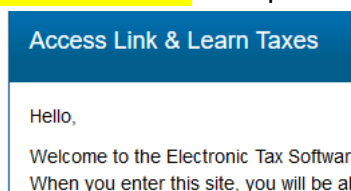


Setup Yolo Practice Lab (PL) Account

Note: Use Internet Explorer 8.0 or higher, Google Chrome, or Safari Browser 5.1. Use of the Mozilla Firefox browser is not permitted due to security concerns.

1. Browse to the TaxSlayer Springboard site at <https://vita.taxslayerpro.com>
2. Click on the "Practice Lab" link to access the Practice Lab (PL)
3. At the "Access Link and Learn Taxes" page, enter the universal password **TRAINPROWEB**. This password is case sensitive. Use all capital letters.

TIP: save this link to your favorites



4. If you are a first time user, skip to **step #6**.
5. If you already have a username and password for the Practice Lab, try it. If your password doesn't work, select "Forgot Password" so that you can reset it. For most people the answer to the test question is 'davis' case sensitive. You may have given a different answer. Continue to **Step #9** to issue a new password.
6. **New Users**, select "Create Account."
7. Then, enter your e-mail address twice
8. Create a user name in format **PL50<username>**. Example "**PL50BethP**" (not case sensitive)
9. Enter the password twice. Password must be 15 characters long with at least one Capital letter, one number and one special character. Example: Yolo2019\$123456.
10. Select "**AARP Tax-Aide**" from "**Program Type**" drop down window
11. Leave SIDN field blank
12. If prompted, select security question "**In what city were you born?**"
13. Enter answer to security question as "**davis**" (case sensitive)
14. That will take you back to the "**Sign In**" screen where you can enter your credentials
15. When logged in, you will be taken to the "**Practice Lab Home**" screen
16. To create/review a return, click, "**Go to Practice Area**" where you can start a new return or perform a client search to look for an existing return

TIP: For all practice SS#s, take the first 3 digits from the book and follow with "00-2024"