

Getting Started with TaxSlayerPro: Logging In & Using Multi-Factor Authentication (MFA)

▶▶▶ Start here when logging in at a site for the first time during the season.
[If this is not your first time, scroll down to **Step Two.**]

Due to the heightened awareness of personal identity theft and the growing world of cyber threats, TaxSlayerPro has implemented multi-factor authentication (MFA). Completing MFA is a two-step process.

TAKE NOTE: The TaxSlayerPro account you use during the season as a Tax Preparer/Quality Reviewer is different from the TaxSlayer Practice Lab account you used to take your IRS tests. Our Tax Team created your TaxSlayerPro account. You will need to verify you are you nearly every time you log in.

STEP ONE: Go to the [TaxSlayerPro login](#) page.

Login

Username

Password

LOGIN

[Forgot username](#)

[Forgot password](#)

Enter your volunteer ID followed by the code for the tax site where you are working.

To find your volunteer ID, check your badge or your MyVolunteerPage account. Click [here](#) for instructions. If you are unsure of the tax site code, ask!

Enter your assigned password (or your current password if you are not a new volunteer).

Click on **Login**. Once you enter TaxSlayer, complete the update process.

Account Update

The login security requirements have changed. Please verify your username and provide your cell phone, email address and enter a new complex password. Your cell phone and/or email address will be used for future account verifications.

Username

2426AGNO

Cell Phone

Confirm Cell Phone

Email

Confirm Email

Password

Enter your volunteer ID and site code as the **username**.

Enter your cell phone number.

Enter an email address that you can access via your phone or computer.

Change your password. Write it down!

Click on **Update** to complete **Step One**.

You will complete this process the first time you log in at any site. You will also need to complete **Step Two** below for each site you access every 15 days or if you log in from a new computer.

▶▶▶ Start here if this is **not** your first time logging into a TaxSlayer site for the season.

STEP TWO: Go to the [TaxSlayerPro login](#) page.

Login

Username

Password

LOGIN

[Forgot username](#)

[Forgot password](#)

Enter your volunteer ID followed by the code for the tax site where you are working.

To find your volunteer ID, check your badge or your MyVolunteerPage account. Click [here](#) for instructions. If you are unsure of the tax site code, ask!

Enter your password.

Click on **Login**. You will be taken to the Account Verification page.

Account Verification

Please verify your account by choosing a delivery option below and inputting the code you receive.

Delivery Options

- Email (jan*****org)
- Text (51*****28)

Verification Code

SEND CODE

VERIFY

Select your desired method for receiving a verification code (e.g. by email or by text).

Click on **SEND CODE**. Do not close the **Account Verification** window.

Once you receive the verification code by test or email, enter it in the **Verification Code** field. Click on **VERIFY**. You will then be logged into your TaxSlayer account and the Main Menu will appear onscreen.

TaxSlayer will prompt you to complete this step periodically and every time you log in from a new computer.

REMEMBER: You may only use your cell phone on shift during the account verification process or in a limited capacity when performing specific roles. This is for security purposes and to protect our clients. When you must use your phone, best practice is to lay your phone flat on your work surface. When you have completed account verification or another task, put your phone away.