

# Welcome to CINTAX

*Follow these simple steps and complete your U.S. income tax return in an easy and efficient way!*

Your institution has purchased a license agreement so that you can use **CINTAX** to prepare your U.S. income tax return. Each person who uses **CINTAX** must have a valid *Access Code*.

**What Documents and Information Do I Need BEFORE I Login?** Please make sure you have the following documents and information available BEFORE you log into **CINTAX**:

- Visa/Immigration Status information;
- Passport;
- Form DS-2019, if J status individual;
- Form I-20, if F status individual;
- Social Security or Individual Taxpayer Identification Number (if you have been assigned one);
- Address Information (i.e., Current U.S. and Foreign Address);
- U.S. Entry and Exit Dates for current and past visits to the U.S.;
- Academic Institution or Host Sponsor Information (name/address/phone for Academic Director);
- Forms W-2, 1042-S and/or 1099 (if you received any);
- Scholarship/fellowship grant letter you may have received (if any); and
- A copy of your 2007 federal income tax return (*Form 1040NR or 1040NR-EZ*), if you filed a federal income tax return last year.

**How Do I Access CINTAX?** You may access **CINTAX** from any computer with internet access from anywhere in the world! Simply type the following URL address into your internet browser: <http://www.cintax.us> Click on the word "**CINTAX**" at the top of the page to enter.

The **FIRST** time you log into **CINTAX**, you will be asked "**Have you already created your User Account?**" Select "**No. This is my first time to login this year. I need to create my User Account.**" You will then be prompted to enter your assigned *Access Code* (you should have received your assigned *Access Code* from your Institution Administrator). You must then create your User Account by selecting a *Password* and your personal *UserID*; be sure to remember your **NEW Password** and *UserID* as you will use it to access **CINTAX** if you need to login again. To ensure that your income tax return information remains private and secure, **DO NOT** share your *Password* or *UserID* with anyone. Please note, your email address is used solely by **CINTAX** to contact you if there is a problem while you are using the system; we do not sell or share your email address with anyone).

If you return to **CINTAX** to modify or reprint your tax return, at the **CINTAX** login page enter the *Password* and *UserID* you selected at the time you created your User Account; do not enter the originally assigned *Access Code*.

**How Long is My Password Valid?** During your use of **CINTAX**, you will be asked whether you would like **CINTAX** to (i) save your information until June 16 (so that you may reprint or modify your return), or (ii) delete your information. If you select "Save" your information, when you again log into **CINTAX**, you must enter the *Password* and *UserID* you selected when you initially established your User Account; do not create a new User Account. If you selected "Delete" your information, if you return to **CINTAX**, you must obtain a new *Password* from your Institution Administrator and create a new User Account at login; you also will have to re-enter all your data.

**How Can I Get Help?** If you have questions about your assigned *Access Code*, contact your Institution Administrator. If you need assistance with **CINTAX**, click on **Online Help** at the bottom of any screen; Online Help will provide specific information relating to the topic on that page. If you have a technical issue, contact the **CINTAX** Support Center at [support@cintax.us](mailto:support@cintax.us); **all support questions are handled via email.**

**We hope you find CINTAX simple to use and easy to understand.**