

How to Schedule Your Tax Appointment

Access the "Tax Appointment Sign-On" screen by clicking the "Make a Tax Appointment" selection on the Laguna Woods PC Club website. <http://www.thepcclub.org>.

Enter your Email address and tab to the next field (it will be highlighted in "RED" until the next field is completed).

Confirm your email by re-typing it into the second field. Tab to the next field. If the email addresses don't match, an error message will be displayed. Correct the email address and tab to the next field.

Click on the "Yes" button for New User.

Enter your First and Last Name. If anything other than "a to z", hyphen, apostrophe or underscore is entered, an error message will appear. If it is correct, tab to the next field.

Note: The Email Address and Name fields are required fields. If a required field is left blank or has an error, it will be highlighted in "RED".

If no fields are highlighted in "RED", please confirm by clicking "YES". If not, click "NO" and start over.

On the next screen, click on the "Make a Drop-Off Appointment" button to display the Drop-Off calendar. Available dates and times are shown in blue.

Click on your selected date.

Click on your selected time.

Click on the Confirm button.

The next screen will display your appointment information. If you want to change it, click on the back arrow located next to the PC Club logo.

Please enter your cell phone number in order to receive text messages regarding your appointments.

On the next screen, click on the "Schedule Event" button and your appointment will be confirmed.

You will receive an email confirming your appointment. Please keep this email because it provides links to cancel or change your appointment.