



TAX PRO SOLUTIONS, INC.

Instructions for Receiving and Accepting Engagement Agreement

Step 1: Look for an email from our company “**Tax Pro Solutions Inc**” shown below

(Note: Check ‘**Spam Folder**’ if you do not see the email in your Inbox):

Tax Pro Solutions, . Tax Pro Solutions, Inc. proposal for John Doe (ACTION REQUIRED) - To engage us, please click belo...

Step 2: Once you open the email, click on the link under “**To Engage Us**”:

To Engage Us:

[Click to open our acceptance wizard:](#)

Questions?

Tax Pro Solutions, Inc.

[19178922571](tel:19178922571)

taxesbytps@gmail.com

Step 3: Enter the security code and click ‘**Continue**’ (**Note:** Security code is in the same email):

BizPayO - Engagement with Tax Pro Solutions, Inc.

Tax Pro Solutions, Inc.
40944 KEIFFER COURT
ALDIE, VA 20105

📞 (917) 892-2571
✉ taxesbytps@gmail.com

[Privacy & Refund Policy](#)

Hi John Doe

Please enter the security code from your email.

Enter Security Code

Continue



TAX PRO SOLUTIONS, INC.

Step 4: Click on **“View Agreement”** to read the Engagement Agreement or **“Print”**, then Enter your Full Name in the box and click **‘Continue’**:

① Sign & Accept

Hi John Doe

Please review all links below, then click to accept

Summary of Payments

| | |
|----------------|------------------------|
| Due Now | Future Payments |
| \$0.00 | \$0.00 |

[View Agreement](#) [Print](#)

I ACCEPT ALL TERMS AND CONDITIONS OF THIS AGREEMENT/PROPOSAL

Enter Full Name

[Decline](#) [Continue](#)

Step 5: Enter your **Billing Information**:

② Billing Information

FIRST NAME: LAST NAME: EMAIL ADDRESS:

ADDRESS: (PER YOUR CREDIT CARD OR ECHECK)

CITY: STATE/PROVINCE: ZIP / POSTAL CODE:

COUNTRY:

[Continue](#)



TAX PRO SOLUTIONS, INC.

Step 6: Add a **“New Payment Method”** and Click **‘Continue’**:

③ Payment Method

Charge Card adds 3%, eCheck adds no fee

[Add a new payment profile](#)

Continue

OR Click from your Available Payment Profiles already saved and Click **‘Continue’**:

⚠️ CLICK / TAP TO SELECT FROM YOUR AVAILABLE PAYMENT PROFILES



eCheck

[Or add a new payment profile](#)

Continue

Step 7: Review Information for accuracy and click **‘Accept & Submit’**:

④ Review & Submit

Billing Address

Payment Method

Payment Summary

By clicking below, you authorize us to use this payment information to accept your payment now AND to accept any scheduled payments due later, if applicable.

Accept & Submit