

## PTAEZ Tax/Document Management Quick Reference Guide

Tax/Document Management provides PTA units, councils and districts the ability, at no cost, to upload all required tax confirmation documents directly to California PTA. The following guide can be used as a quick reference at all levels of California PTA. For more detailed instructions, please refer to PTAEZ's online help manual located in the "Help" menu in your PTAEZ account.

Fiscal Year	Document Type	Government ID	Status
2016 - 2017	SOS_SI 100		N
2016 - 2017	FTB_199_199N	8016728	N
2016 - 2017	IRS_990_990EZ_990N	941688537	N
2016 - 2017	AG_RRF1	051250	N
2015 - 2016	SOS_SI 100		N
2015 - 2016	FTB_199_199N	8016728	N
2015 - 2016	IRS_990_990EZ_990N	941688537	U
2015 - 2016	AG_RRF1	051250	N
2014 - 2015	SOS_SI 100		N
2014 - 2015	FTB_199_199N	8016728	N

Status Legend\* 'C': Confirmed; must be uploaded.\* 'U': Uploaded; must be confirmed.\* 'N': Neither uploaded or confirmed.\*

Upload Download Reports

This is the "**Document Management Screen**" that will be referred to in the instruction below. This is where you will be able to view, filter and report on the document status for the Organization that you are viewing.

### Status Legend:

**U:** Uploaded, must be confirmed

**C:** Confirmed, must be uploaded

**N:** Neither uploaded or confirmed

**"Blank":** No further action needed (Both uploaded and confirmed)

**Tip: Double check that your FEIN#, FTB#, CT# and Fiscal Year all match the document you are uploading.**

### "EZ" Upload Steps

1. Click on the "Admin" menu and select "Document Management"
2. You will automatically be directed to your organizations **Document Management Screen**. If you need to access a different organization (this only applies to Districts and Councils) select the "Council" or "Unit" tabs located next to "My Organization". You will then be directed to the **Document Management Screen** for the particular organization that you select.
3. Once you are on the correct **Document Management Screen** for the correct organization, select "Upload" on the bottom of the screen.
4. You will then be prompted to select a "Document Type" and a "Fiscal Year". The fiscal year that you select will be considered the year that the document belongs to, it is not necessarily the same fiscal year that you are currently in.
5. You will then click on "Select File". This option will not be available until you select both the "Document Type" and the "Fiscal Year". Browse through the files on your computer and double click on the file that you wish to upload.
6. Repeat steps 1-5 for all necessary documents.