e-file

QuickAlerts Messaging System

Designed to keep Software Developers, Transmitters and Authorized IRS *e-file* Providers informed of e-file issues and events almost the very moment they occur . . . 24/7.

IRS *e-file*

All About
QuickAlerts

QuickAlerts

is a free online messaging system that disseminates mass e-file messages, within seconds, to all "subscribed" individual and business e-file Software Developers, Transmitters and Authorized IRS e-file Providers.

How Do You Receive Messages?

Once you have subscribed to the Quick Alerts Messaging System, all messages will be received via email. *It is important to remember* that when you begin the subscription process, you must first complete the required entries on the **CONTACT Screen**. Be certain to enter your **email address** on the lower half of the screen. This will facilitate your being able to select email as a message receipt device later in the subscription process, on the "edit Schedule" screen.

What Types of Messages are Issued?

Alerts – Processing delays, programming and telephone router problems.

General Notifications – Seminars, conferences, e-file publication changes.

General IRS e-file Service Center Messages – IRS *e-file* program updates, Submission Processing Center maintenance schedules, e-file Help Desk phone numbers.

How Will You Benefit From Subscribing to this System?

This is a FREE SERVICE with options and convenience all rolled into one single package. It provides valuable and important e-file information, year round, and continuously, until you unsubscribe.

Logging Onto QuickAlerts

Access the website any one of three ways:

1) Direct access to the site — **www.envoyprofiles.com/QuickAlerts**

2) Access by clicking on the link within the QuickAlerts article, located on irs.gov — **http://www.irs.gov/taxpros/ providers/article/0,,id=97623,00.html**

3) Accessing the link found at Subscription Services on irs.gov — **http://www.irs.gov/taxpros/article/ 0,,id=99120,00.html**

Log In Screen

Requirements – The QuickAlerts Login Screen requires that you use an EFIN or ETIN assignment from the IRS as your username or login (which is issued only after IRS has received your online completed Form 8633, *Application to Become An Authorized IRS e-file Provider* and you have been accepted into the program). E-Services login and password assignments are not valid—QuickAlerts and e-Services are different systems.

Second, your password should be your year round mailing address ZIP CODE you placed on your application form.

How to Subscribe

Three steps are required to complete the QuickAlerts subscription process. The site opens to the Welcome screen. Click on the "get connected" login hyperlink and proceed to the login screen. Enter your username and password (see "Log In Screen", page 2), click Enter. . . the next screen will be the:

1) CONTACT Information Screen – Fill in all the necessary information required. Click Continue when finished.

2) Subscribe to Events – Make your selection(s) from the message categories by clicking on the appropriate check boxes. Click Continue after completion.

3) Set-up Schedule – The messaging system is automatically set to cover 24 hours a day, 7 days a week through the "default schedule."

a. If the default schedule (24/7) works for you, click on Default Schedule and then click on Apply.

b. Next, select your method of receipt (reference page 2, "How Do You Receive Messages"). After selection(s) are made, click Apply.

You will then be given the opportunity to review and edit the selections you made on the previous screen. If your selections are correct, click **SAVE** on the **Schedule Screen**. If you wish to change your selections, repeat Step 3 above.

The next screen, **MY Profile**, summarizes your profile settings. To make changes, click the appropriate link.

Problems Logging Onto QuickAlerts

For a listing of QuickAlerts Q&A's (that should assist you with correcting log in problems), access the QuickAlerts Article screen. Use the link information located in the section titled "Logging Onto QuickAlerts" (page 2, item number 2, QuickAlerts article link).

Once the article screen opens, scroll down to the topic "Problems Logging Onto QuickAlerts". The subsequent text will direct you to a QuickAlerts Q&A link.

This Q&A lists a number of references to assist with current log in problems.

Quick Alerts Library Page

The Quick Alerts Library Page, located on *irs.gov*, has a listing of messages sent over a minimum of the last six months. For more information, go to *www.irs.gov* and type the words **Quick Alerts Library** into the **KEYWORD box** in the upper right hand corner.

Note – E-mail can be sent to QuickAlerts@irs.gov, however, during the filing season response time could be delayed.