

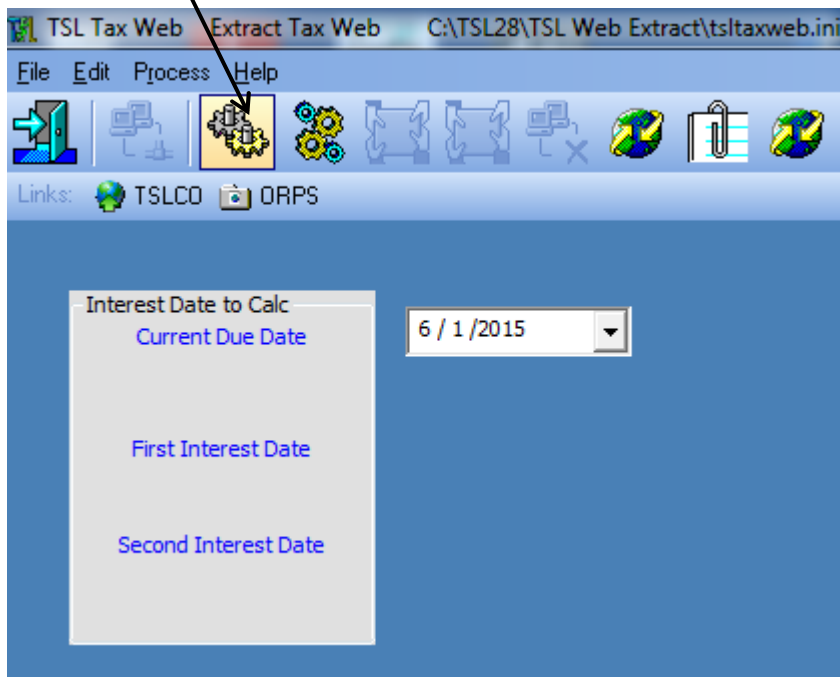
## TSL Web Extract Instructions

rev June 1, 2015

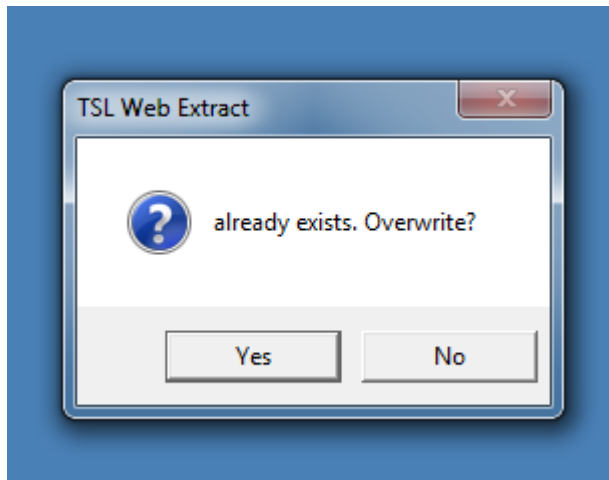
After the Tax Collection Year-to-date has completed, start the TSL Web Extract Program making sure that ALL users are out of the Tax Program.



Click on the icon to “Create Current Year Extract”



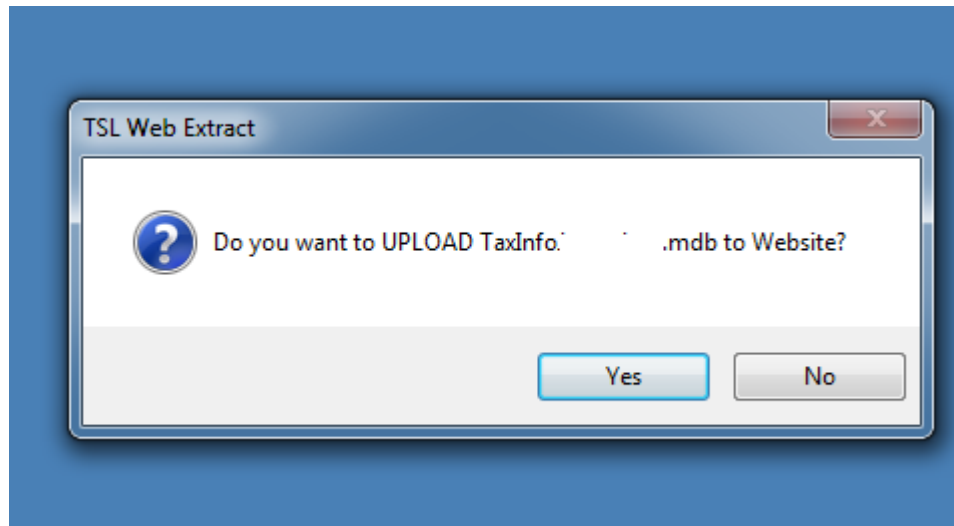
To update the data on the web, click yes to 'Overwrite'



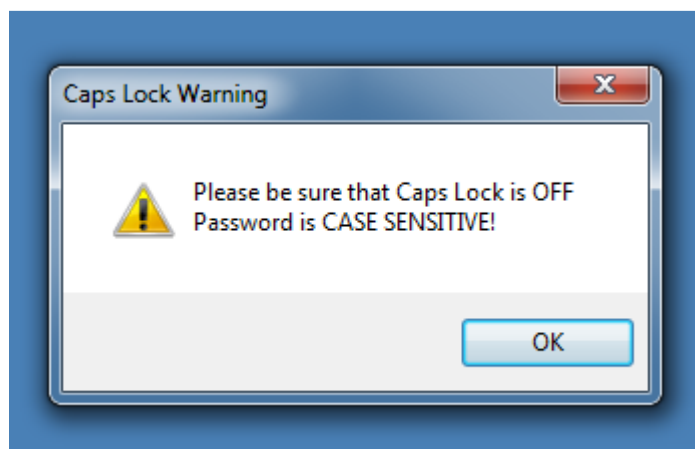
Click OK when complete.



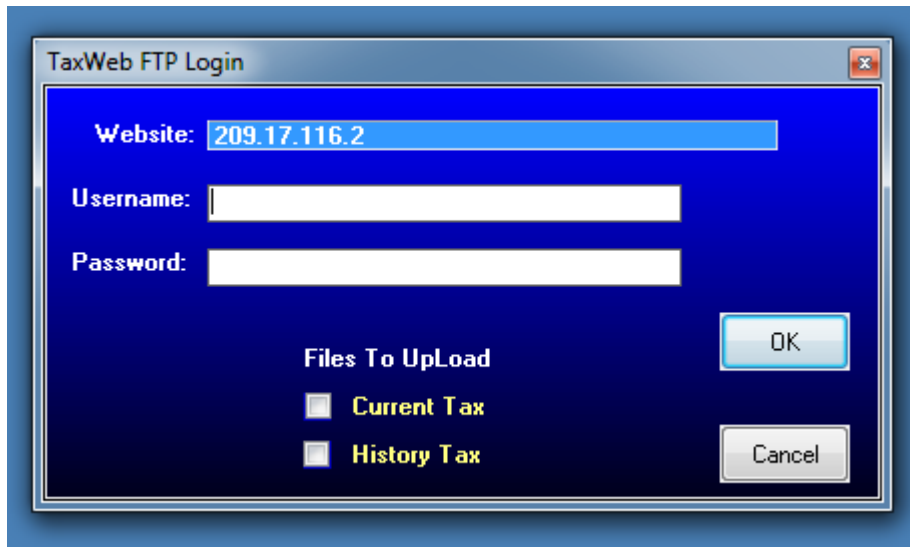
To update data on the web, click YES.



Make sure Caps Lock is off.



Enter your Username and Password, then check "Current Tax" and click OK.



The image shows a Windows-style dialog box titled "TaxWeb FTP Login". The dialog has a blue background and a white border. It contains the following elements:

- Website:** A text field with the value "209.17.116.2".
- Username:** An empty text field.
- Password:** An empty text field.
- Files To UpLoad:** A section with two checkboxes:
  - ☐ **Current Tax**
  - ☐ **History Tax**
- Buttons:** "OK" and "Cancel" buttons are located on the right side of the dialog.