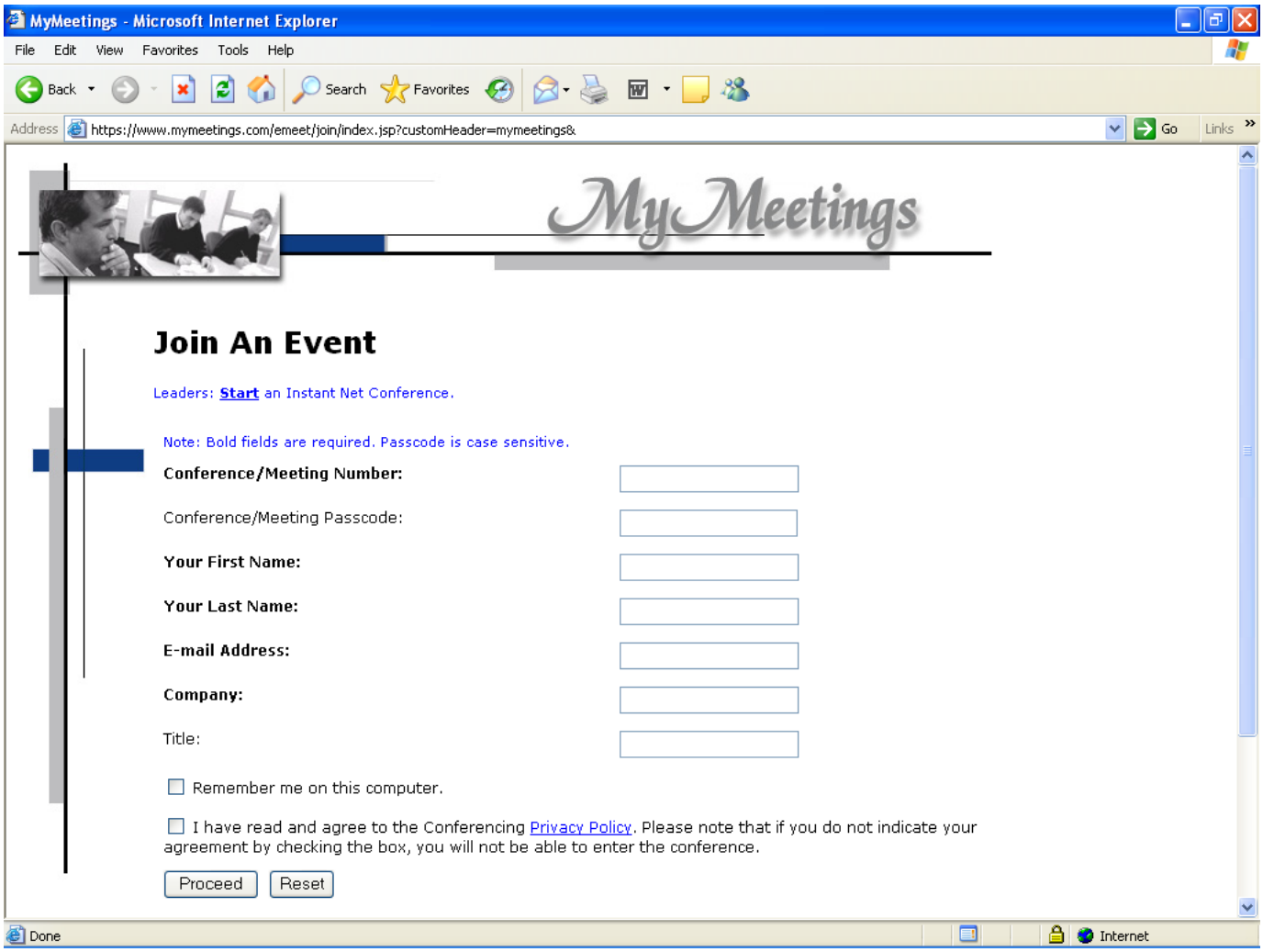
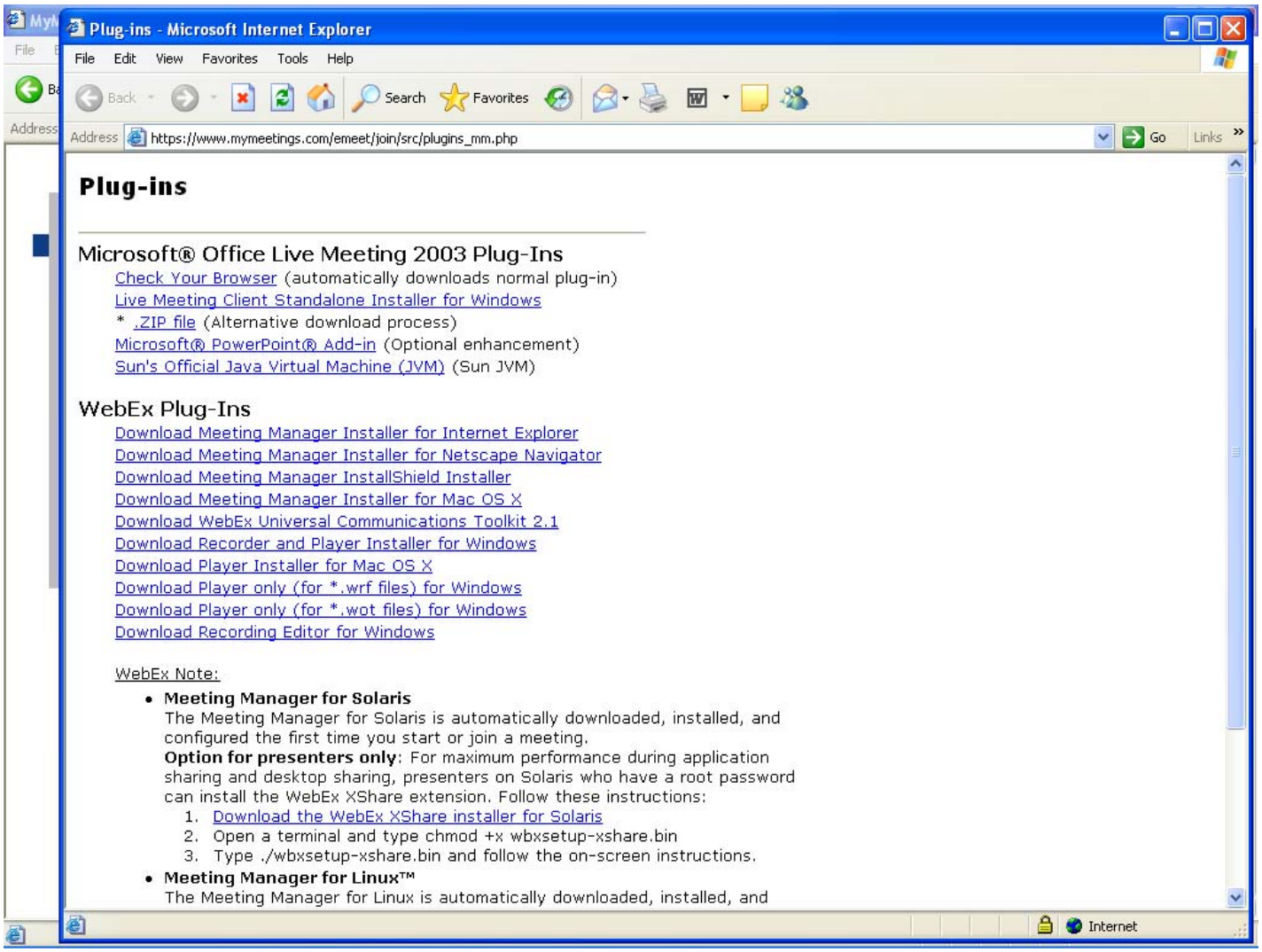
Connecting to the online training session

We recommend starting this connection process at least 30 minutes before the start of the training session so you are able to complete it and enter the session on time.

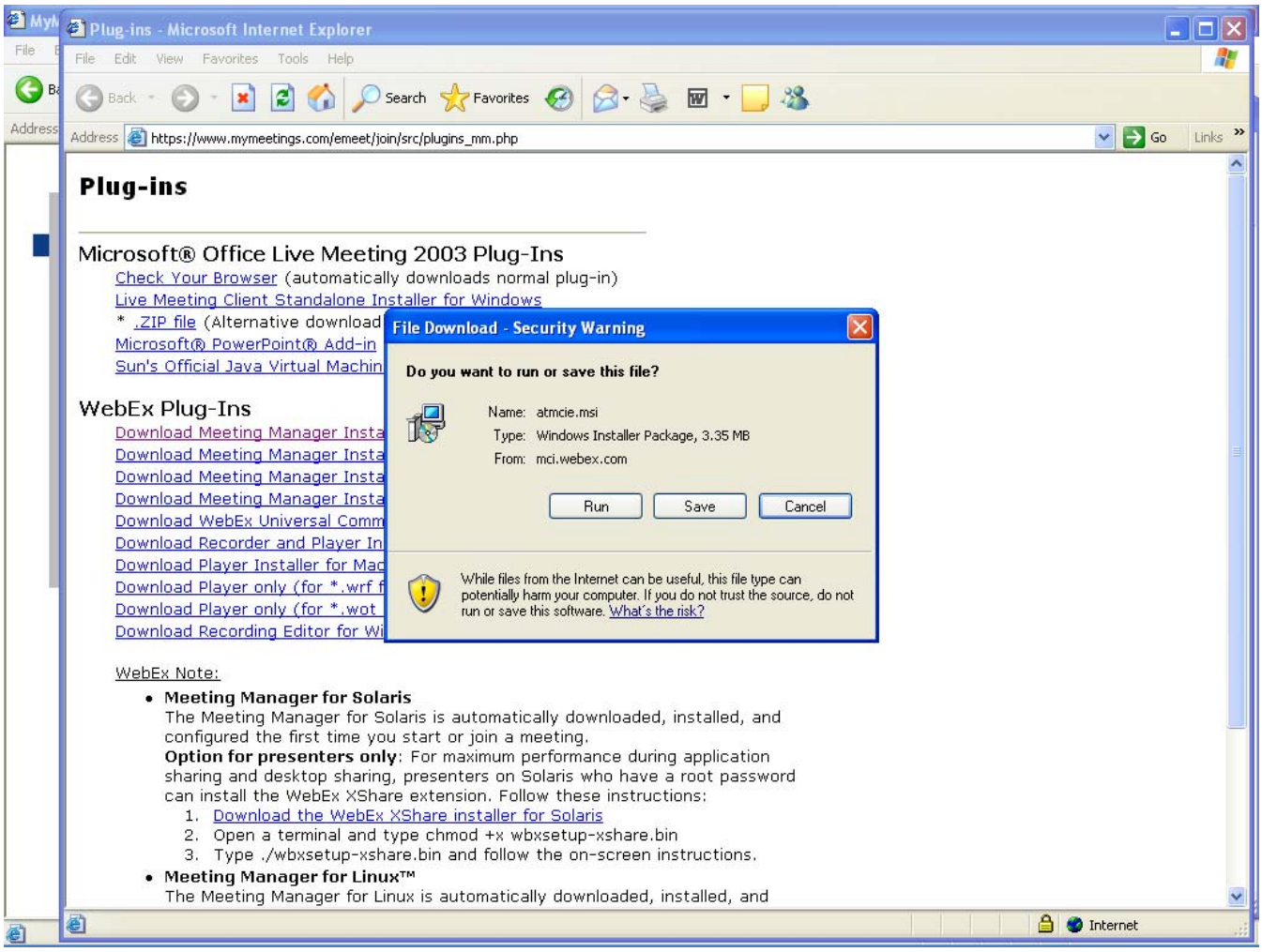
Step 1. Go to the website https://www.mymeetings.com/nc which is shown below. If this is your first visit to this website you will need to install the WebEx Plug-In. Scroll down to the bottom of this page and click the link for Plug-ins.



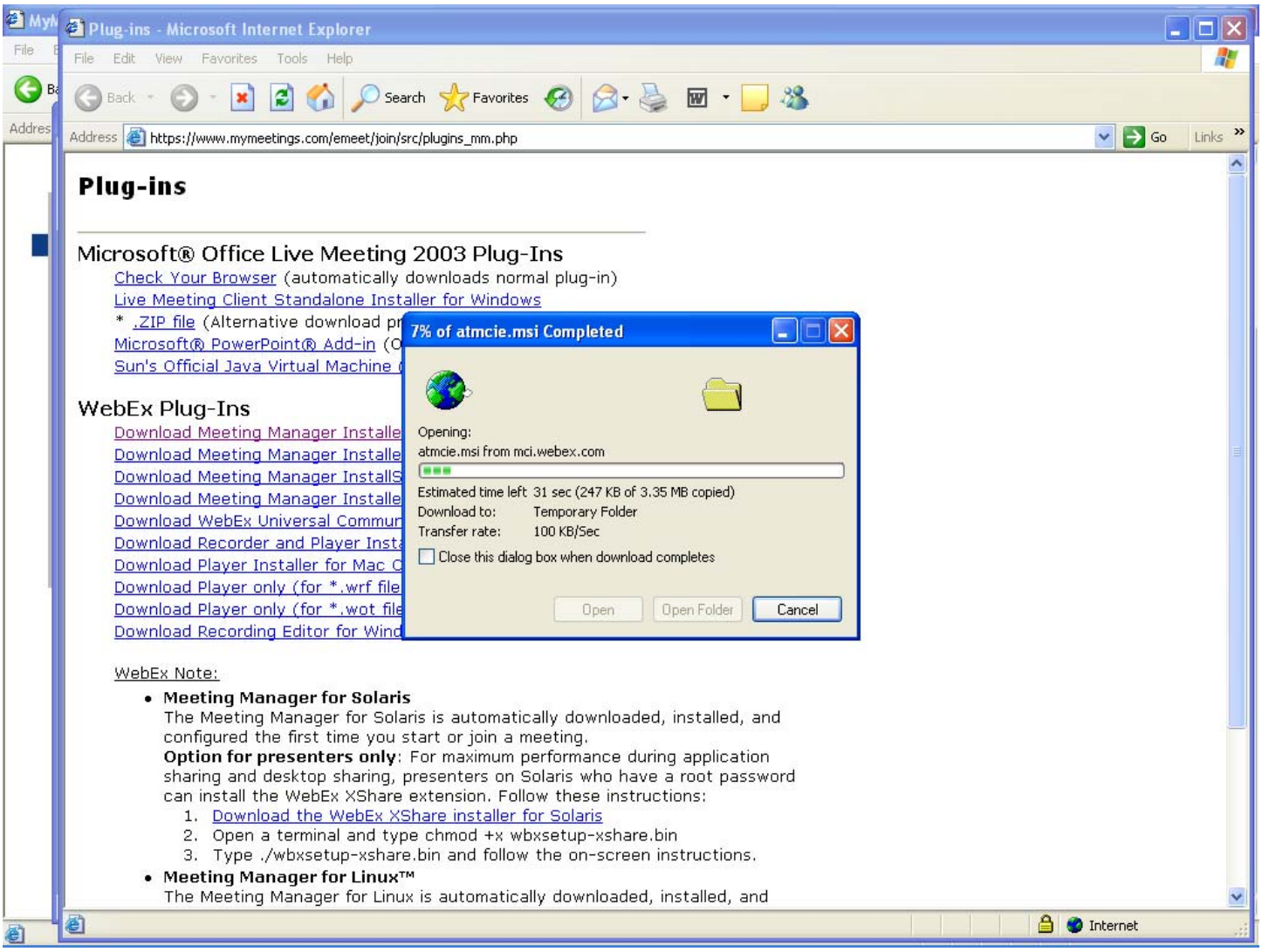
Step 2. A new window will open with a list of programs that you can install. Click the first link under the heading WebEx Plug-Ins called “Download Meeting Manager Installer for Internet Explorer”.



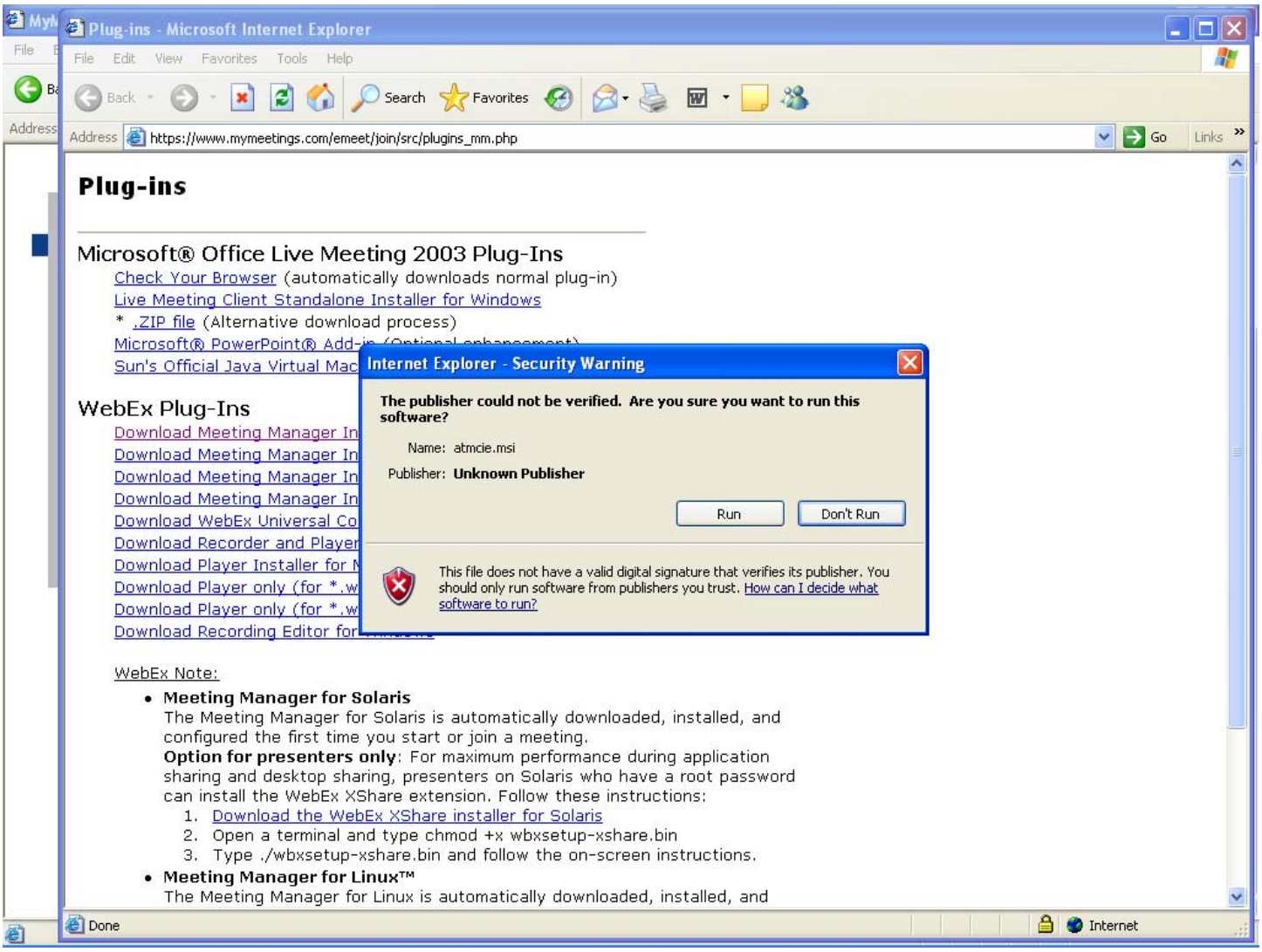
Step 3. When you click the link a new applet will appear asking what you want to do with the file. Click the Run button.



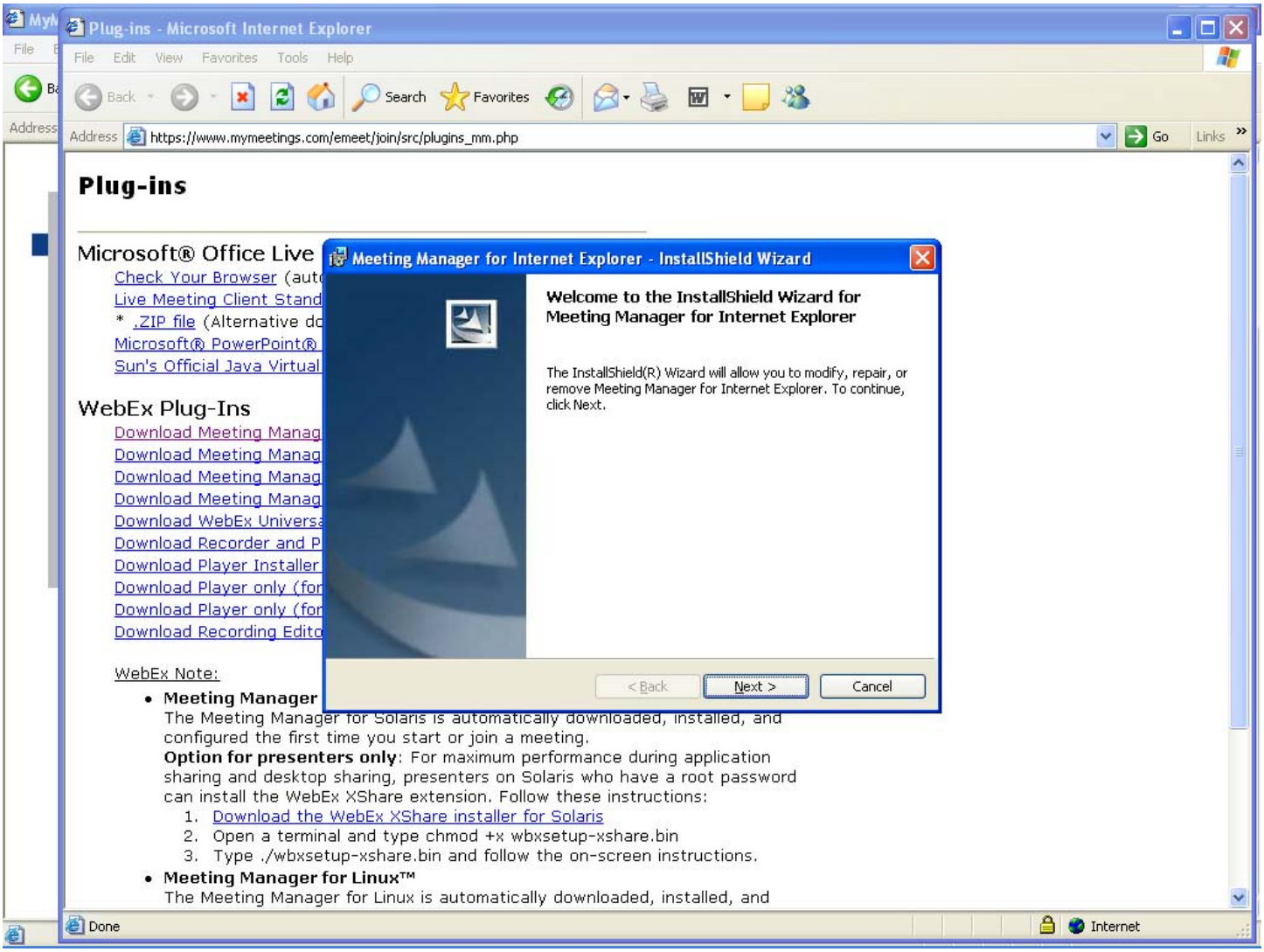
Step 4. The website will now download the WebEx program onto your computer, this may take 2-15 minutes depending on your internet connection and computer performance.



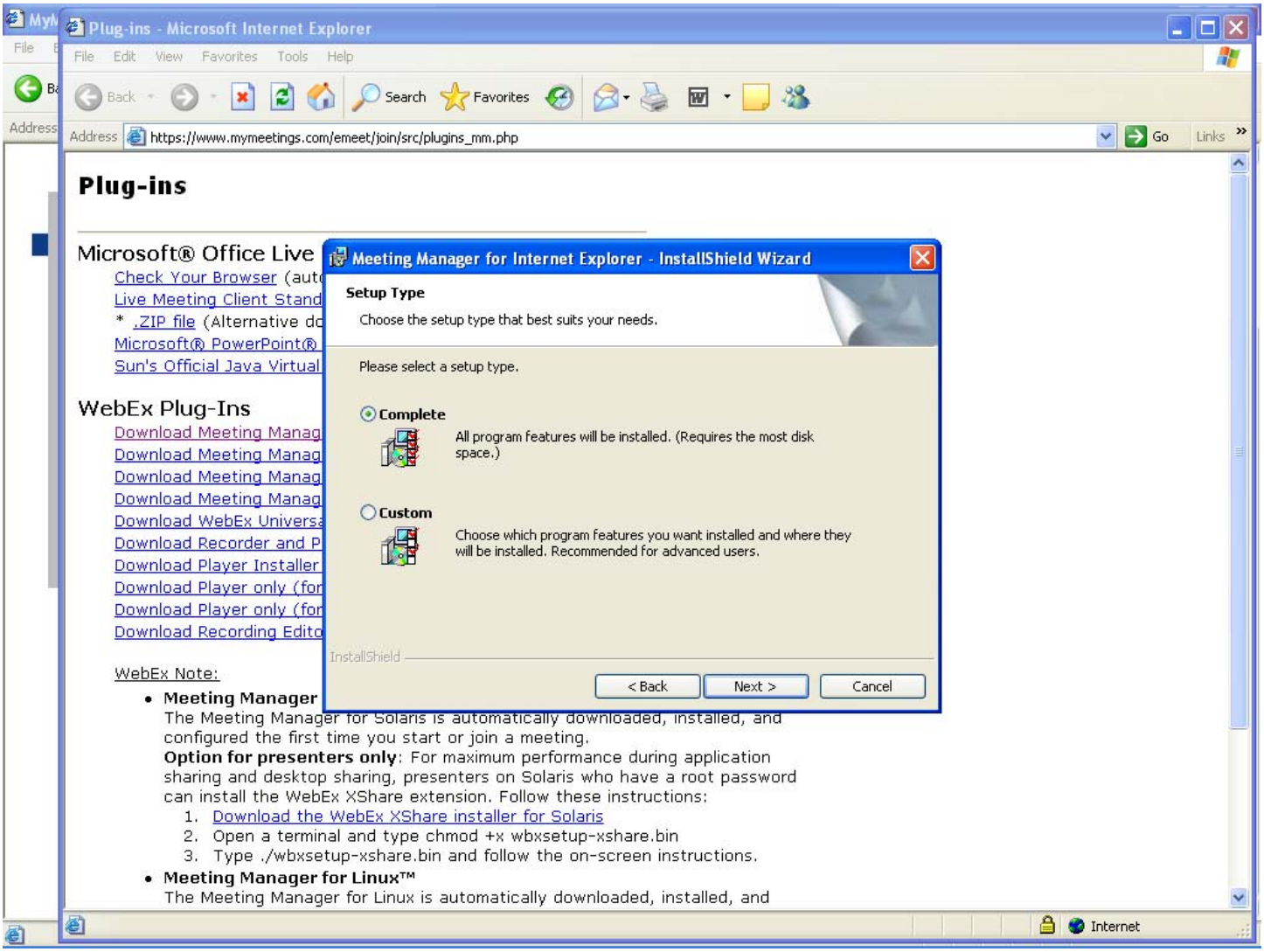
Step 5. When the download has completed you will be asked if you want to run the program. Click the Run button to continue with the installation.



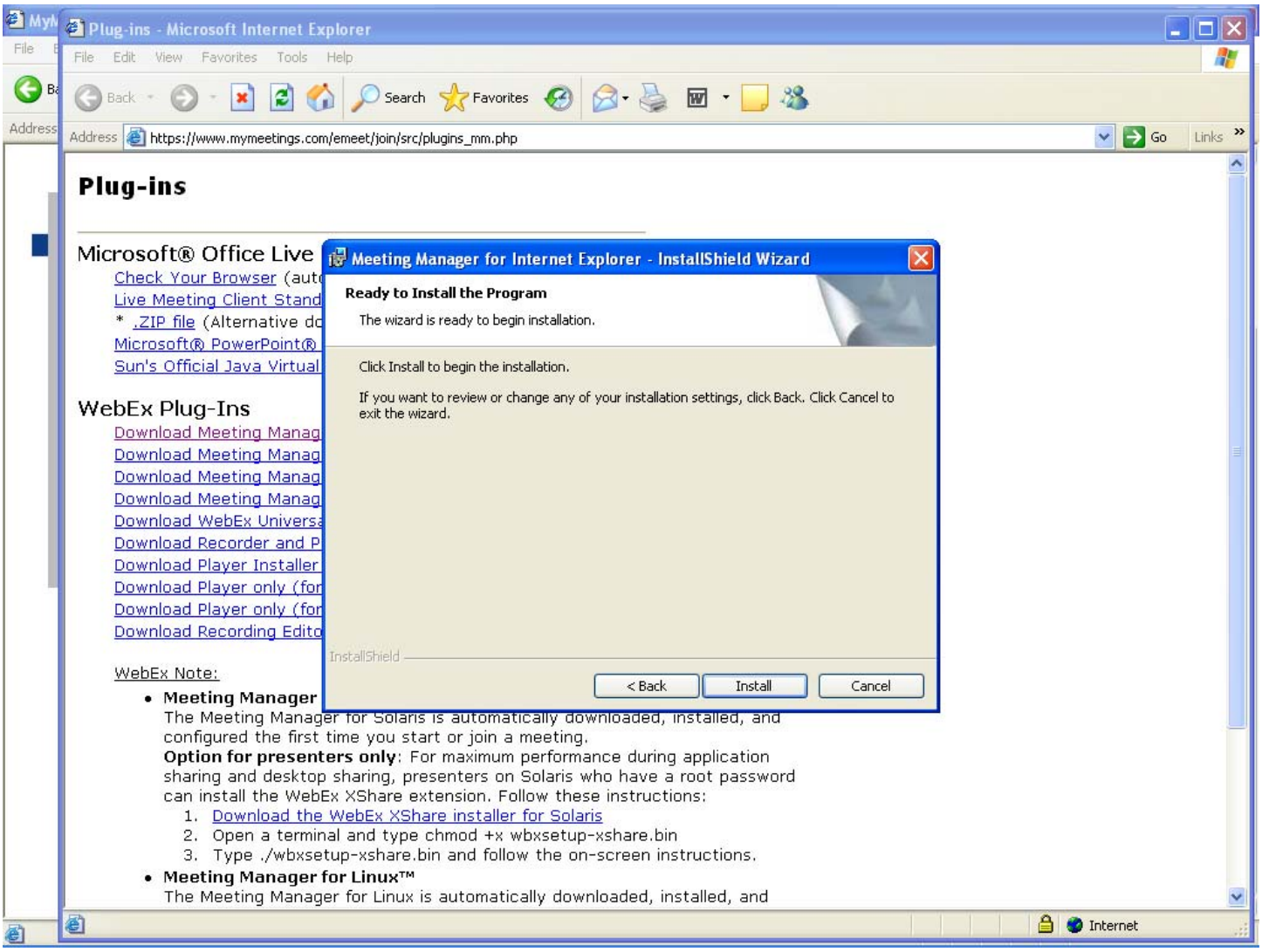
Step 6. The InstallShield Wizard will now appear to walk you through the rest of the installation. Click the Next button to continue.



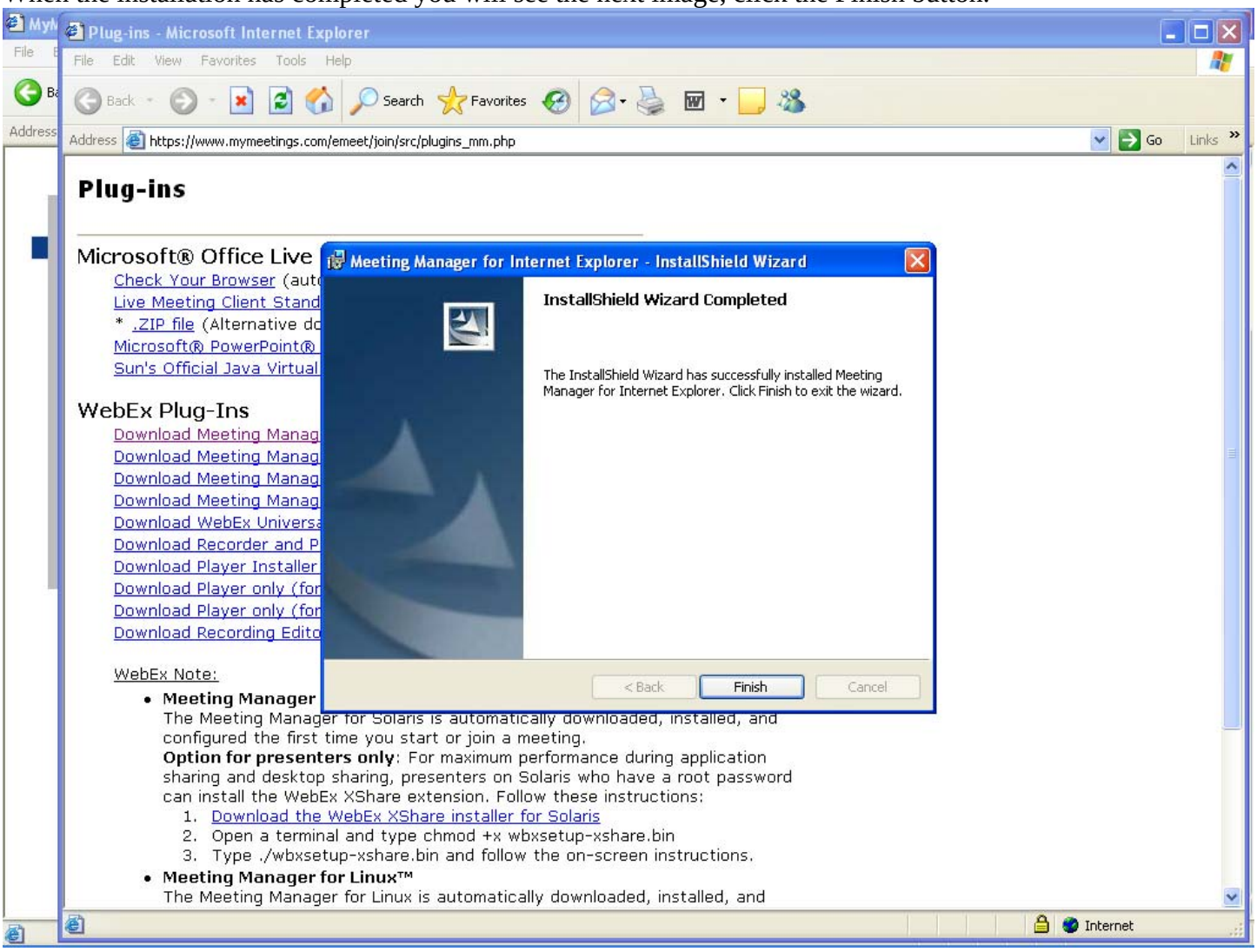
Step 7. Make sure the “Complete” radio button is selected as in the following image and click the Next button.



Step 8. Click the Install button to continue.



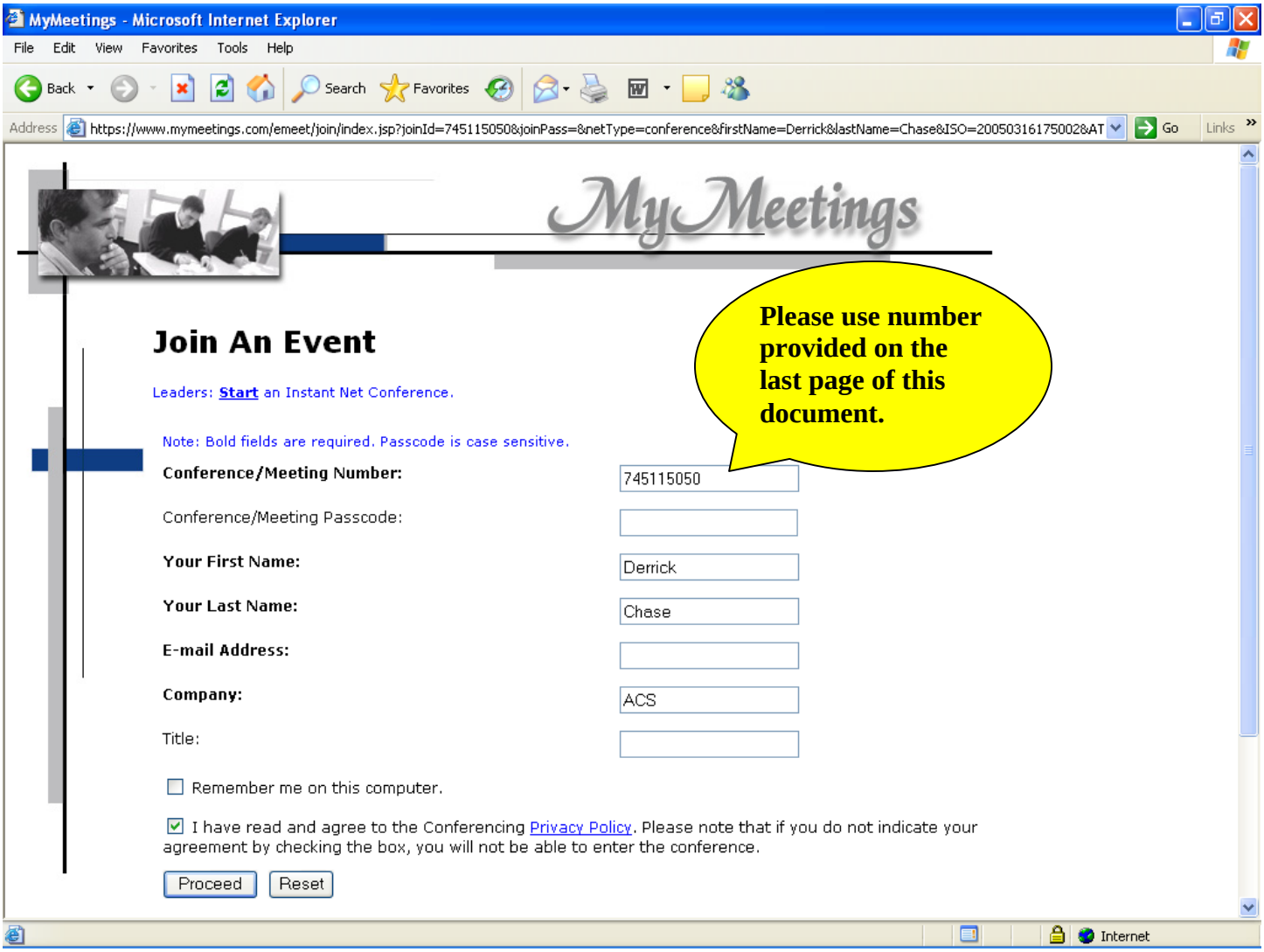
When the installation has completed you will see the next image, click the Finish button.



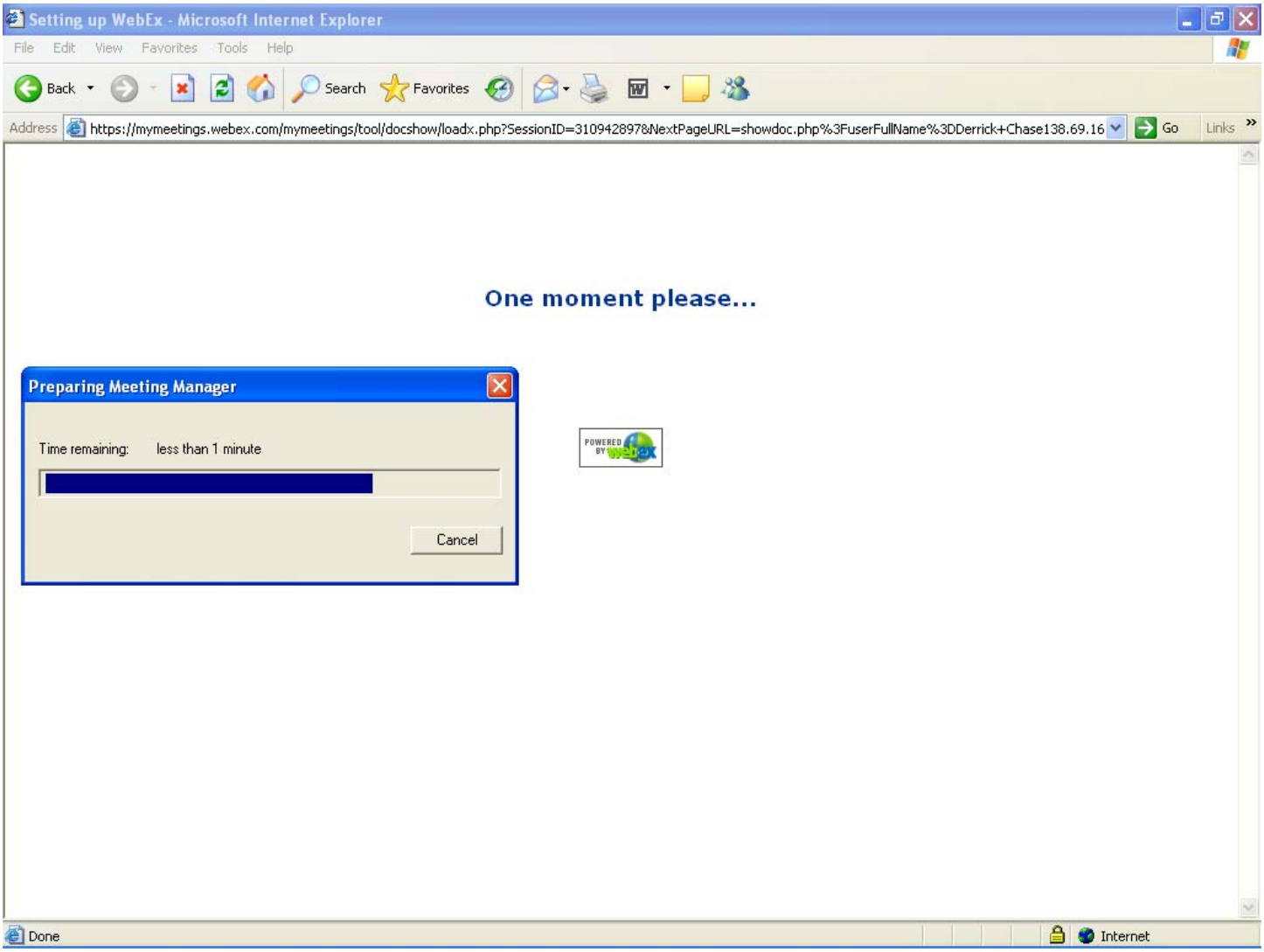
You will now see the screen which lists the different programs you can download, close this window using the “X” in the upper right corner.

Step 9. You will now be back to the main login page. If the session you will be attending is in the future (tomorrow, 2 hours from now, etc.) then you can close this window and you are done with the installation process.

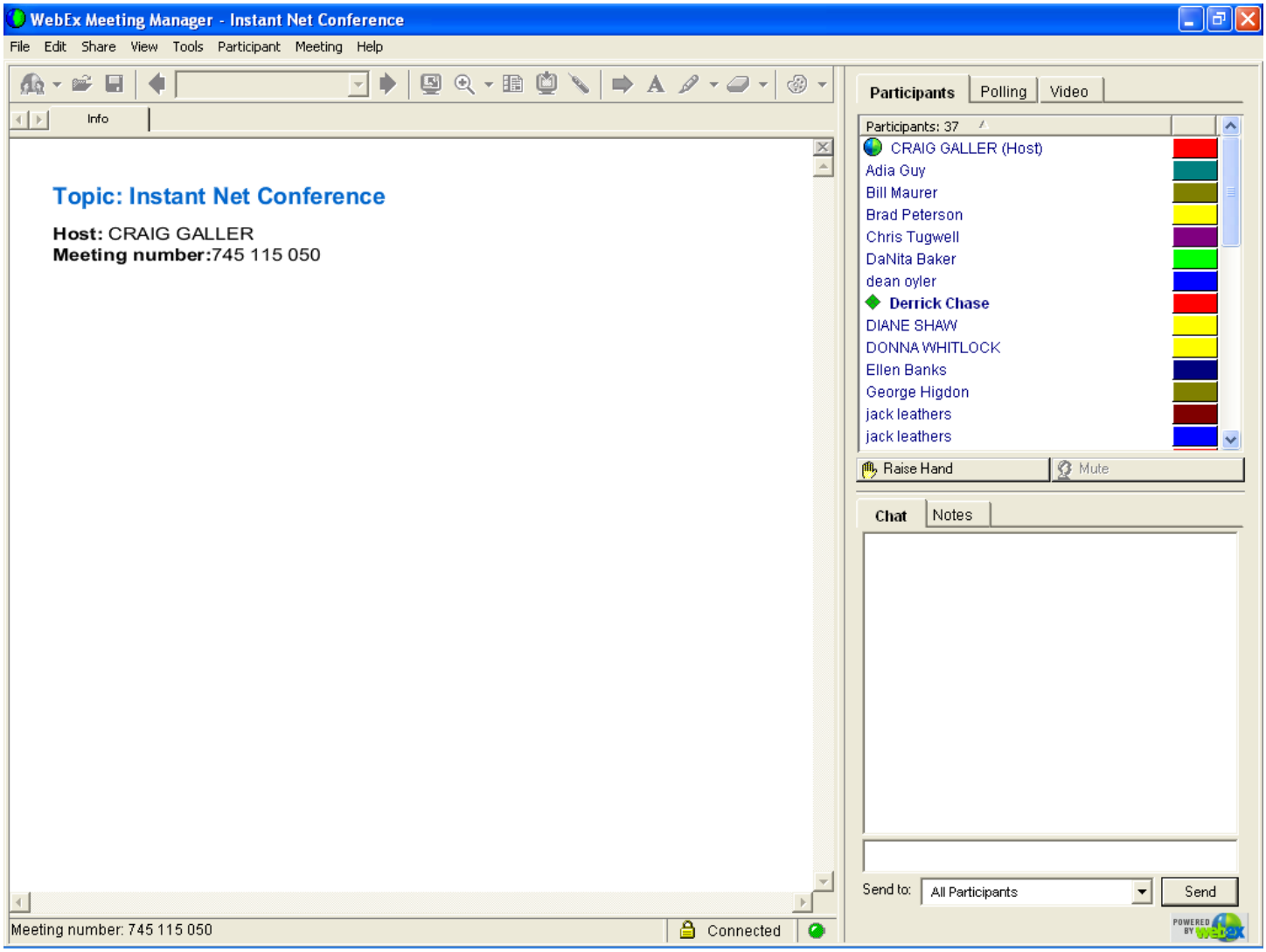
About 10 minutes before the start of the training session come back to this website and enter your information in the fields as seen in the below image. Then click the Proceed button to log in.



Step 10. The screen will change to the one you see below. Do not close this window or it will cancel the training session. Sit back and wait for the Conference window to appear. This may take 2-5 minutes depending on your computer's performance.



Step 11. A second window will open that looks like the one below. It will show your name in the box on the upper right along with the other people attending the training session. You will not be required to click or open any other windows at this point. A member of the ACS training team will control the screens you see after this and will show you the process of creating and managing your tax returns online.



It is recommended that you perform this download either the day before or several hours before the conference in order to expedite the training session.

At this time you should also be calling the toll free conference number to listen to the instructions of the training. The number is 1-866-762-7058 and then enter the Access Code of 053923.

If you have any difficulty connecting to the online training session please call Jennifer Skinner (ACS employee) at 602-412-2054 for assistance.