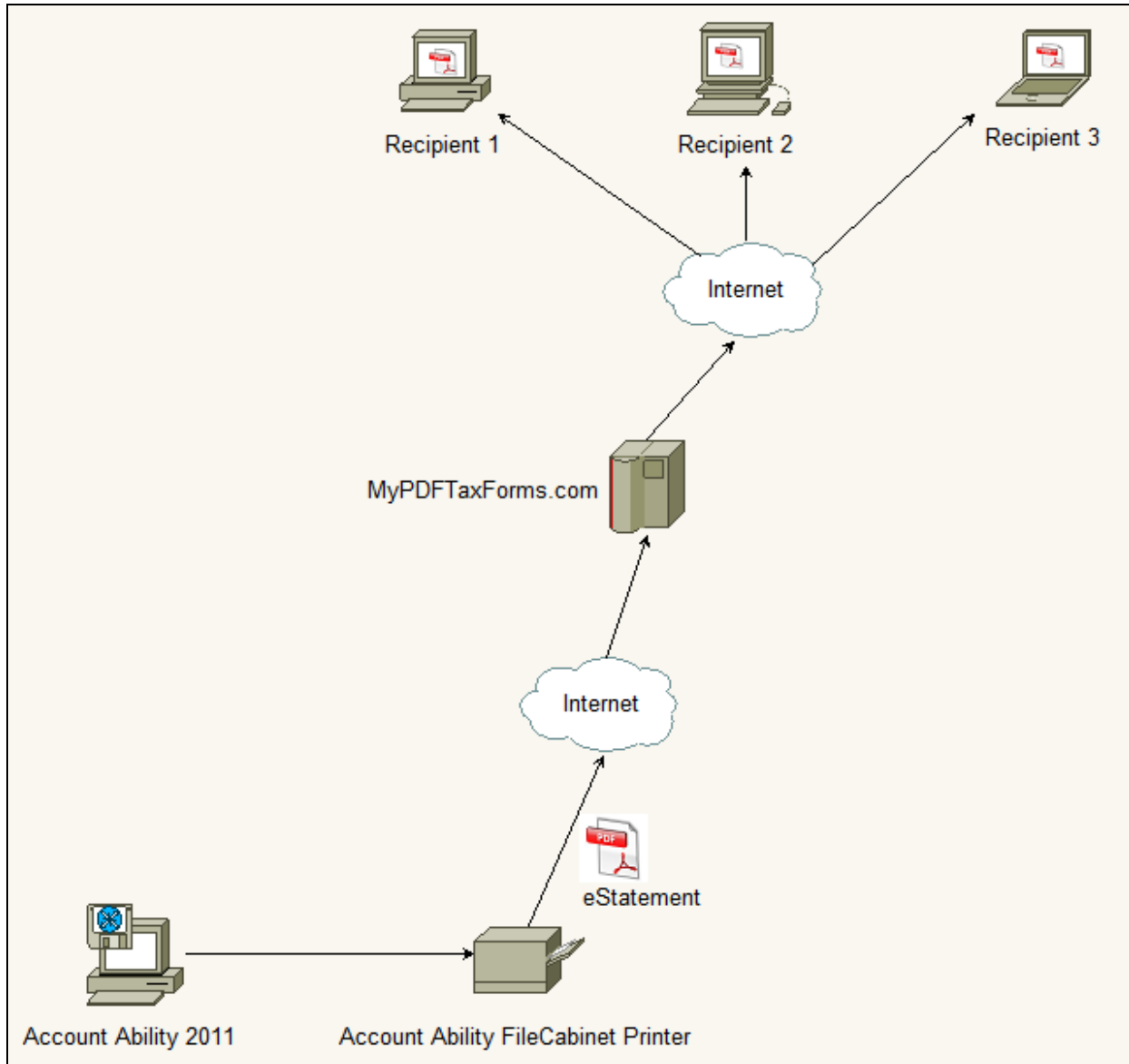


Account Ability FileCabinet™ User Guide

Overview

The innovative Account Ability FileCabinet™ system (AAFC) makes the entire process of creating eStatements, posting them to a secure website, notifying the recipient and managing electronic consent as easy as Click.. Print.. eDeliver.



The Account Ability FileCabinet™ is analogous to a virtual file cabinet consisting of an unlimited number of electronic drawers (eDrawers), each capable of holding an unlimited number of eStatements. eDrawers are unique to each filer's EIN. Each filer's eDrawer can contain any combination of eStatements.

The Account Ability FileCabinet™ harnesses the industrial strength forms processing power of Account Ability to seamlessly create and eDeliver your eStatements. Simply print your returns to the Account Ability FileCabinet™ Printer and watch as

your returns are instantly converted to encrypted PDFs and eDelivered to each filer's eDrawer.

As eStatements are eDelivered to the FileCabinet™, each recipient is automatically notified via email that his eStatement is available to view, download, or print. Furthermore, the FileCabinet™ system complies with IRS by managing the secure user authentication and consent requirements as outlined in the Internal Revenue Service's "General Instructions for Certain Information Returns".

Each eStatement is archived for a minimum of 3 years. So, if your recipients need access to reprint their eStatements in the future, they'll just log into the FileCabinet™ and download what they need.

The Account Ability FileCabinet™ web storage and eDelivery system is housed in a secure SAS70 Level II data center at www.mypdftaxforms.com. Each eStatement is stored in encrypted format, meaning that only the recipient can open the file by typing in his/her taxpayer ID.

Installation

Setting up Account Ability's FileCabinet™ is extremely simple. Just install it as you would any other printer and start printing with Account Ability. What's more, the Account Ability FileCabinet™ Printer is optimized for handling large batches of information returns and annual wage reports, which makes it as easy to eDeliver 5,000 eStatements as it is to eDeliver 50.

System Requirements

Supported operating systems:	Windows XP (32 bit), Windows Vista (32/64 bit), Windows 7 Home Professional (32/64 bit), Windows 7 Business (32/64 bit), Windows Server 2003 (32 bit), Windows Server 2008 R2 (32/64 bit).
Minimum system memory (RAM):	2 GB
Minimum internet connection speed:	384 kbps (DSL/T1/Cable)
Additional software required:	Adobe Acrobat Reader (version 5.0 or later)

Installation Steps

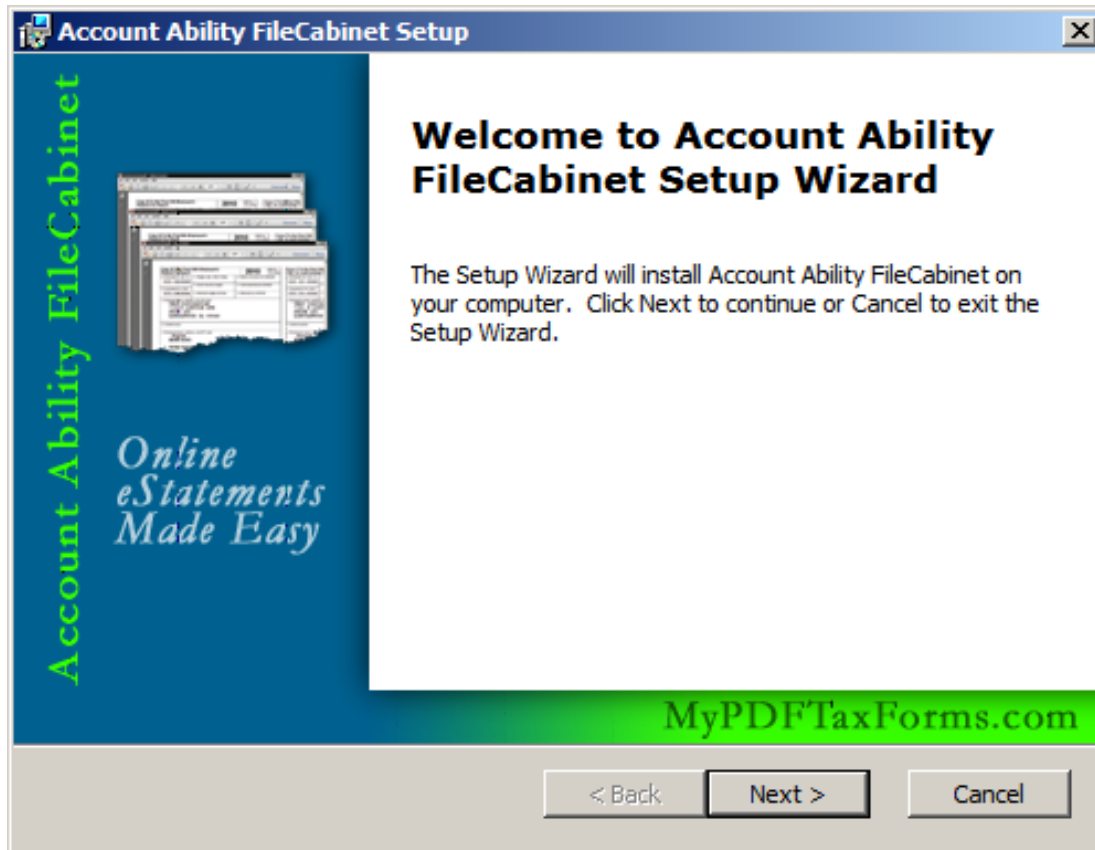
Download and save the AAFC install program (approximately 27MB) from the Account Ability module menu or directly from:

<http://www.mypdftaxforms.com/downloads/aafc>

Double-click the aafilecabinet.exe program to launch the installation program.

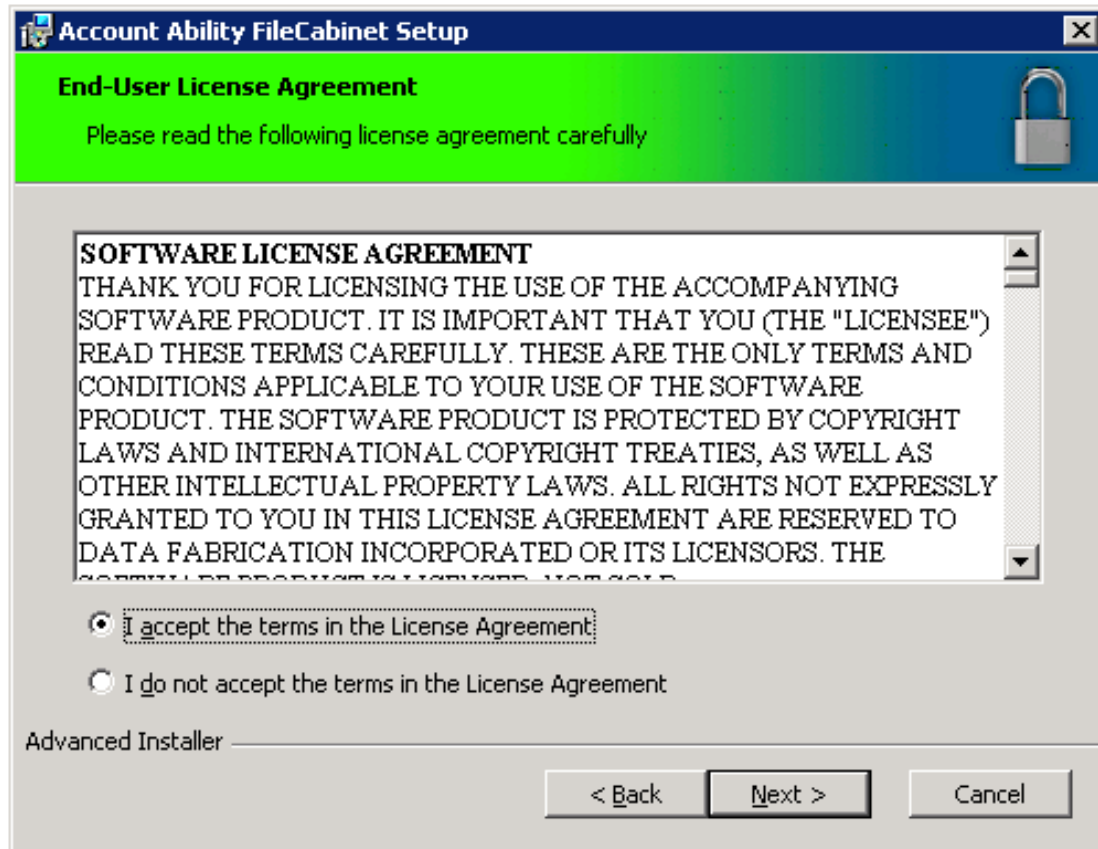
Note: please exit any running programs such as MS Word or Internet Explorer prior to starting the AAFC installation program.

Step 1: Welcome Screen



Click Next to continue with the installation

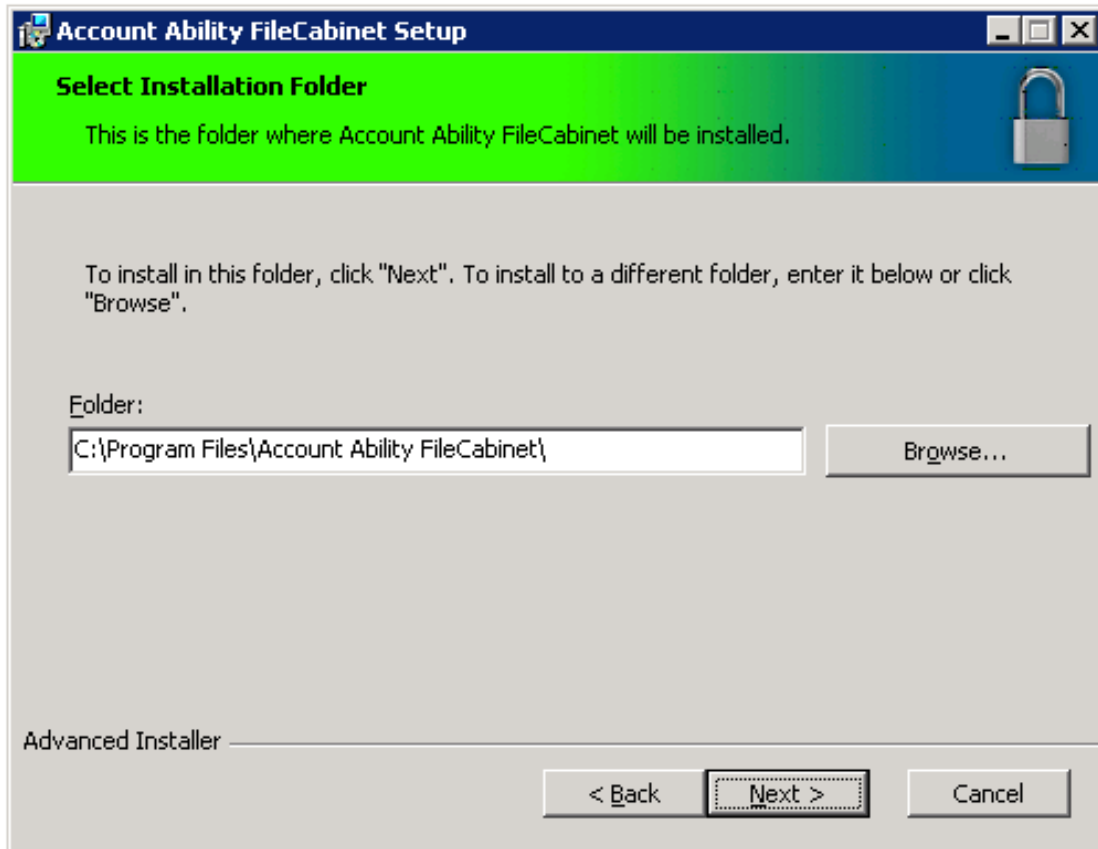
Step 2: Read and Accept License Agreement



Select the "I accept the terms of the License Agreement" option and click Next to continue.

Note: you must accept the terms of the AAFC license agreement in order to install and use the AAFC software. If you do not accept the license agreement, click Cancel to abort the AAFC installation.

Step 3: Choose Installation Folder

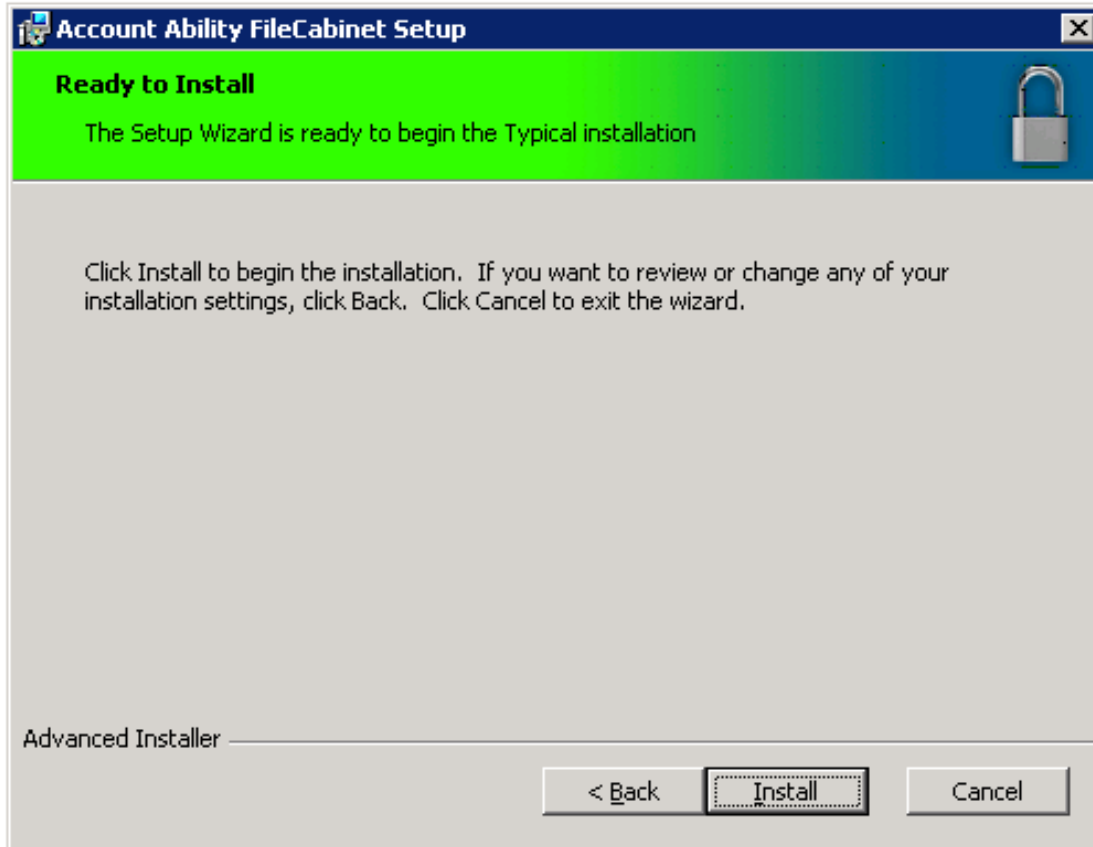


Choose your installation folder. On Windows XP or Windows Server 2003, the default installation folder is C:\Program Files\Account Ability FileCabinet\. On Windows Vista, Windows 7 or Windows Server 2008 R2, the default installation folder is C:\AAFFileCabinet. It is recommended that you accept the default folder location as presented, but you can choose to install in another folder if you need to.

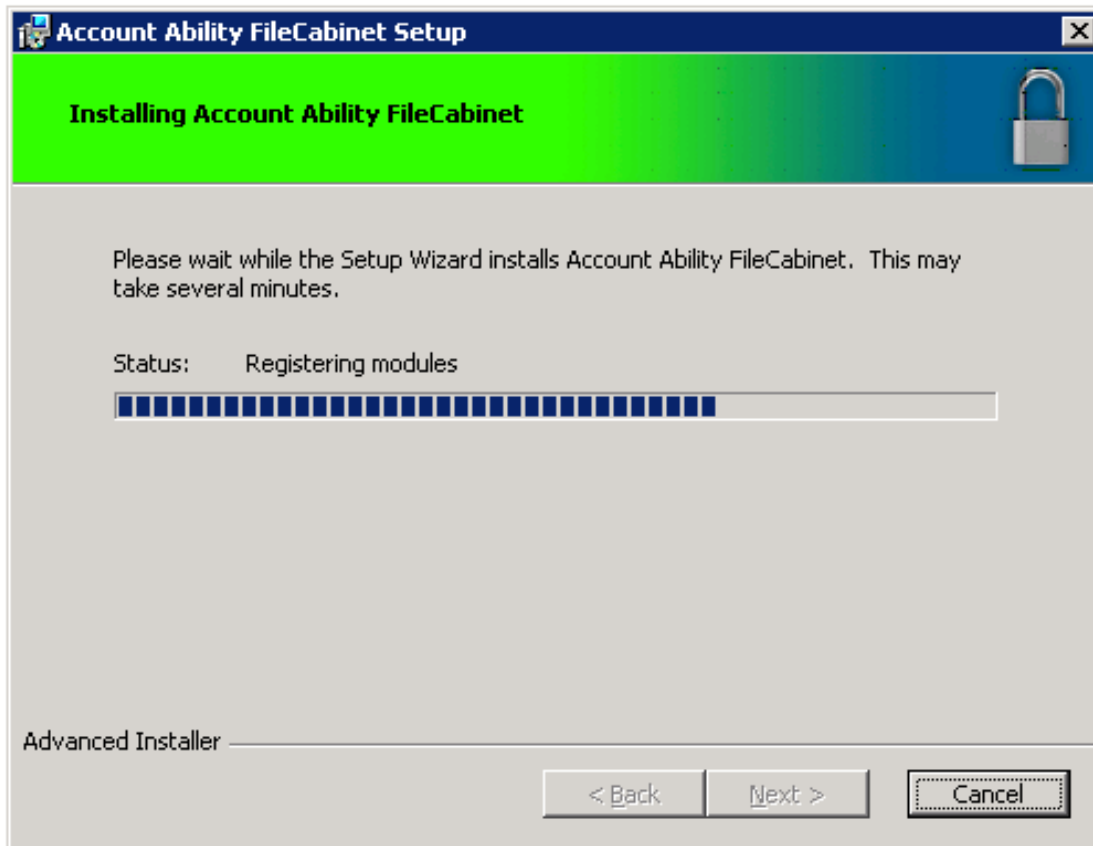
Note: Be sure the selected install folder (regardless of whether it is the default folder or your own folder) has Full read/write access to the files and sub-folders contained in the install folder or your AAFC program may not function correctly. For more information, please contact your IT support personnel or networking professional.

Click Next to continue.

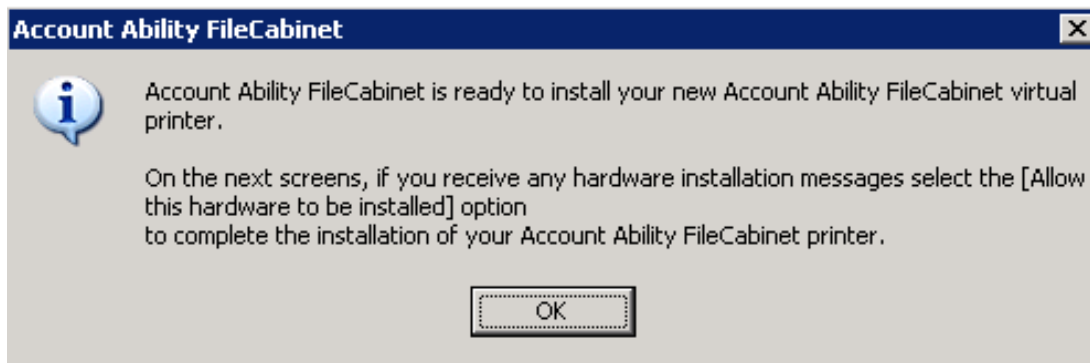
Step 4: Click Install



To begin the actual AAFC installation, click the Install button.



Step 5: Install Account Ability FileCabinet™ Virtual Printer



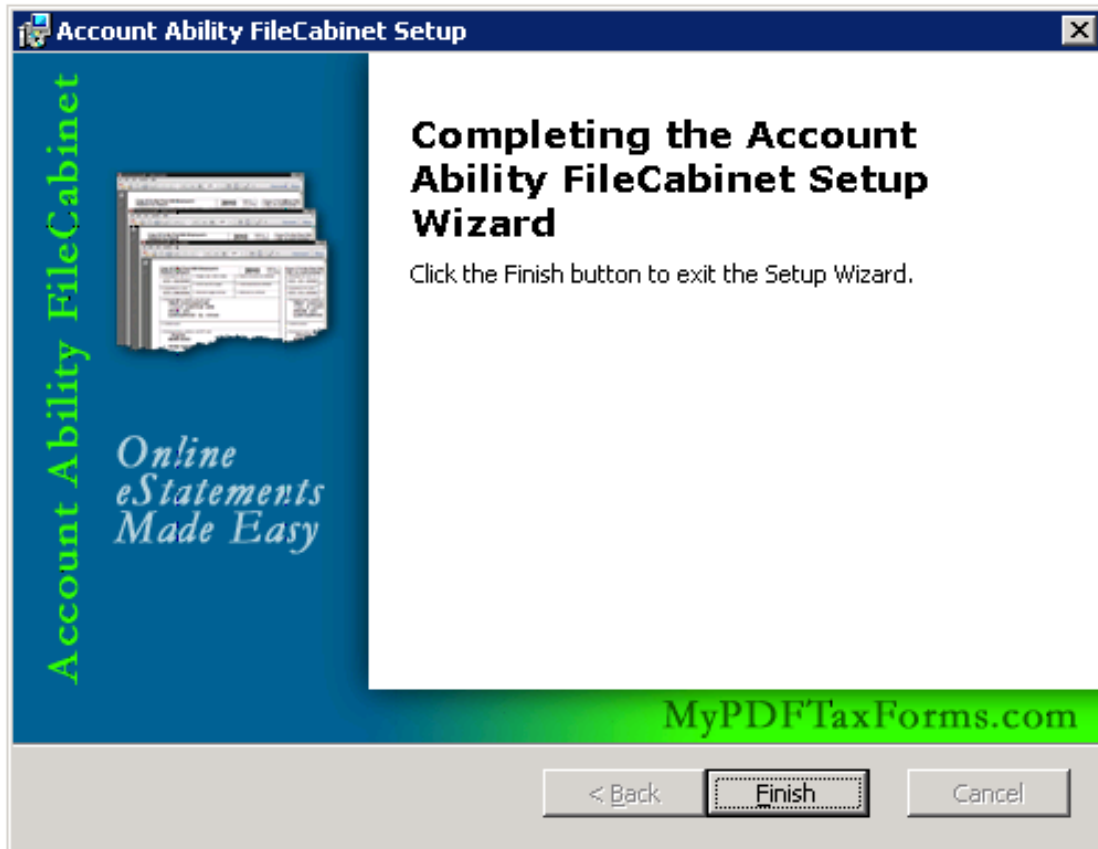
During the installation process the install program will need to install your new Account Ability FileCabinet™ virtual printer. Depending on your operating system, the install process may present you with warning screens about the AAFC printer driver not being properly signed. This is normal and there is no need to stop the installation. The AAFC install program uses the same default printer drivers shipped with your operating system and has been thoroughly tested on hundreds of different operating systems, so there is no need to stop the installation.



Click Continue Anyway to install your AAFC virtual printer.

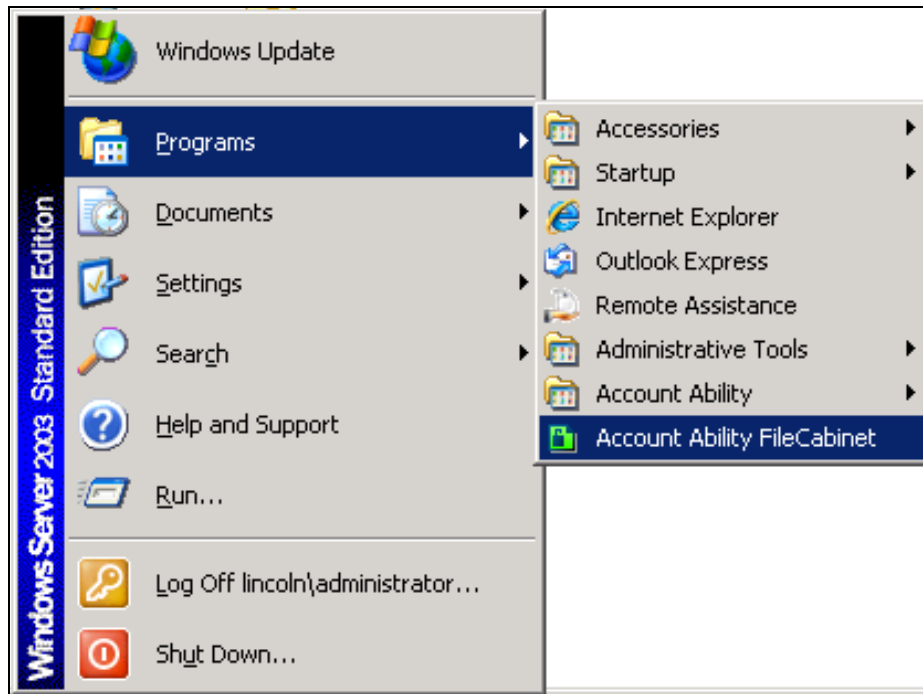
Note: You may be presented with the Hardware installation warning dialog box twice, once for the printer and once for the printer driver. In either case, click the Continue Anyway button to allow the install program to proceed normally.

Step 6: Finishing Setup



Click Finish to complete the AAFC installation.

Starting the Program



You can start the AAFC program from the Windows Start -> Programs menu.

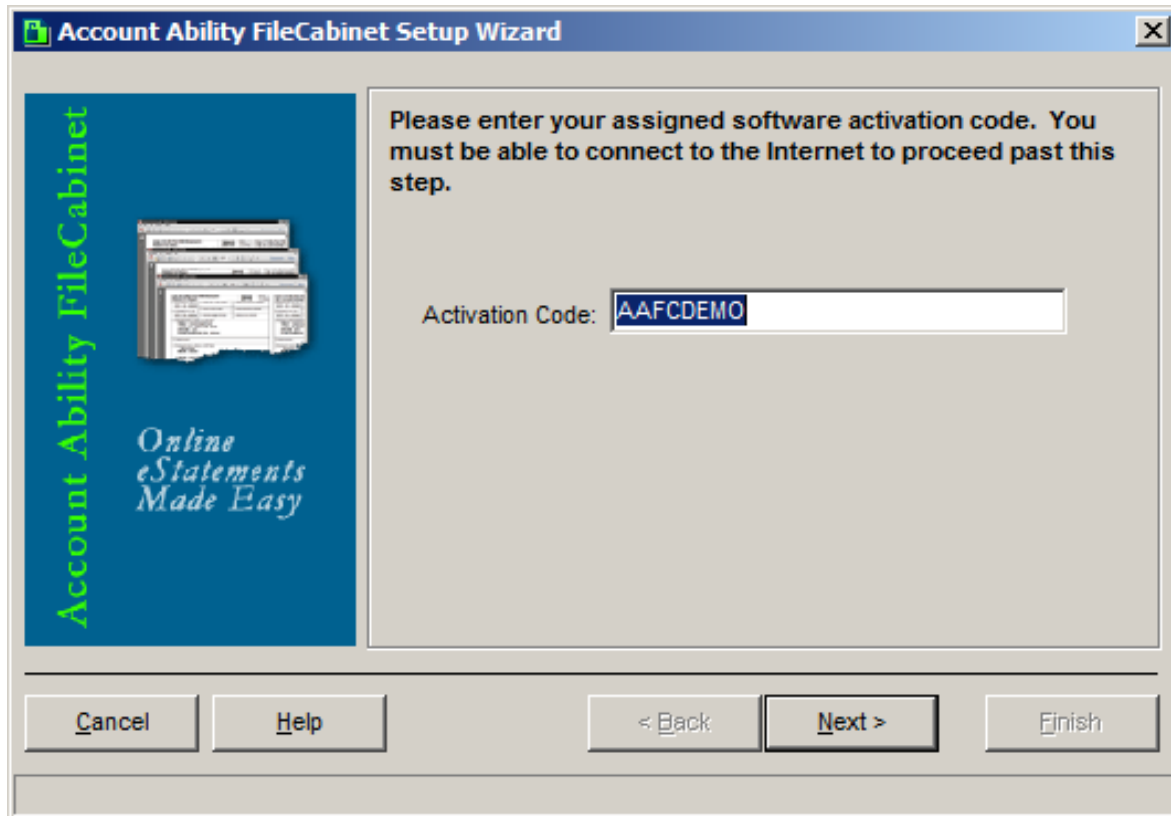
Note: Starting the Account Ability FileCabinet™ program will be also be controlled by your Account Ability (AA) software. When you print to the Account Ability FileCabinet™ printer from AA, the program will launch the FileCabinet™ program automatically. You will also find a selection on the Module menu to manually launch the FileCabinet™.

The Account Ability FileCabinet™ printer requires the 2011 version of Account Ability or later. It will not function with earlier versions.

Account Ability FileCabinet™ Setup Wizard

When you start the AAFC program for the first time, you will need to complete the AAFC setup wizard, which will start automatically. The AAFC setup wizard is quick and easy and should only take one minute or less.

Step 1: Enter your activation code



Account Ability FileCabinet Setup Wizard

Please enter your assigned software activation code. You must be able to connect to the Internet to proceed past this step.

Activation Code: AAFCDEMO

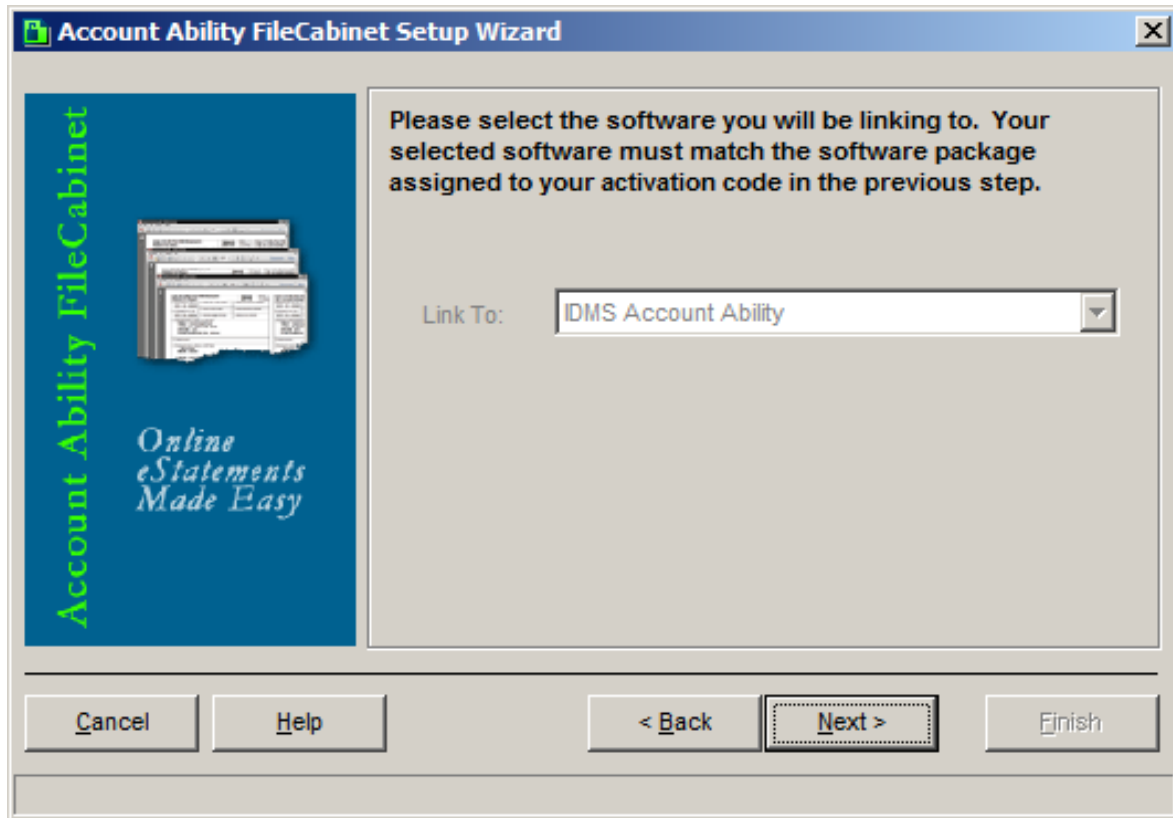
Cancel Help < Back Next > Finish

Enter your software activation code in the field provided, including any dashes (-). If you have downloaded the trial version of AAFC, this field will be pre-filled with AAFCDEMO and grayed out, making it inaccessible for editing.

Note: When you purchase the full version, you will be assigned a new activation code to upgrade your trial version to the full version. There is no need to uninstall and re-install AAFC when upgrading to the full version of AAFC. See the “Edit menu -> Software registration” section or the “Purchasing” section in the user guide for more information.

Click Next to continue.

Step 2: Select linked software package



Select the software that you will be linking the AAFC to. If you have downloaded the trial version of AAFC, this field will be pre-filled with IDMS Account Ability and grayed out, making it inaccessible for editing.

Click Next to continue.

Step 3: Entering Your Contact Information

Account Ability FileCabinet Setup Wizard

Account Ability FileCabinet
Online eStatements Made Easy

Please enter your contact information. This information will be only be used when saving PDF documents to MyPDFTaxForms.com and will never be sent to your recipients.

From Company: Your Company Name

From Name: Your Name

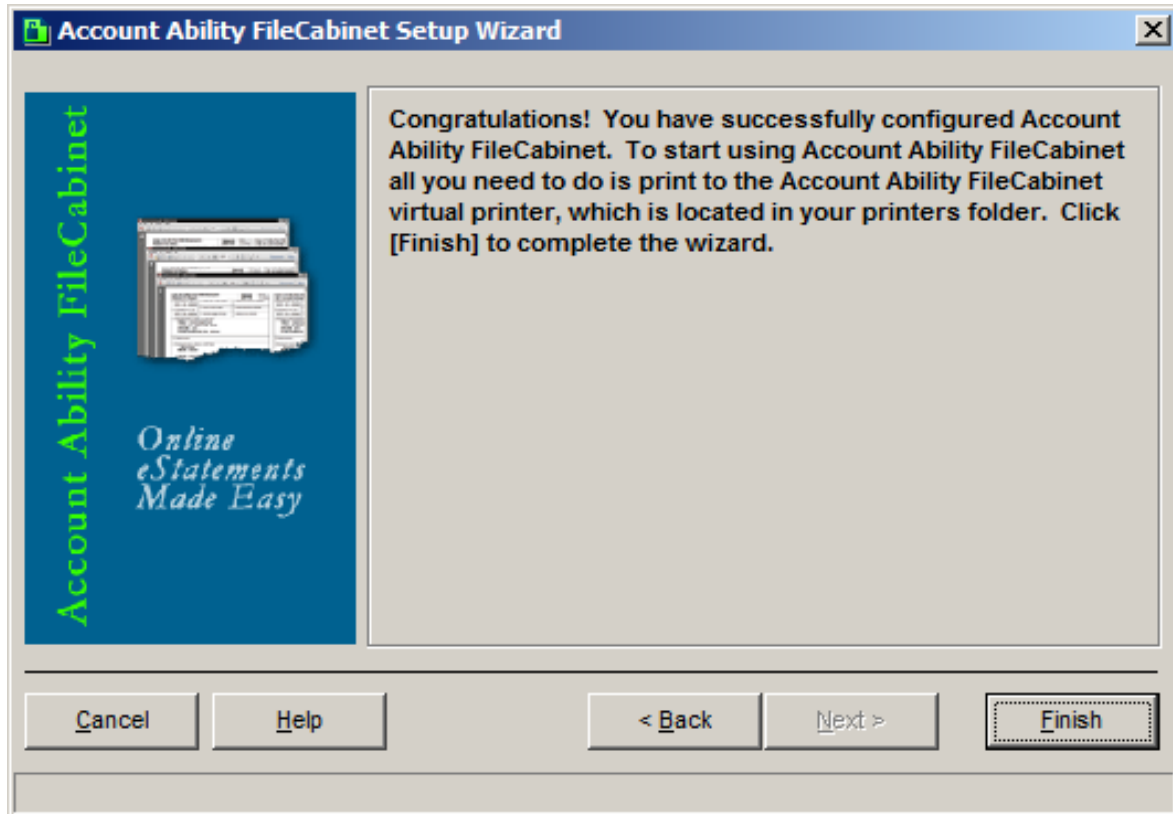
From Email: Your Email Address

Cancel Help < Back Next > Finish

Enter your company name, your name and your email address in the fields provided. This information is only used by the MyPDFTaxForms.com web site in case we need to notify you via email of updates to the eStatements stored in your FileCabinet™ and is not used for any other purpose. It will not be shown to your eStatement recipients or used in any marketing campaigns or sold to any third parties.

Note: The From Name and From Email fields are required fields. You will not be able to save eStatements to the Account Ability FileCabinet™ unless these fields are filled out.

Step 4: Completing the setup wizard



At this point you have successfully completed the AAFC setup wizard and are now ready to start using the program. Click Finish to complete the setup wizard.

Note: After you click Finish, the AAFC program will automatically add 4 sample eStatements to your AAFC outbox to allow you to explore and learn about the various other features of the AAFC program without having to print from Account Ability. You can preview these eStatements in PDF format, send them to MyPDFTaxForms.com so you can view what they look like on the web site, or delete them when you are ready to begin printing real eStatement forms from AA2011.

Outbox Columns

Click on any of the outbox columns to sort your eStatements in the outbox according to the selected column. Clicking the column a second time will toggle between ascending and descending sort order.

Note: You can also resize the column widths by dragging the right edge of the column with your mouse to the desired width. When you save and exit AAFC, your column width changes will be saved and used the next time you start AAFC. You can also re-arrange the order of the outbox columns by clicking and holding the mouse button down on the column header until the cursor changes to a “move” cursor. You can then drag the column to the desired column order in the outbox grid. Release the mouse button to finish re-ordering your column.

Job ID Every eStatement is assigned an unique jobid when it enters the AAFC outbox

Send To This will always show MyPDFTaxforms.Com as the send destination.

Status The status column initially will show “Not Sent” when the eStatement enters the outbox. When sending to MyPDFTaxforms.com, the status column will change to reflect the current status of the send process. If your send to MyPDFTaxForms.com was successful, the status will change to “Sent!”. If there was an error during the send process, the status column will change to “Error” and provide additional detailed information regarding the reason for the error.

Note: When you double-click an eStatement in the outbox with status of “Error”, AAFC will display a status dialog box with the status of the error so you can copy and paste to send to the support team.

Type The type column will display the eStatement form type, such as W-2, or 1099-MISC.

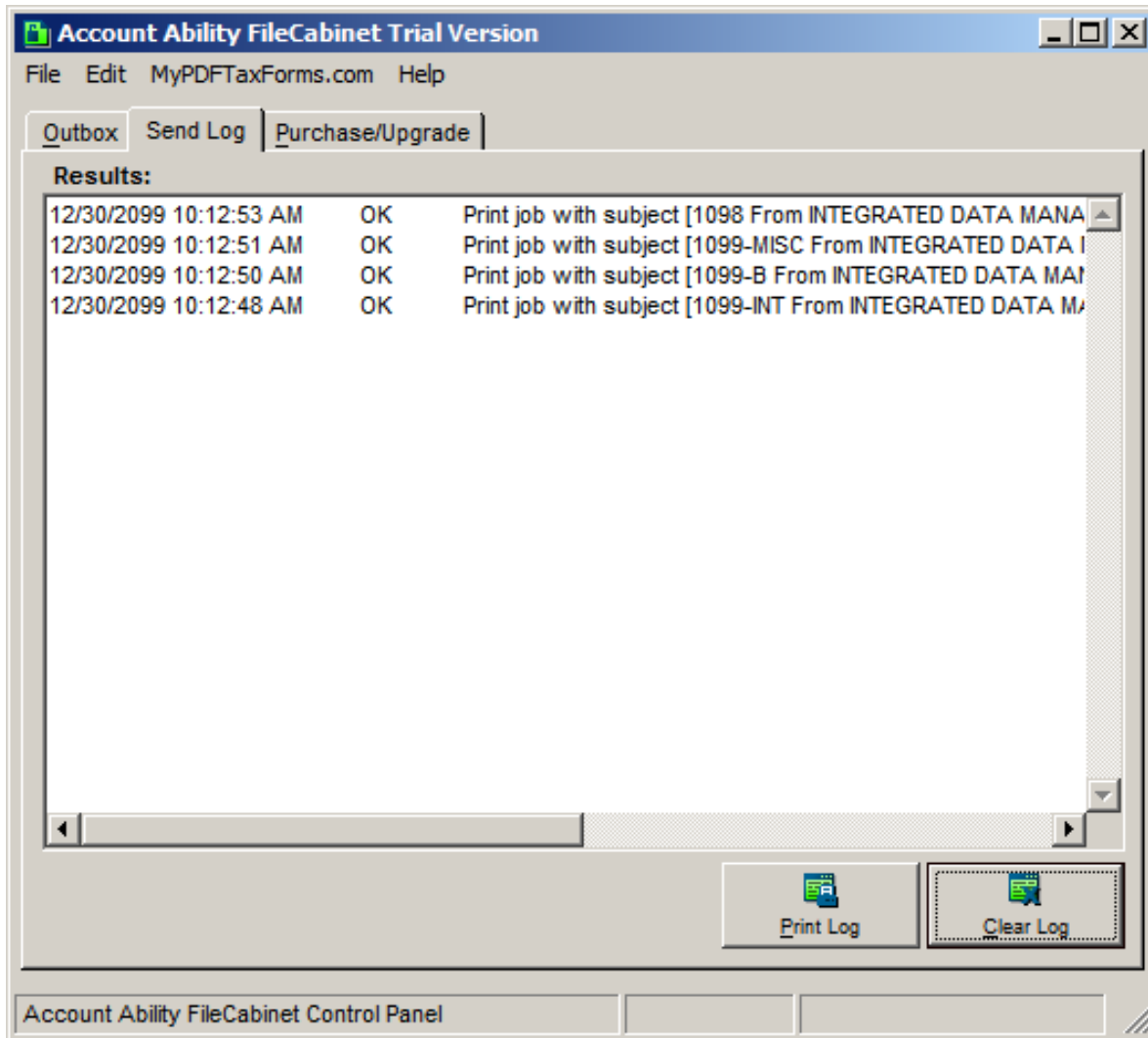
Email Address The email address column will display the email address of the intended recipient of the eStatement.

Note: An email address must be provided or your eStatement will not be saved to MyPDFTaxforms.com. If you print an eStatement without an email address, delete the eStatement from the outbox, return to AA2011 and add the email address to the database for the selected recipient. Then re-print the eStatement to the AAFC printer.

Creation Date	The creation date column will display the date and time of when the eStatement was printed to the AAFC printer
Document Title	The document title column will display the name of the base AA2011 eStatement form used to print the eStatement. This is only important information if you need to provide it to AAFC technical support.
File Name	The file name column displays the name of the control file used in conjunction with the PDF to send the eStatement to MyPDFTaxForms.com. This is only important information if you need to provide it to AAFC technical support.
Account Number	The account number column displays the taxpayer ID of the intended recipient.

Note: A valid taxpayer ID must be provided or your eStatement will not be saved to MyPDFTaxforms.com. If you print an eStatement without a taxpayer id by mistake, delete the eStatement from the outbox, return to AA2011 and add the taxpayer ID to the database for the selected recipient. Then reprint the eStatement to the AAFC printer.

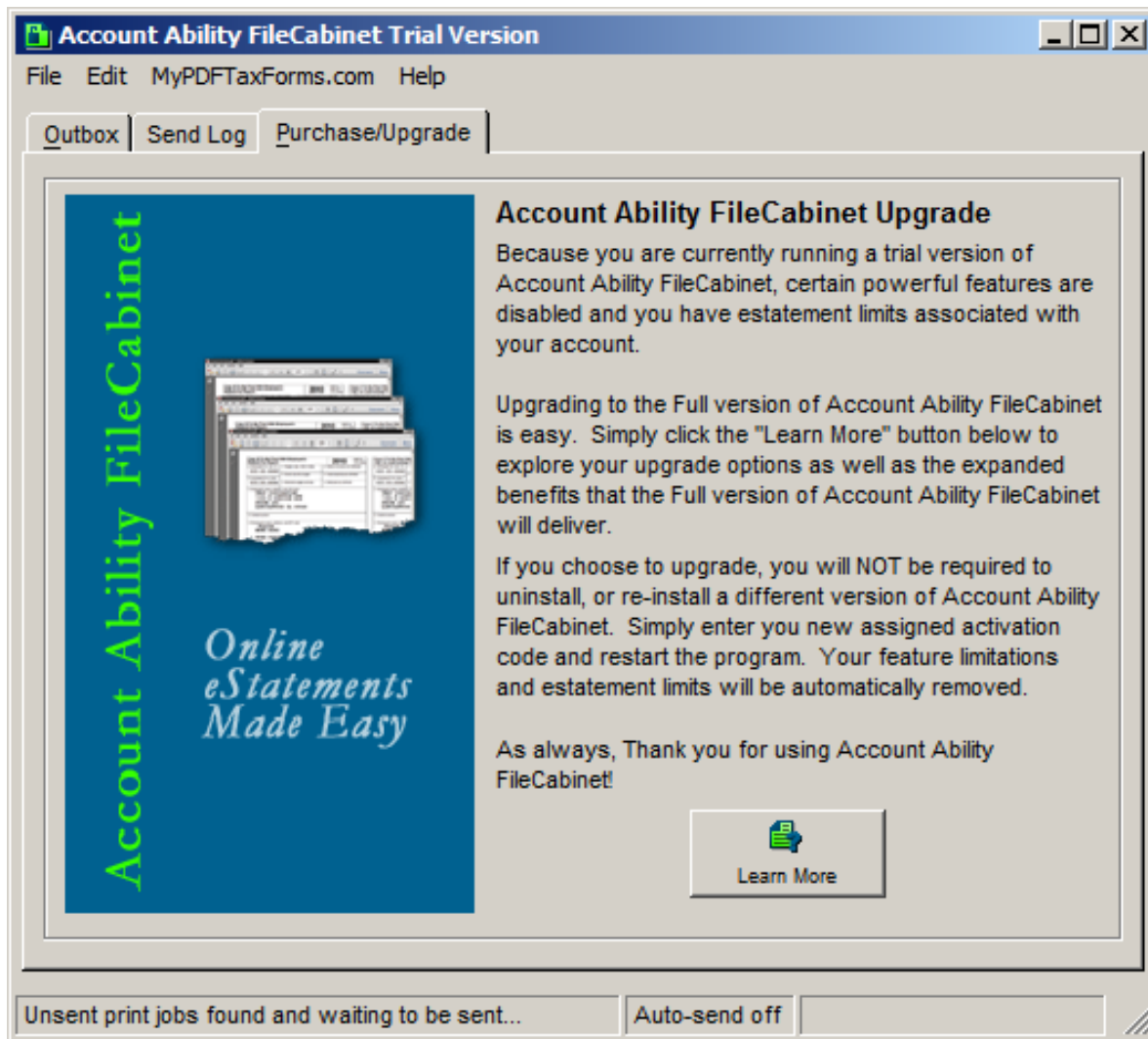
Send Log Tab



The send log tab displays a historical log of all eStatements sent to MyPDFTaxforms.com, along with any send errors during processing. The send log consists of a date/time stamp, a status code (such as OK or ERROR) and a subject that describes the type of eStatement form that was sent, the recipient email address and any error messages (if applicable). You can print the log by clicking the Print Log button. If your send log grows to a point where it is starting to slow down the AAFC program, you can clear the log by clicking the Clear Log button.

Note: When you clear the send log, AAFC makes a backup copy of the log contents to a text file in your AAFC installation folder first, then clears the contents. This way all your prior send logs will be saved if you need access them in the future.

Purchase/Upgrade Tab



If you installed the free AAFC trial version, the purchase/upgrade tab will be displayed. This makes it easy to upgrade to the full version of Account Ability FileCabinet™ without having to uninstall/reinstall the program. To purchase the full version of AAFC right from your computer, click the Learn More button.

Note: after you purchase the full version of AAFC you will receive a confirmation email from the sales team that contains your new AAFC software activation code. You must enter this code in order to change your trial version to the full version. Click Edit -> Software Registration and enter your new activation code (including any dashes) to complete the upgrade process. By upgrading AAFC this way, you do not need to uninstall or reinstall AAFC.

Outbox Command Buttons



- Delete** Click this button to delete individual eStatements from the outbox. Highlight the job in the outbox and click the delete button to permanently delete it from the outbox.
- Refresh Outbox** Click this button to reset the status column of each job in the outbox. This is particularly useful if you are sending a batch of eStatements and some of the eStatement jobs come back with a status of Error. Once you correct the error, simply click Refresh outbox to reset the status of these error jobs so you can resend them.
- Send** Click this button to send the highlighted job manually. If you are sending a batch of eStatements this button will intermittently change from Send to Stop so you can stop a batch send during the middle of the process.

File Menu

Save Settings	Ctrl+S
eDeliver all eStatements now	Ctrl+P
Delete all unsend eStatements now	Ctrl+D
Check For Updates	Ctrl+U
Save Settings and Exit	Ctrl+Q

Save Settings

If you make any changes to the settings of your AAFC software while running AAFC, click Save Settings to save any changes immediately. Settings changes will also be saved when you exit the AAFC.

eDeliver all eStatements now

Click this menu option to batch eDeliver all eStatements in your outbox to MyPDFTaxForms.com with one click. You can also send eStatements individually by highlighting the desired eStatement and clicking the Send command button.

Delete all unsend eStatements

Click this menu option to batch delete all eStatements in your outbox. You can also delete individual eStatements by highlighting the desired eStatement and clicking the Delete command button.

Check for updates

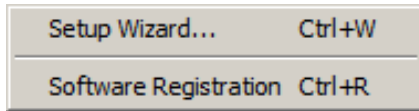
Click this menu to see if any updates to the AAFC program are available. If a newer version than the one you are running is found, AAFC will prompt you to download the update to the new version without having to download larger complete installation package.

Save Settings and Exit

Click this menu to save your AAFC settings and exit the AAFC program.

Note: Your AAFC program may also be closed by AA2011 automatically during interaction with AAFC from within AA2011.

Edit Menu



Setup wizard

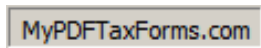
Click this menu to enter the AAFC setup wizard. This is the same setup wizard that starts the first time you run AAFC, but you may need to run the setup wizard again if you receive a new software activation code or are instructed to do so from the support team.

Software registration

Click this menu to enter your new software activation code as provided by the sales team when you purchase the full version of AAFC.

Note: Your full version AAFC activation code is an important code. You should not give it out to any un-authorized persons and you should store it in a safe place should you need to re-install on a new computer at another time.

MyPDFTaxForms.com Menu

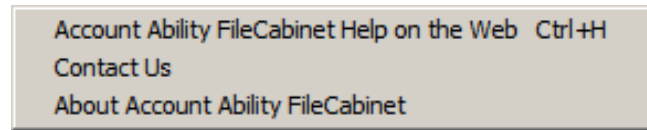


Click the MyPDFTaxForms.com menu to load the MyPDFTaxForms.com web site into your browser in administration mode. When you interact with the MyPDFTaxForms.com web site in administration mode, you can accomplish further eStatement processing required for your recipients, view reports on the status of your eStatement eDeliveries, send consent notification emails to recipients, etc.

Please refer to the online help section on MyPDFTaxforms.com for detailed instructions that explain all the powerful features of the MyPDFTaxForms.com web site

Note: For security reasons, you can only log on to MyPDFTaxoForms.com in administration mode by launching the web site from the MyPDFTaxForms.com menu link inside of AAFC. If you attempt to log on to www.mypdftaxforms.com manually, the site will be asking for a recipient login and password. Do not attempt to log on to www.mypdftaxforms.com in administration mode from outside the AAFC program.

Help Menu



Account Ability FileCabinet help on the Web	Click this menu link to access up-to-date help topic changes, FAQ's and Knowledge base articles beyond the scope of this user guide.
Contact us	Click this link to contact the AAFC support team.
About Account Ability FileCabinet	Click this link to display information about the AAFC program, including copyright information, legal trademarks and program version number.

Note: If you are having trouble sending eStatements to MyPDFTaxForms.com, click the Connection Test button on this screen to see if your internet connection settings are correct. Copy and paste the results to the AAFC support team as requested.

Printing eStatements

The process of printing eStatements to the AAFC program so they show up in the AAFC output for eDelivery is simple. Everything is handled by the AA2011 print routines in the AA2011 program. When you are ready to print your tax forms for eDelivery from AA2011, simply select the Account Ability FileCabinet™ printer as the output printer. AA2011 will automatically start the AAFC program for you and then print the requested tax forms to the AAFC virtual printer. Depending on the number of tax forms in your print run, you should start seeing eStatement jobs in your AAFC outbox momentarily.

Note: You AAFC program is designed to only process supported and accepted tax forms from your AA2011 software. If you attempt to print a non-supported form from AA2011 or from any other windows program, the AAFC program will display an error message when you attempt to send it.

Printing Large Batches eStatements

For optimal results when printing large batches of eStatements from AA2011, use the AA2011 Preferences -> Printers option to break the print run into smaller batches. We recommend printing in batches of no more than 50 eStatements per

batch to ensure optimal output and to preserve disk space. When printing in smaller batches from AA2011, also adjust the print delay to 30 seconds between batches from the AA2011 print dialog.

Uploading eStatements to MyPDFTaxForms.com

As mentioned earlier, by default new eStatements printed to the AAFC program queue up in your outbox until you manually send them to MyPDFTaxForms.com. This default functionality is preferred for new users of the AAFC program because it allows you to spot-check and preview your eStatements prior to sending to the MyPDFTaxForms.com and delete any eStatements that are in error.

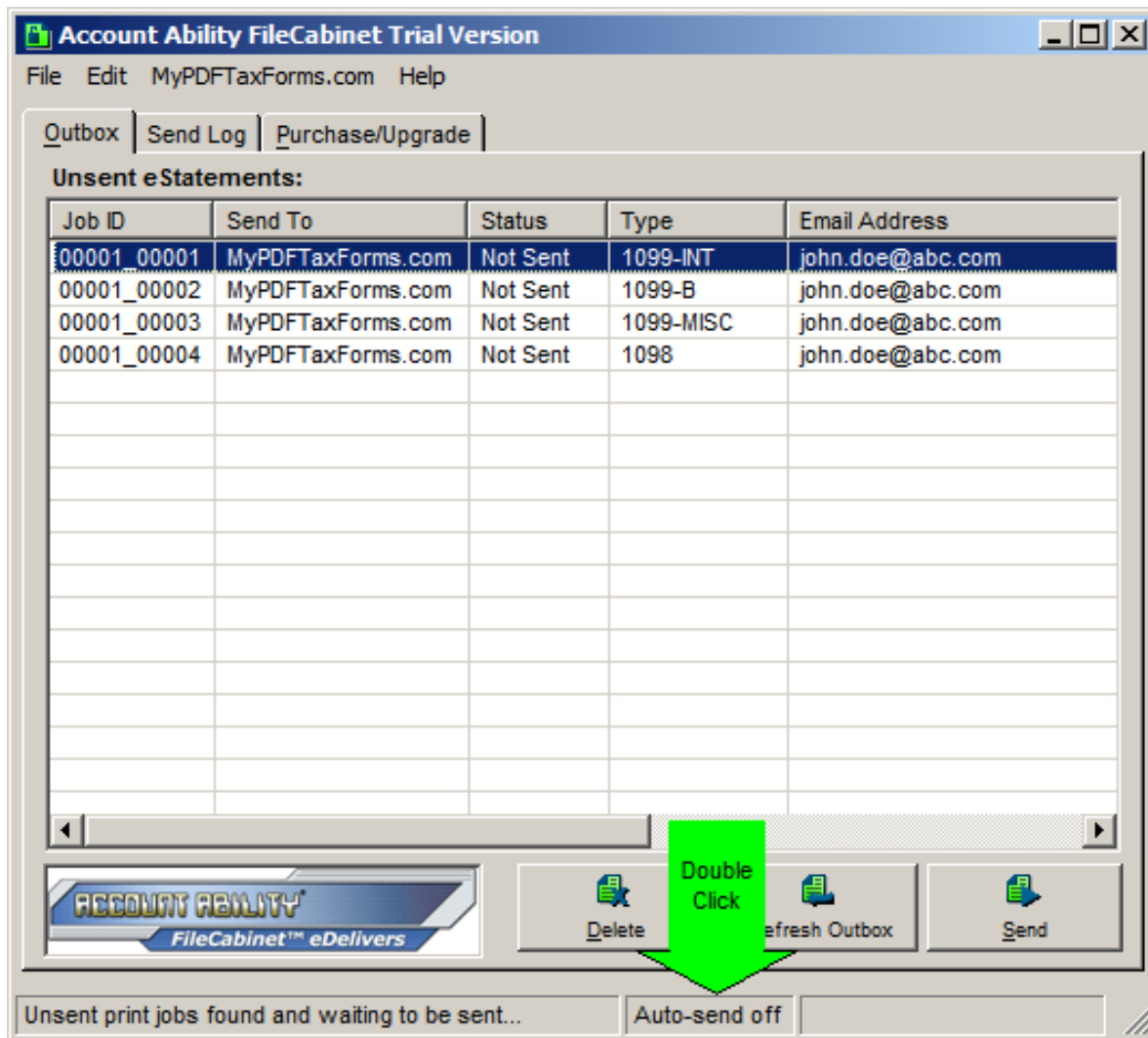
In addition to allowing you to preview your eStatements in the outbox prior to sending to MyPDFTaxForms.com, this default queuing functionality also impacts what happens on the MyPDFTaxForms.com web site regarding the notification process. When you send jobs manually from your outbox they are added to MyPDFTaxForms.com normally, but notification emails are not sent to the actual recipients until you manually release them from MyPDFTaxForms.com while in administration mode. You can release eStatements on the web site in batch or individually, but this extra step in the process ensures that you have ample opportunity to review your eStatements all the way through the printing/uploading/notifying process and correct any errors or delete any invalid eStatements prior to notifying the recipient.

Note: Once you release an eStatement for notification to the recipient, the eStatement cannot be deleted from the MyPDFTaxForms.com web site. If an error is discovered in the eStatement after you notify the recipient, you will have to print a corrected form and send the corrected form to MyPDFTaxForms.com through the normal print/upload/notify process.

Uploading eStatements to MyPDFTaxForms.com using Auto-Send

As you become more comfortable with the AAFC program and your recipient data stored in AA2011 becomes more accurate, you may wish to skip the step where eStatements are queued in the outbox until you manually send them and instead have them automatically sent as they are received into the outbox.

To change AAFC to auto-send mode, double click the status bar panel at the bottom of the AAFC program screen to turn auto-sending on:



When AAFC is in auto-send mode, eStatements are uploaded to MyPDFTaxForms.com automatically as they are received and notification emails are sent immediately to the intended recipient.

To turn auto-sending off, simply double-click the same auto-send panel a second time. Your auto-send mode status will be saved when you exit AAFC and will automatically be used as the default sending mode the next time you start AAFC until you manually double-click to turn it off.

Note: It is best to turn auto –sending on only when your outbox AAFC outbox is empty; otherwise eStatements in the outbox will be sent immediately after turning auto-send on.

What Happens Next?

After you send your eStatements to MyPDFTaxForms.com you can then log on to the MyPDFTaxForms.com web site in administration mode to release them for notification, delete any eStatement errors before notifying, run reports, check

status of the eDeliveries, and more. Click the MyPDFTaxForms.com menu option on the AAFC main menu to access MyPDFTaxForms.com in administration mode.

Purchasing

When you purchase the full version of Account Ability FileCabinet™, you will receive an email from the sales team that contains your new activation code. Be sure to enter this new activation code in the Edit -> Software registration screen to update your trial version to the full version. There are a number of ways to purchase to purchase the full version of Account Ability FileCabinet™:

1. Click the Learn More button on the Purchase / Upgrade tab of your AAFC software
2. Visit www.idmsinc.com and click the Order menu link.
3. Call IDMS directly at 800-582-5831 and place your order over the phone.