

**Your taxes, your way.** When you use H&R Block's Online tax software, how you complete your return is completely up to you! Complete and file your return using your computer, smartphone, tablet, or all three!

**Let's begin!**

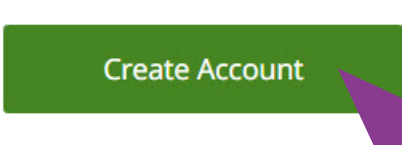
- Go to [www.hrblock.ca](http://www.hrblock.ca).
- Click the **Get Started** button.
- Scroll down the page until you see the different software options. Click the button related to the software package you'd like to use.

**Next, create an account**

- Click the **Create Account** button.
- Provide a few simple details like your first name and your province. We'll also ask you to create a password which you'll use to sign into your account.

Is this your first visit?

I need to create an account



**Completing your return**



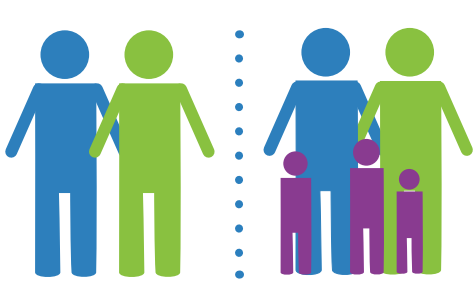
Want to save a bit of time? Consider importing some of your information from a past return. If you used H&R Block's tax software to prepare your return last year, you can import information from that return into this one. Or, simply click **Skip Import** so we can start working through your return.

**GET STARTED tab**



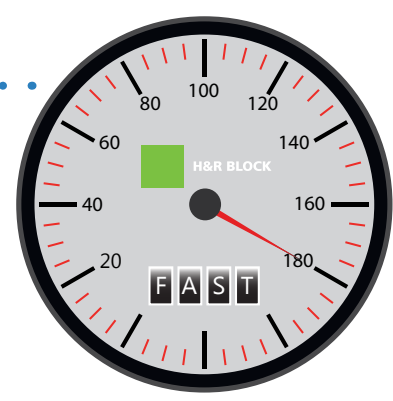
The **GET STARTED** tab is where you tell us about yourself and where you lived during the tax year. When you've finished entering your information into the tax software, proceed to the **QUICK ENTRY** tab.

OR



If applicable, tell us about your **spouse or common-law partner** and your **dependants**, for whom you'd like to claim credits. When you've finished entering your information into the tax software, proceed to the **QUICK ENTRY** tab.

**QUICK ENTRY tab**



To help you complete your return faster, the **QUICK ENTRY** tab offers users two incredibly useful features: **Quick Slip Entry** and **Auto-Fill My Return**. Click the icons below to learn more about the available features located in the **QUICK ENTRY** tab.

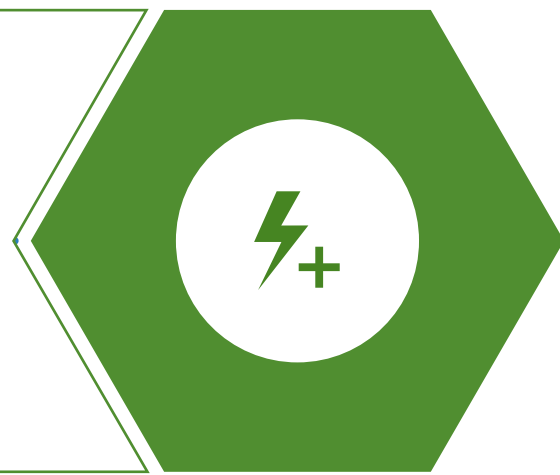
**AUTO-FILL MY RETURN AND TDF**



You also have the option to download your information slips and other data directly from the Canada Revenue Agency (CRA) or Revenu Québec.

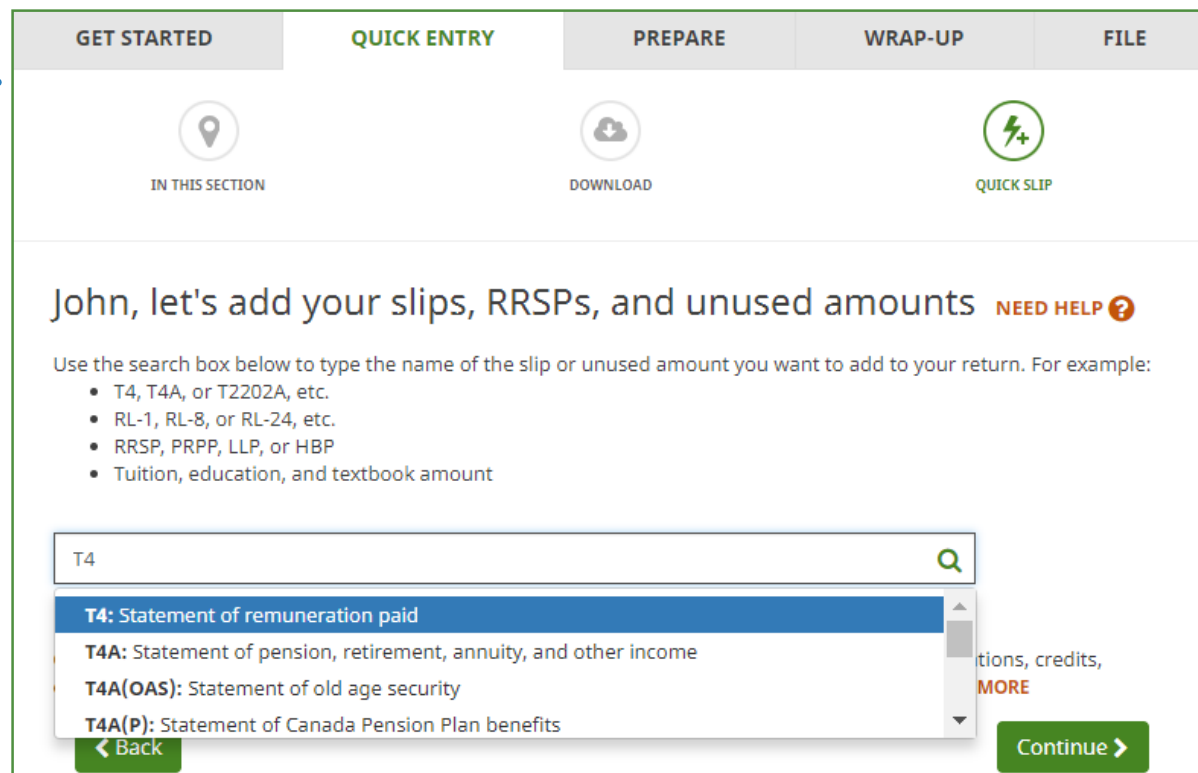
Downloading your information saves you time and reduces errors caused by manual data entry. If you haven't done so already, you'll need to register for the CRA's **My Account** service before you can download your information.

**QUICK SLIP ENTRY**

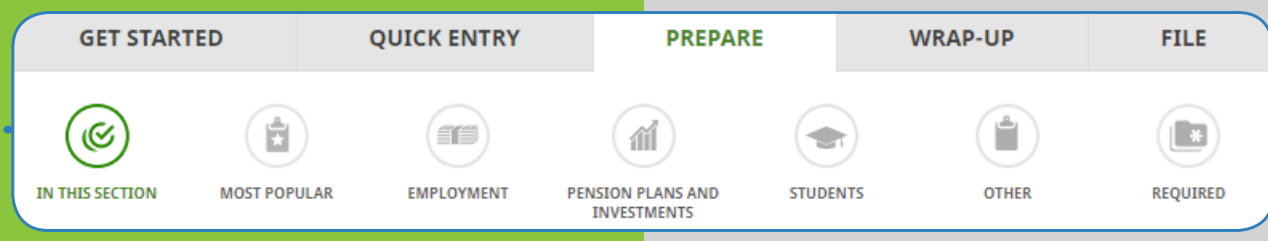


Quick Slip Entry allows you to enter the information found on your various federal slips (like your **T4**), or Québec relevé slips (like your **RL-31**) your RRSP contributions, and more in one convenient location.

All you have to do is type the name of your slip or receipt into the search field. Once the desired item is highlighted, you can either select it with your mouse or press **Enter** to continue. You'll then be directed to the appropriate page within the software.



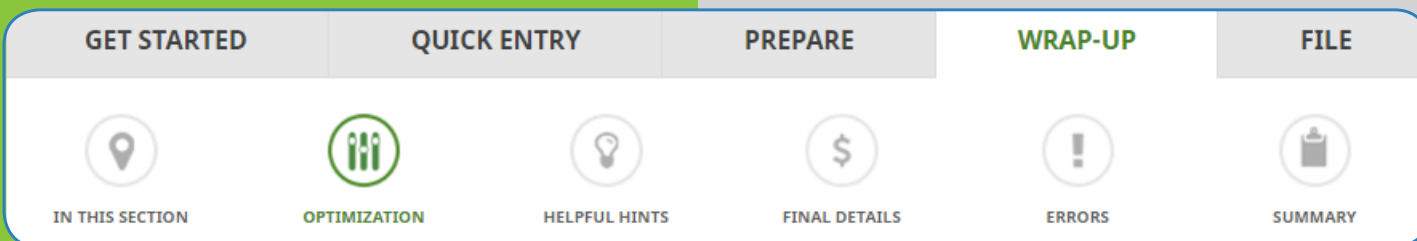
**PREPARE tab**



**About the PREPARE tab**

The **PREPARE** tab is where you'll claim your credits and deductions and where you'll report any expenses you might have had. Depending on your situation, the **PREPARE** tab will contain the following sections in addition to the **IN THIS SECTION** and **OTHER** sections: **EMPLOYMENT, PENSION PLANS AND INVESTMENTS, STUDENTS, and REQUIRED.**

**WRAP-UP tab**



**About the WRAP-UP tab**

Once you've reached the **WRAP-UP** tab, you're almost ready to file your return! Before you file, you'll have a chance to optimize your return and correct any errors that you may have missed. You'll also be able to view a summary of your return and have one last chance to purchase one of our valuable services like **Expert Review** and **Audit Protection**.