

# Sign Up Manual

Select Free Software Button on homepage

Create account  
Agree T&C and sign up  
Finish Profile under the client details

Taxteam Limited  
Sign in

Required

Remember me [FORGOT PASSWORD?](#)

TAXTEAM > PROFILE

Client Details

Title  Surname  First names

Date of birth   Email (if different from signin)

Address  Mobile

Create a business entity  
"+ Add entity"  
complete entity basic details and create entity first

leo.llu@specsme.com TAXTEAM > ENTITY

Profile  
Entity  
Cashbook

Happy Limited

## Create your entity

Entity name  IRD \* (123-456-789)

Email  Entity Type

finish entity full details by clicking create button  
Default goes entity info tab

Blue Eyes Limited 0 0 0

444-887-997      Company      admin@blueeyes.com

TICK IF GST REGISTERED

ADD MESSAGE YOU WANT TO APPEAR ON ALL YOUR INVOICES  
suggest to put business banking details  
bank  
account name  
account number

If entity has more than one account repeat process

Next setup bank account under the bank account tab

Blue Eyes Limited ×

**ENTITY INFO**    BANK ACCOUNT    DOCUMENTS

✓ SAVE    CANCEL

Entity name \*  
 Blue Eyes Limited

IRD \*      Email \*  
     

Business address \*

Mailing address

Trade name      Entity Type \*  
     

GST registered

Business activity

Invoice notes  
Please make payment to following account  
Bank: BNZ  
Bank account name: Blue Eyes Limited  
Bank account: 02-1234-1234567-00|

Blue Eyes Limited

**ENTITY INFO**    BANK ACCOUNT    DOCUMENTS

✓ SAVE    CANCEL

"+ add bank account"

Blue Eyes Limited

ENTITY INFO BANK ACCOUNT DOCUMENTS

+ ADD BANK ACCOUNT

Enter all required banking details, make sure the initial balance is correct on the specified date, and save

Account name * Blue Eyes Limited	
Account number * (12-3456-7890123-000) 02-1234-1234567-00	
Bank BNZ	Account type Cheques
Initial balance \$ 999.15	Balance time 15/04/2020

✓ SAVE

RESET