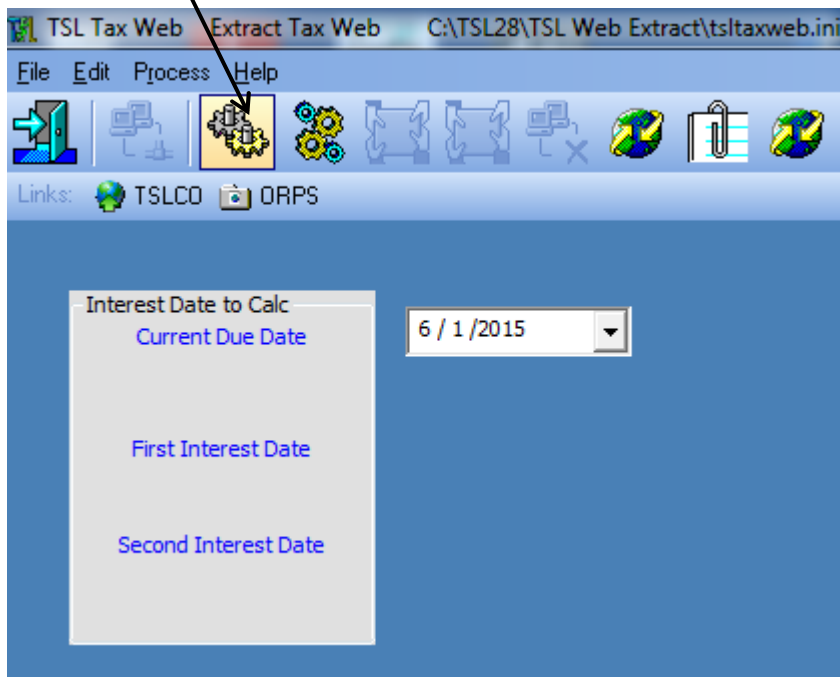# TSL Web Extract Instructions   rev June 1, 2015
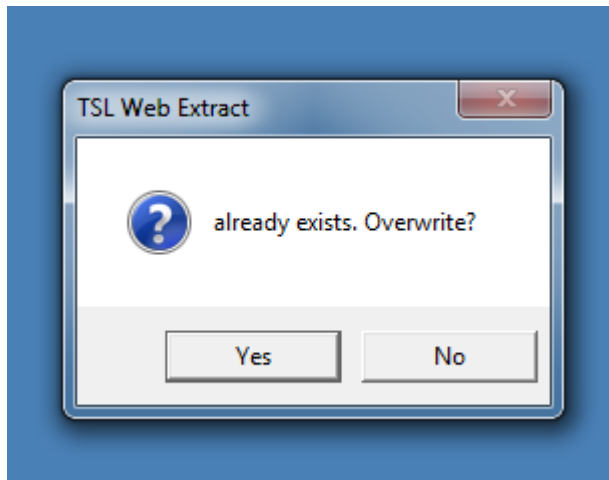
After the Tax Collection Year-to-date has completed, start the TSL Web Extract Program making sure that ALL users are out of the Tax Program.

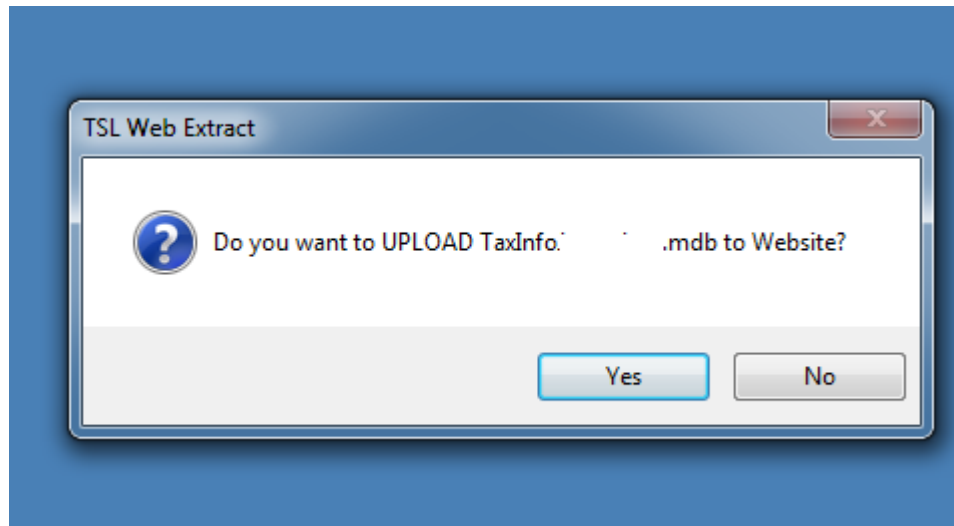Click on the icon to "Create Current Year Extract"

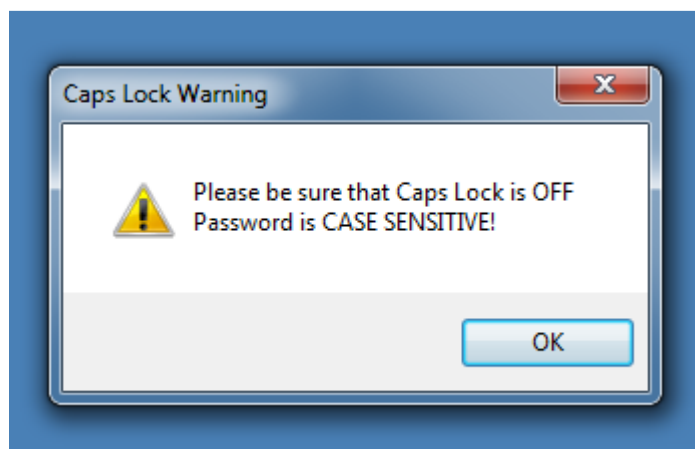To update the data on the web, click yes to 'Overwrite"

Click OK when complete.
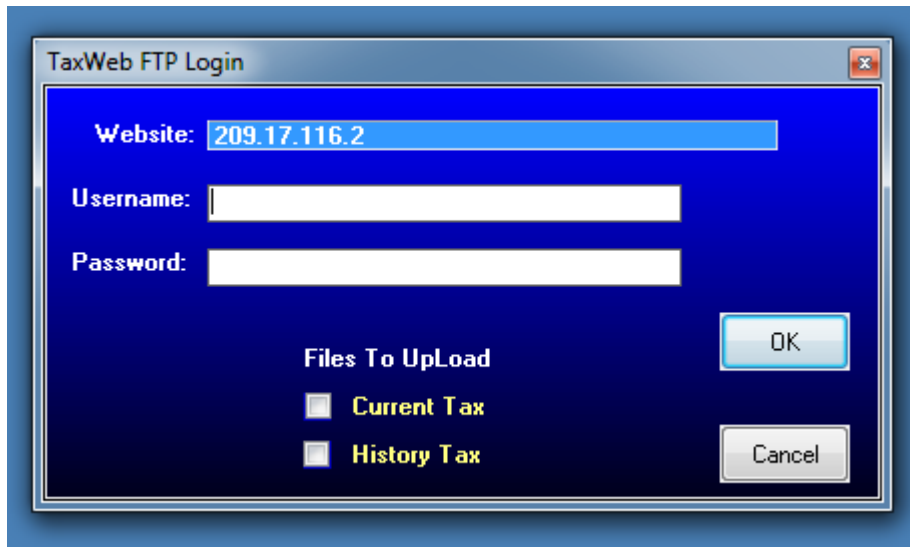
To update data on the web, click YES.

Make sure Caps Lock is off.

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