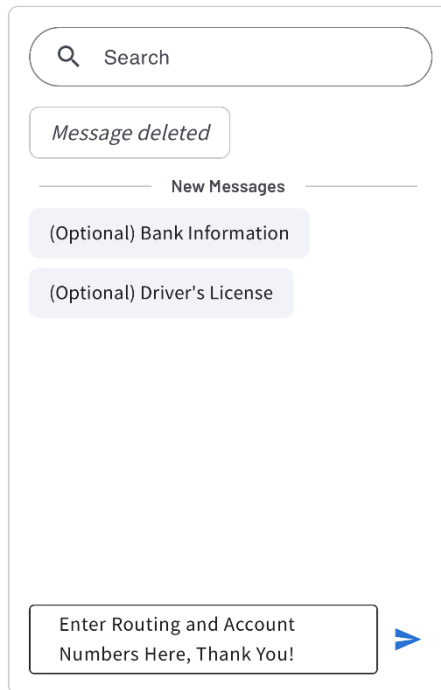
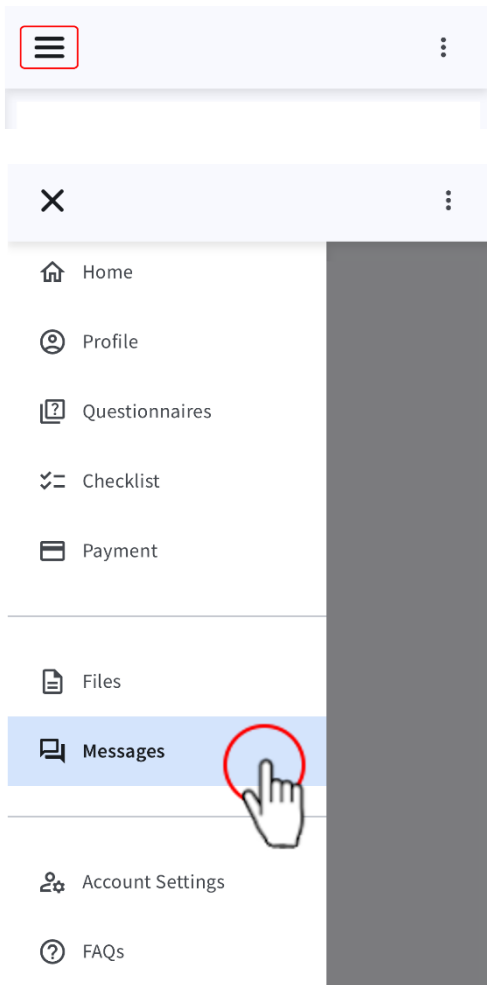
Cancel

[Save and confirm](#)

To Upload Files, Select the 3 lines on the upper left.



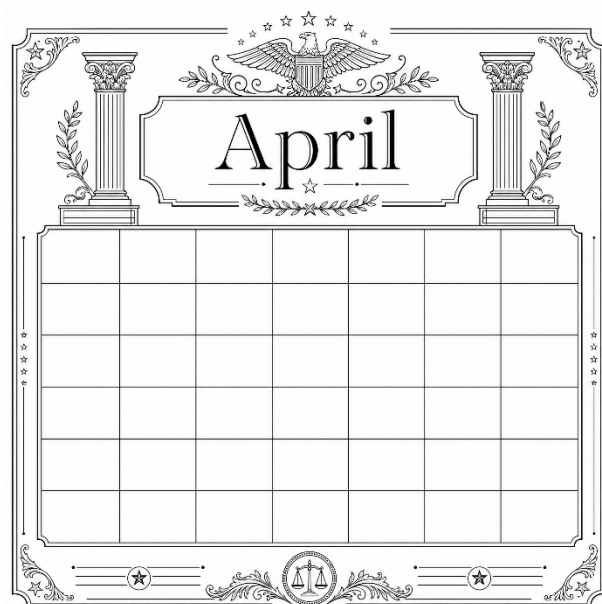
For Bank Information, Select the 3 lines on the upper left.



The IRS no longer sends paper checks for refunds. Direct Bank Deposits are now the standard for collecting back your money.

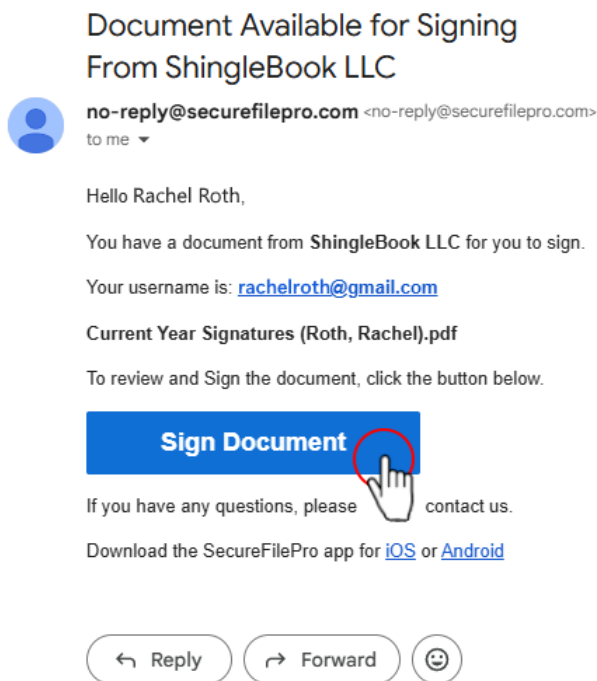
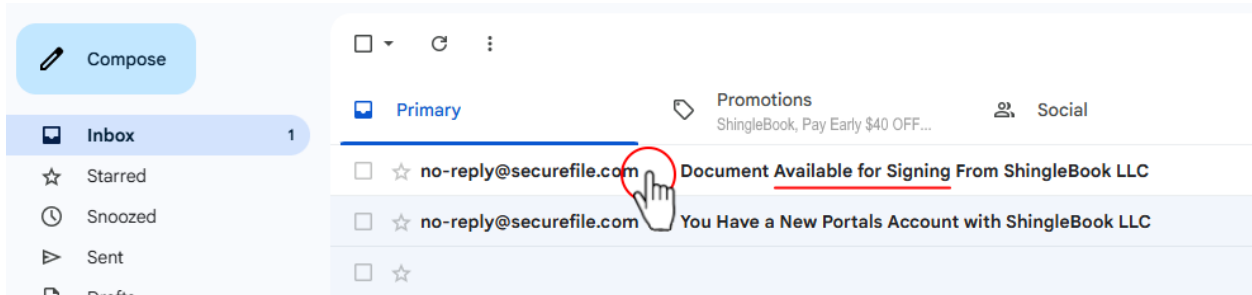
If you have a Balance Due, you can use the same bank information to pay the IRS.

You can select a day before April 15th if you would like the withdraw to occur ahead of time.

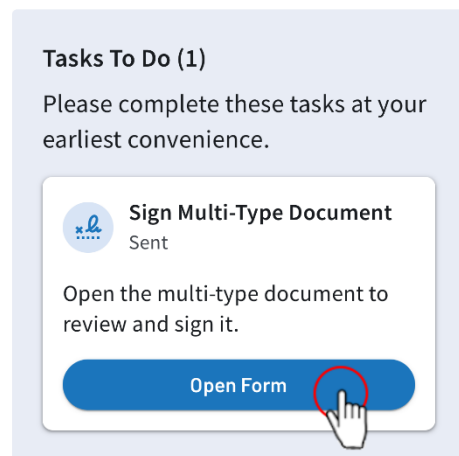
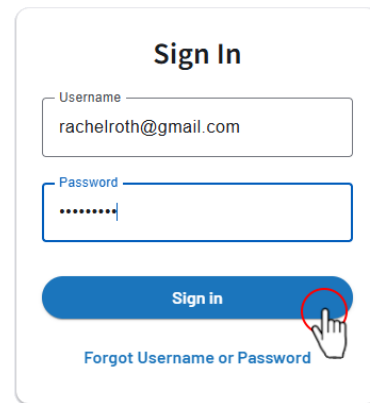


Once your files are uploaded,
wait for the owner to prepare your taxes.

Once your taxes are ready to file,
you'll receive an email linking you to the portal for signing.



Within the portal click "Open Form"



Click on the yellow box to attempt signing.

Current Year Signatures (Roth, Rachel) ✕

Form 8879 | **IRS e-file Signature Authorization** | OMB No. 1545-0074
Department of the Treasury | Internal Revenue Service | **Current Year**

Submission Identification Number (SID) ▶

Taxpayer's name: **Rachel, Roth** | Social security number: *****-**-1337**
Spouse's name: | Spouse's social security number:

Part I Tax Return Information - Tax Year Ending December (Enter year you are authorizing)

Enter whole dollars only on lines 1 through 5.
Note: Form 1040-SS filers use line 4 only. Leave lines 1, 2, 3, and 5 blank.

1	Adjusted gross income	1
2	Total tax	2
3	Federal income tax withheld from Form(s) W-2 and Form(s) 1099	3
4	Amount you want refunded to you	4
5	Amount you owe	5

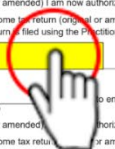
Part II Taxpayer Declaration and Signature Authorization (Be sure you get and keep a copy of your return)

Under penalties of perjury, I declare that I have examined a copy of the income tax return (original or amended) I am now authorizing, and to the best of my knowledge and belief, it is true, correct, and complete. I further declare that the amounts in Part I above are the amounts from the income tax return (original or amended) I am now authorizing. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send my return to the IRS and to receive from the IRS (a) an acknowledgment of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund, if applicable. I authorize the U.S. Treasury and its designated Financial Agent to initiate an ACH electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of my federal taxes owed on this return and/or a payment of estimated tax, and the financial institution to debit the entry to this account. This authorization is to remain in full force and effect until I notify the U.S. Treasury Financial Agent to terminate the authorization. To revoke (cancel) a payment, I must contact the U.S. Treasury Financial Agent at 1-888-265-4637. Payment cancellation requests must be received no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I further acknowledge that the personal identification number (PIN) below is my signature for the income tax return (original or amended) I am now authorizing and, if applicable, my Electronic Funds Withdrawal Consent.

Taxpayer's PIN: check one box only

I authorize **shing1e1book LLC** to enter or generate my PIN **67000** as my signature on the income tax return (original or amended) I am now authorizing. Enter five digits, but don't enter all zeros.

I will enter my PIN as my signature on the income tax return (original or amended) I am now authorizing. Check this box only if you are entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Your signature ▶  Date ▶

Spouse's PIN: check one box only

I authorize _____ to enter or generate my PIN _____ as my signature on the income tax return (original or amended) I am now authorizing. Enter five digits, but don't enter all zeros.

I will enter my PIN as my signature on the income tax return (original or amended) I am now authorizing. Check this box only if you are entering your own PIN and your return is filed using the Practitioner PIN method. The ERO must complete Part III below.

Spouse's signature ▶ _____ Date ▶ _____

Part III Certification and Authentication - Practitioner PIN Method Only

ERO's EFIN/PIN. Enter your six-digit EFIN followed by your five-digit self-selected PIN. **480000-41000** Don't enter all zeros.

I certify that the above numeric entry is my PIN, which is my signature for the electronic individual income tax return (original or amended) I am now authorized to file for tax year indicated above for the taxpayer(s) indicated above. I confirm that I am submitting this return in accordance with the requirements of the Practitioner PIN method and Pub. 1345, Handbook for Authorized IRS e-file Providers of Individual Income Tax Returns.

ERO's signature ▶ _____ Date ▶ _____

ERO Must Retain This Form - See Instructions
Don't Submit This Form to the IRS Unless Requested To Do So

For Paperwork Reduction Act Notice, see your tax return instructions. Form 8879 (Rev. 01-2021)

Signatures

Cancel **Submit**

Confirm your identity by answering knowledge based questions.

Knowledge Based Questions

You will be asked a series of questions to verify your identity. These questions are generated from public and private data.

You have three attempts to answer three out of four questions correctly.

You can choose to skip one question if you are unsure of the answer.

Canceling the session via the Cancel button on a question window or by closing your window will count as one attempt.

After the third failed attempt you will not be able to sign documents remotely for the remainder of the year.

[Cancel](#) [Continue](#)

Which of the following people do you know?

How long have you been associated with the property at Jump City Bay?

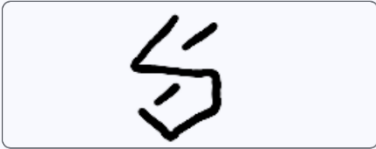
In which county have you lived?

In which city is this street?

The questions are different per individual.
3 of the 4 need to be answered correctly to complete signing.

Capture Signatures

Signature: Rachel Roth Page 3



[Clear](#) [Cancel](#) [Apply](#)

Confirm Signature Submission

All signature fields have been signed.


Submit this document?

[Yes](#) [No](#)

From ShingleBook LLC

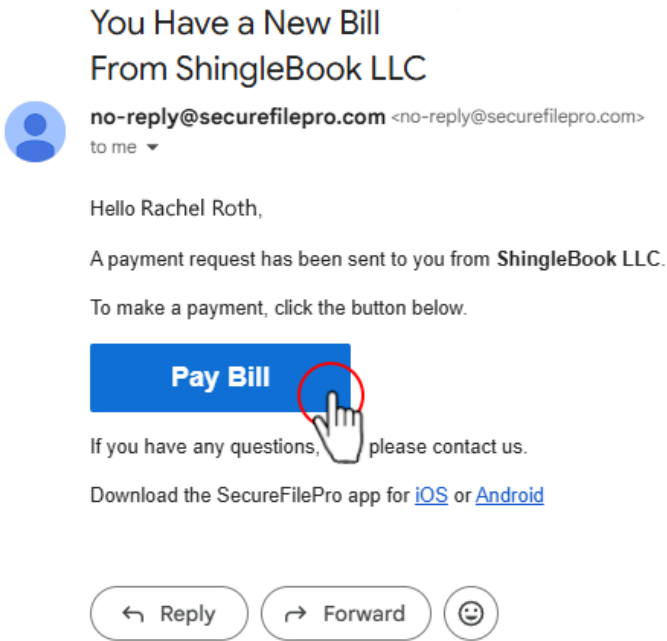
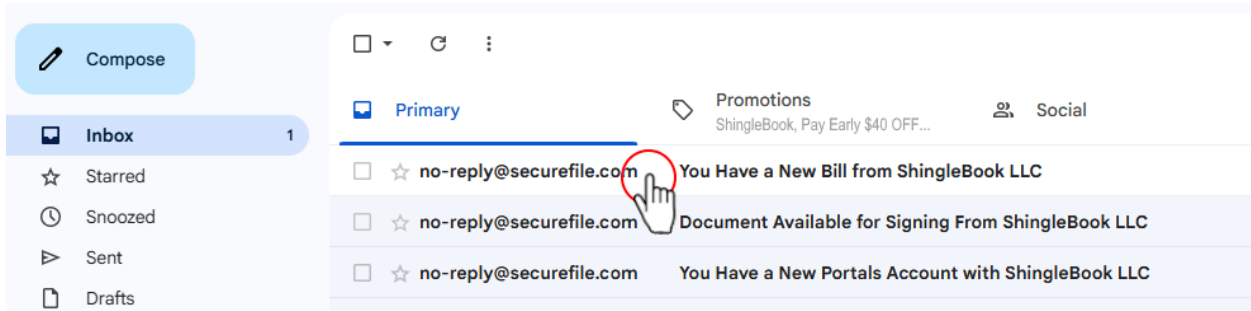
Search

Name ⋮

 Current Year Signatures (Roth, Rach...

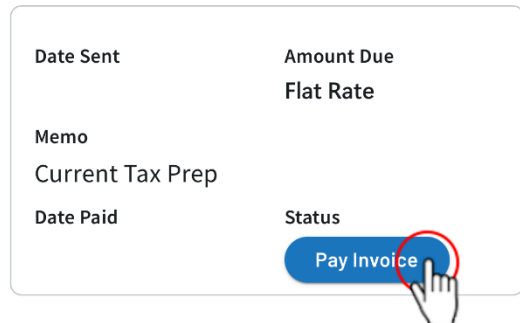
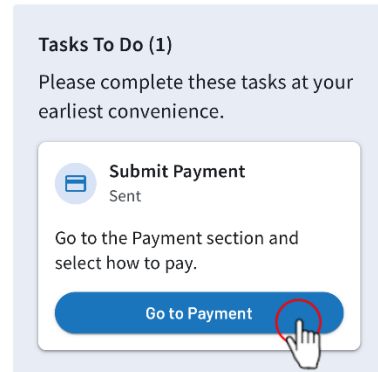
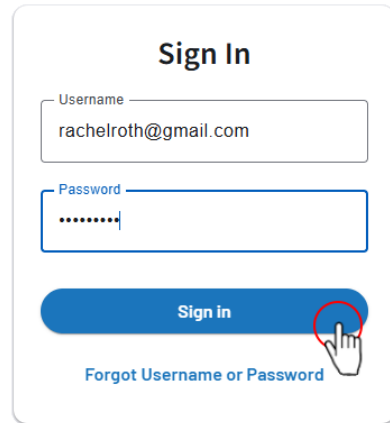
Status	Date
Signed	

Once you've signed, wait to receive an email to enter the portal for billing.



Within the portal click "Go to Payment"

and then click "Pay Invoice"







Payment Details


Amount Due: Flat Rate


Memo: Current Tax Prep

Payment Error: [Object object]

Card Number *

1234 1234 1234 1234    

Expiry Date * CVV * 

MM/YY CVV 

Name on Card
Rachel Roth

ZIP

Receipt Email (optional)
rachelroth@gmail.com









If you receive an error when paying, trying using a different browser to re-attempt payment.

Date Sent	Amount Due
	Flat Rate
Memo	
Current Tax Prep	
Date Paid	Status
	<input type="button" value="Paid"/>

Once payment is received, you'll soon have access to a digital copy of your tax return under the file tab.

Email caleb@shinglebook.com or phone (620) 720-1099 for questions.

From ShingleBook LLC

Name	
 Current Year <u>Tax Return</u> (Roth, Rach...	
Date	 Info
	 Preview
Name	 Download
 Current Year Signature	
Status	Date
<input type="button" value="Signed"/>	