## 

EASY STEP BY STEP

### QUICK START GUIDE

AFFORDABLE.
INTUITIVE.
AI-POWERED.

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## IN DEX

#### **PAGE**

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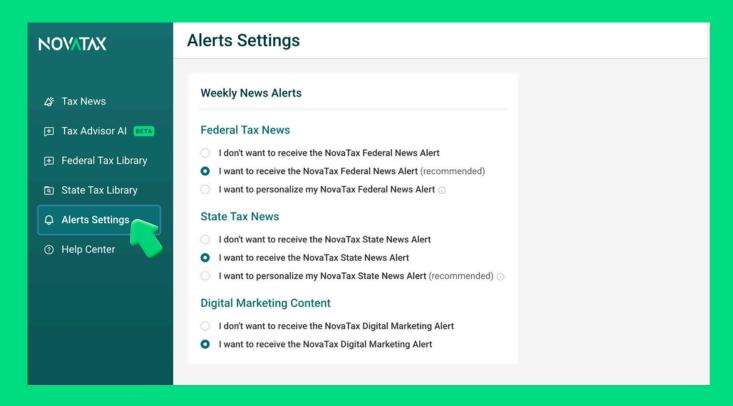
#### **DESCRIPTION**

Customizable News Alerts
Tax Advisor AI (beta)
Digital Marketing Content
Federal Tax Library
AI-Assisted Searching
AI-Assisted Ranking
Code Sections Filter
Tax Topics Filter
State Tax Library
Help Center

#### **CUSTOMIZABLE NEWS ALERTS**

We partner with industry leader **Tax Analysts**® to bring you the latest Federal & State Tax news. Our news provides insightful analysis and detailed explanations from industry specialists to keep you informed!

- Federal Tax news consists of 18-20 articles each week focusing on tax topics impacting your small to mid-sized firm or business.
- State Tax news consists of 70+ articles each week covering all 50 States and D.C., including news impacting multiple States.



**Customize your weekly E-mail alerts through your "Alerts Settings"!** 

#### What do we recommend?

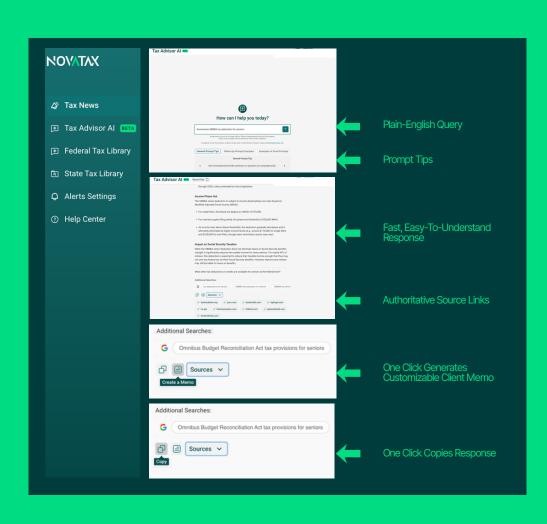
- Set your Federal Tax News alerts to receive ALL the Federal Tax News alerts
- Personalize your State Tax News alert to include news from just the States you want and select Multi-state Topics (packed with valuable information)

TIP! Email alerts are delivered to your inbox each Monday morning, but you can always access news documents on the NovaTax platform. Federal Tax news is published weekly. State Tax news is published daily.

#### **TAX ADVISOR AI (beta)**

Tax Advisor AI (beta) is a powerful, new product—designed to help tax pros work faster, communicate more effectively, and make confident decisions backed by authoritative sources. Expect:

- Fast answers to tax questions using plain-English queries—no specialized search skills required.
- Clear, easy-tounderstand analysis from authoritative sources.
- Defensible answers with source links for quick oversight and validation.
- Reliable answers that can be quickly converted to client communications.
- Streamlined research and communication workflows for smoother, faster decision-making.



#### What do we recommend?

 Before you start your research, take a moment to review the General Prompt Tips, Follow Up Prompt Examples, and Examples of Good Prompts—they'll help you work faster and get better results with less effort

TIP! Easily create engaging communications—for internal and external use—with the "Create a Memo" and "Copy" features.

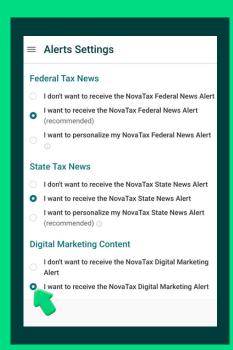
#### DIGITAL MARKETING CONTENT

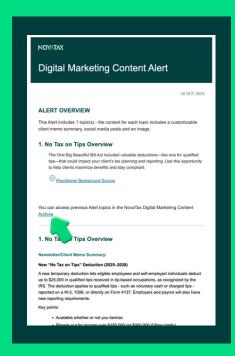
Smart shortcuts aren't cutting corners — they're just good strategy. That's why we've created a complimentary Digital Marketing Content feature designed to give you a head start.

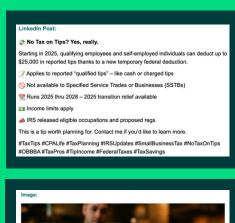
We turn complex Federal and State Tax information into clear, customizable content, so you can focus on your clients and growing your practice.

#### **Opt-in** on your **Alerts Settings** page to access:

- · Customizable summaries perfect for newsletters, emails, and your website
- · Ready-to-go social posts for LinkedIn and Facebook
- Images to elevate your marketing materials and keep clients and prospects engaged









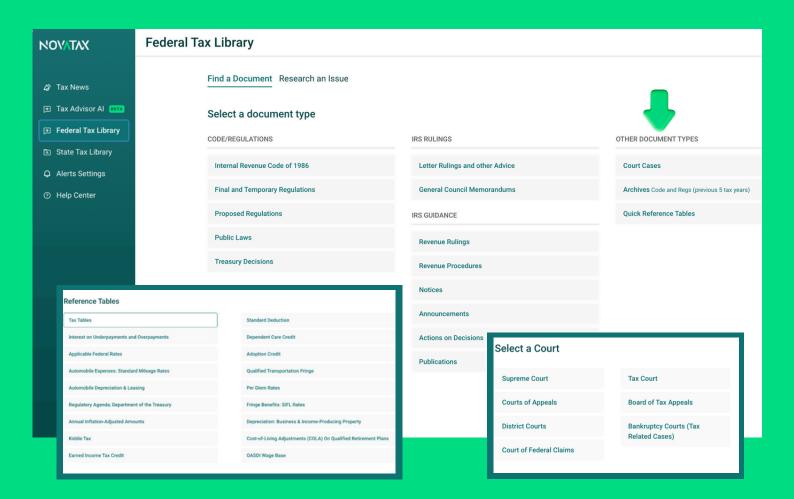
#### What do we recommend?

- Opt-in to access our FREE Digital Marketing Content.
- Copy-Paste. Add your voice. Expand your outreach. It's that simple.

TIP! Digital Marketing Content Alerts are delivered to your inbox on designated Fridays. Copies of each Alert are stored for 3 months in our Digital Marketing Content Archive. Click on the "Archive" link in an Alert to access.

#### FEDERAL TAX RESEARCH LIBRARY

Our comprehensive Federal Tax Research Library consists of 300,000+ Federal law documents, including the Code, Regulations, Rulings, Memorandums, Notices, Announcements, Court Cases, Quick Reference Tables, and more!



#### Premium content, updated daily!

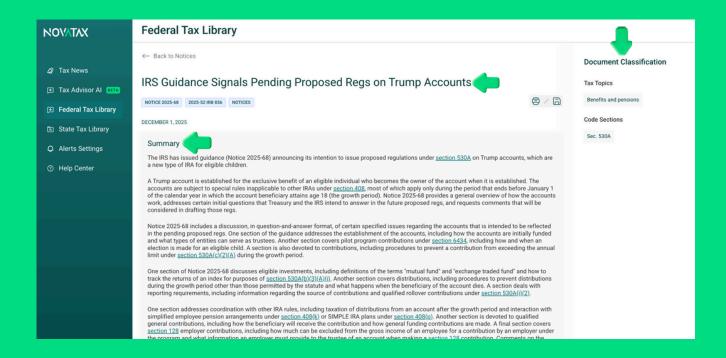
#### Under "Other Document Types" you can find a complete listing of:

- Tax-related court cases, by clicking on "Court Cases"
- Quick Reference Tables that provide easy access to dozens of tax tables, credits, deductions, rates, plus more

#### FEDERAL TAX RESEARCH LIBRARY

Each document in our Federal Tax Research Library is enhanced by **Tax Analysts**® experts - with unique features that allow you to quickly determine those documents that address your specific issue.

- A concise Headline highlights the document's main topic.
- A Summary provides an expert overview of the document's primary points.
- Documents are editorially classified by Tax Topics and key Code Sections.

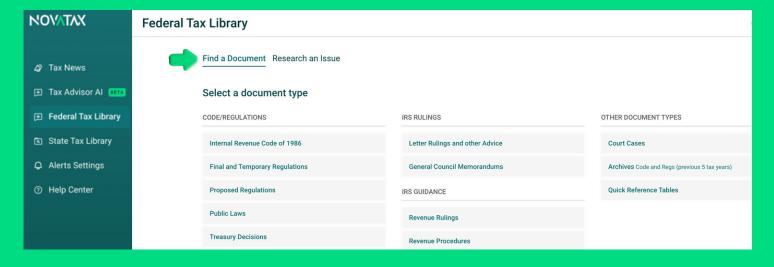


#### Premium content, updated daily!

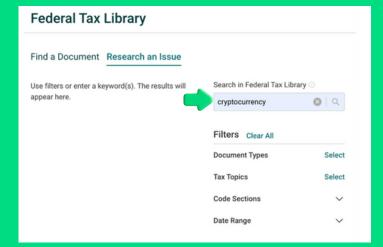
A document's Headline, Summary, and Document Classification (Tax Topics, Code Sections) allow you to quickly identify the documents that address your specific issue.

#### FEDERAL TAX RESEARCH LIBRARY

There are two ways to find the documents you need in our Federal Tax Research Library - you can "Find a Document" or "Research an Issue".







#### Premium content, updated daily!

#### To Find a Document:

 Select the document type, enter the document number, citation, or party name (for cases), and select your document

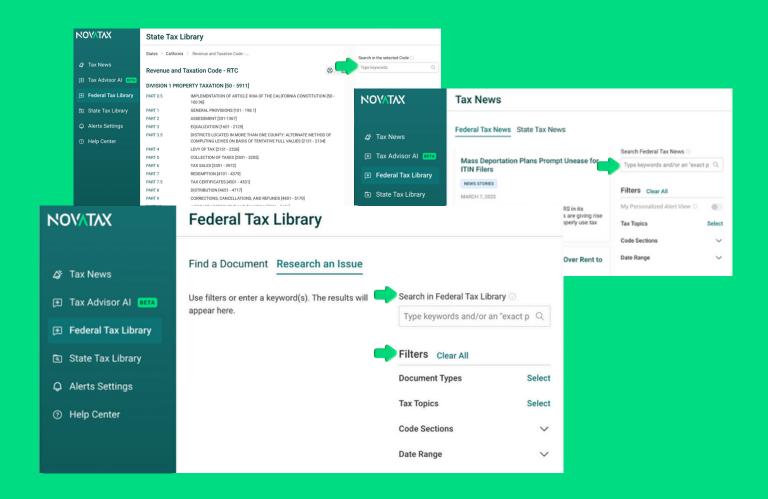
#### To Research an Issue:

 Enter your keyword or exact phrase and/or use one or more Filters to narrow your search, as explained in more detail below

TIP! Use "Find a Document" when you know the document you need. Use "Research an Issue" when you don't know the document name or citation and/or you want to retrieve a broader set of documents.

## AI-ASSISTED SEARCHING (KEYWORDS)

NovaTax is **AI-Powered**! Easily find the documents you need with our proprietary AI-assisted search technology. Enter your keywords and/or select Filter options to tailor your searches. NovaTax quickly retrieves and ranks all relevant documents!



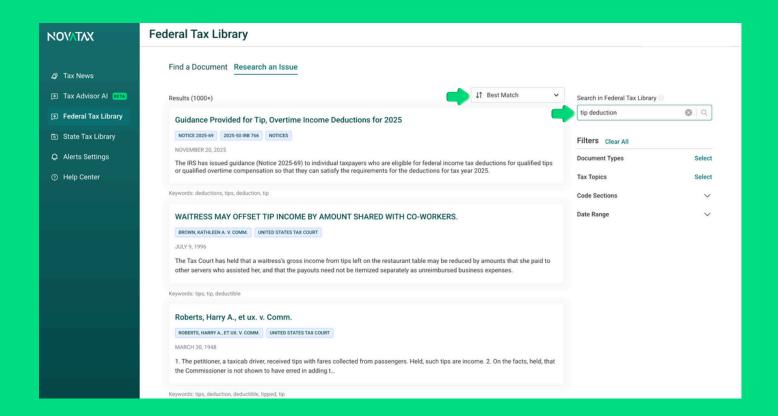
#### Leverage the power of Al-Assisted Searching:

- Enter one or more keywords in the search box, click the search icon, and let NovaTax do the rest
- You can also select one or more Filters to tailor your search

TIP! Use double quotes around a phrase - "employee retention credit" - or code subsection - "3134(n)" - for exact phrase searching.

## AI-ASSISTED RANKING (BEST MATCH)

Once you input your keywords and Filter selections, NovaTax uses Al technology to rank documents based on relevancy. The documents most likely to be relevant appear at the top of your Results list. Searching our comprehensive libraries is easy, fast, and effective!



#### **Research made simple!**

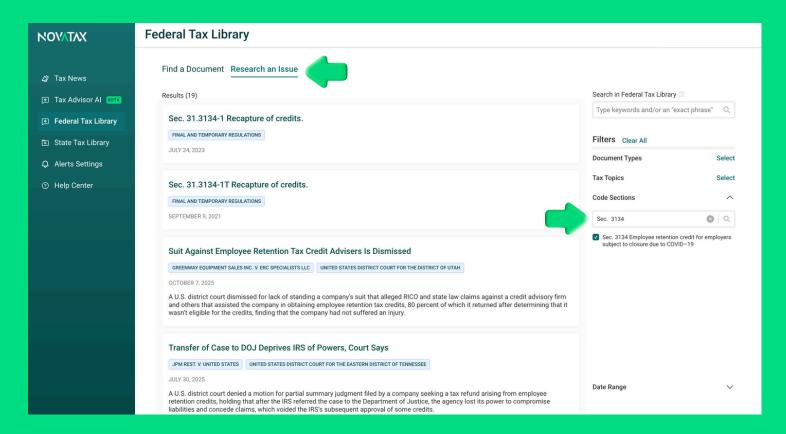
#### Leverage the power of Al-Assisted Ranking:

- NovaTax's Best Match feature retrieves and ranks your documents, starting with the most relevant, based on how many times your keyword occurs, how close the occurrences are, and where they are in the document - like Google
- You can also sort documents in reverse chronological order

#### **CODE SECTIONS FILTER**

Every document in the Federal Tax Library and Federal Tax News is enhanced by **Tax Analysts**® experts to include unique and powerful search Filters like Code Section, Tax Topics, and Document Type - to help you quickly locate the documents and answers you need!

If you have narrowed your research to a Code Section - you can quickly retrieve only those documents with that Code Section at issue.



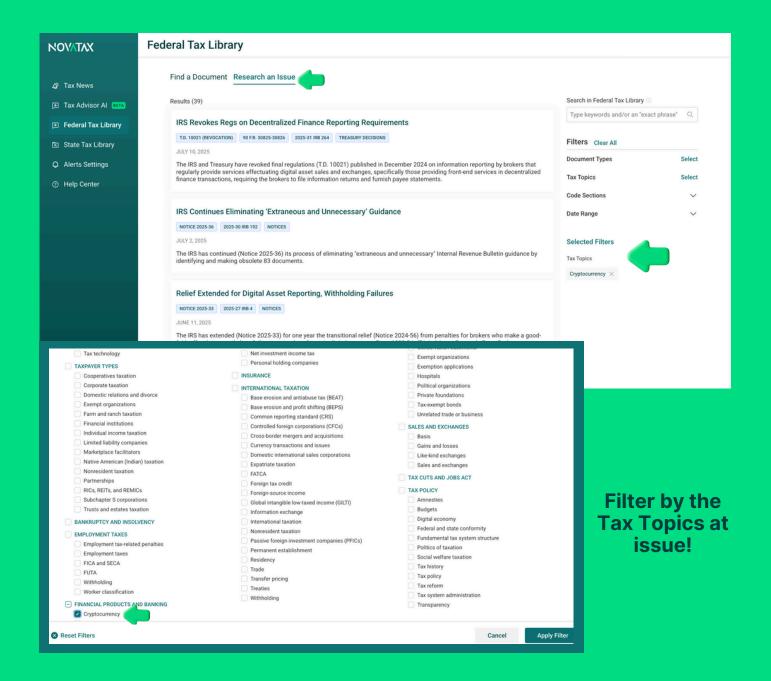
Filter by Code Sections!

#### Code Section filtering is an easy way to find the documents you need!

- Click on the "Code Sections" filter on the right panel
- Type in your main Code Section number
- Click the box for the Code Section you want you've instantly narrowed 300,000+ documents to just those with your Code Section at issue



#### **TAX TOPICS FILTER**



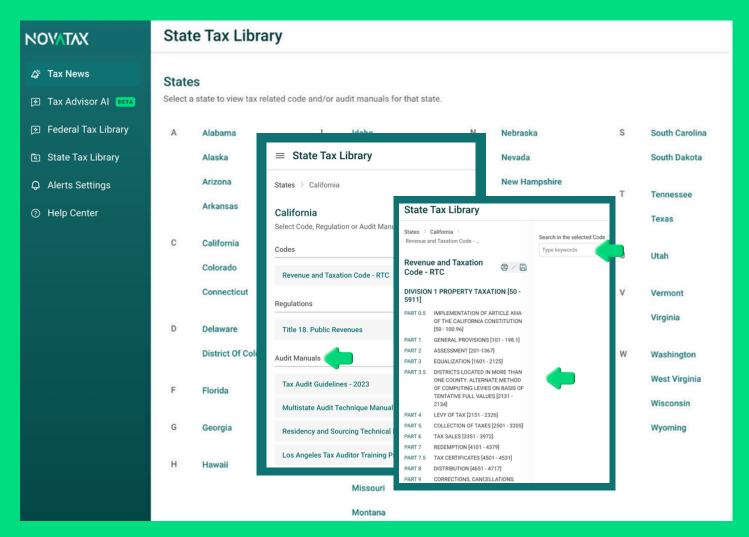
#### It's easy to find relevant materials using the Tax Topics filter!

- Click on "Tax Topics" and select from among the extensive table of Tax Topics to narrow down your search
- Click "Apply Filter" and NovaTax quickly retrieves documents discussing your tax topic

TIP! You can press CTRL+F to keyword search for a topic name within the Tax Topics table.

#### STATE TAX RESEARCH LIBRARY

Our State Tax Research Library gives you access to the Tax Codes & Regulations of all 50 States and D.C. plus access to State Tax Audit Manuals of 40+ States and D.C.!



**Updated monthly!** 

Our State Tax Research Library is presented in a clean, uniform, and user-friendly format.

 Keyword searching and enhanced Table of Contents make locating the materials you need easy

Be prepared for a State Tax audit with our unique collection of audit manuals that auditors themselves use.

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For further training, please visit our Help Center.

## THANK YOU!

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