

**The State Board of
Equalization Welcomes You
to the:**



***eFile Tutorial Introduction /
Registration***

Welcome to the Board of Equalization's electronic filing program, BOE-file. E-filing is the Board of Equalization's, commonly called BOE, prescribed method for filing your sales and use tax returns and making payment over the Internet. Nearly all sales and use tax accounts are eligible to E-file.

eFile Tutorial – Introduction / Registration

- Efiling benefits everyone.

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eFile Tutorial – Introduction / Registration

- You benefit with a quick and easy way to file your return. And it's free. You can E-file any time from anywhere. All you need is an Internet connection. We'll even do the math for you.

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- At anytime during this video, you can click pause and go to your live screen to enter your personal information.

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eFile Tutorial – Introduction / Registration

Register as an eClient

- First, you will register as an eClient. Registration is quick and easy. Before you begin, you will need your account number and Express Login code. You can find your account number and express login code on most correspondence sent to you from the BOE.

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- Select your tax program....Sales and Use Tax
- Enter your account number. Enter numbers only. Do not include any letters or symbols.
- Enter your name as you are registered with the BOE
- Enter your Express Login code.
- Click Continue.

Select your tax program....Sales and Use Tax

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- Finally, you will enter your email address and if different, a business email address. The BOE will send you email reminders of your approaching tax due dates.

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- That's it. You are registered as an eClient. Now you can use your User ID and password you just created to login to the E-file system and file a return.

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