CCH Resource Library
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Quick Start Guide

Quick access to the tools and resources you need! Including News, the Master Tax Guide, and More.

Stay up to date with Federal Tax Day and State Tax Day on a daily basis directly to your email or in the resource library.

Quick access to your recently viewed content.

Easily search the CCH Resource Library with convenient search.

Go directly to the the U.S. Master Tax Guide topic of interest.

Conveniently view State Tax Laws and Regulations with direct access to individual states.

Additional CCH Tools including a variety of tools such as: Tax Terms Glossary, Government Resources, and sign up for Tax News Alerts.

1. Your subscription to the CCH Resource Library includes access to:

- CCH U.S. Master Tax Guide — contains precise explanations of federal income tax for individuals, partnerships, corporates, estates and trusts, as well as new rules established by key court decisions and the IRS.

- State Tax Laws and Regulations — browse state tax laws and regulations for each jurisdiction and tax type.

- Health Care Reform Library — answers questions about the tax aspects of healthcare. It includes the Affordable Care Act: Law, Regulatory Explanation, and Analysis 2014, CCH's tax briefings of health reform and the net investment income tax, and a suite of interactive research aids designed to help you reach conclusions quickly.

- Tax News — provides you with access to the most important tax news, including both federal and state news. Stay up to date with Federal Tax Day and State Tax Day on a daily basis directly to your email or in the resource library.

- And More CCH Tools — a variety of tools including: Government Resources, IRS information, CCH tax terms glossary, and the ability to sign up for tax news alerts.

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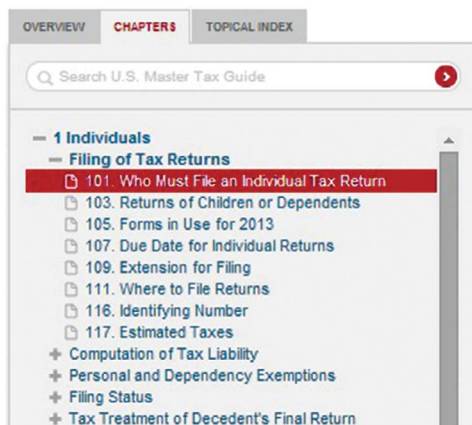## Quick Start Guide

http://adp.com/accountant

2. Browse through the content of your subscription

- To browse your content, start at the Home page and select the specific tax area of interest.
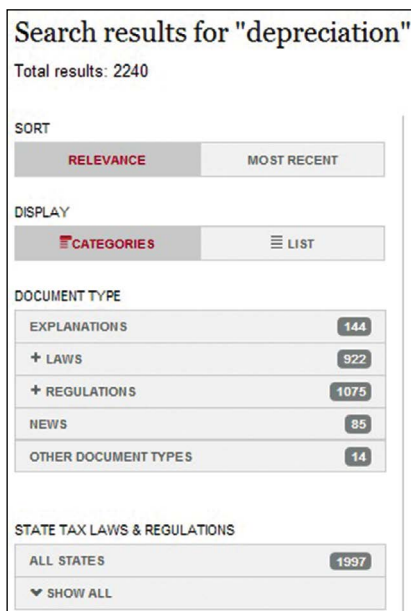
Start Tax News Master Tax Guide State Tax Laws & Regs Health Care Reform Library

- Browsing content is made easier with topical segmentation by CCH.

3. Search All Content

- Simply enter your search terms in the search box or use our suggested search term recommendations.
- Sort your results:
  - o By Relevance or Most Recent
  - o By List or Category
  - o View specific documents, including Explanations, Laws, Regulations, News, etc.
  - o By individual State

4. Keep records of your research

- Printing and Saving — You can print and save documents as PDF and Text files. These options are located at the top of documents.
- Share/Email — You can email documents from the CCH Resource Library by selecting the Share header located at the top of the document. Options include adding a customized email message and the ability to choose between a PDF of the document, a link to the CCH Resource Library, or adding the document as text within the body of the email.
- History — See your most recent searches and viewed documents displayed in the My History pane on the Start Page; view up to six months of recent activity in "More History".

5. Find the right information and documents

- Highlighted Terms — When researching and viewing documents from a search, the CCH Resource Library will highlight all relevant search terms.
- Related Information — The CCH Resource Library will recommend additional resources that might be beneficial to the search and document you are viewing.
- Hyperlinked Terms — The CCH Resource Library provides you with terms that have provided definitions, simply by clicking on those hyperlinked items.

6. Sign up for CCH News Alerts

- From the Start screen, click on "Sign up for Tax News" in the CCH Tools section.
- A new window will open.
- Provide information for the customization of your news experience.
- Press submit.

Need help?

If you have any questions feel free to contact your ADP Representative. Or you can contact CCH regarding your CCH Resource Library at:

Email Customer Support: customerservice@wolterskluwer.com.

Chat with a customer support representative:

http://support.cch.com/chat. Call **1-800-344-3734**