P11D°

M A N A G E R

Instructions for setting up a new user

All main admin users have the ability to set up new users and to resend the registration links and monitor the users that have access. Please follow these instructions to send the registration links again:

1. Login to your account at www.taxshield.co.uk
2. From YOUR ACCOUNT – select the 'Settings' tab
3. Scroll towards the bottom of the screen to the 'Manage Users' section
4. From the 'Add a new user to a product' drop down list – select P11D
5. Select the 'Add a New User' button
6. On the next screen complete the box with the new user's e-mail address – select 'Add Account'
7. The new user will then receive an e-mail with further instructions.

At the bottom of the 'Settings' tab you will be able to see all of the users that have been given access to the software.

Should a member of staff leave – you can then remove the user from this screen.

TAXSHIELD°
the accountants choice