

ADP tools to make
your job easier.



Registration Preparation: Sales and Use Tax Product Classes

Registration Preparation Steps:

- | | |
|---------------------------------|--|
| 1 – Identify Who? | 4 – Coordinate Internal Schedules |
| 2 – Know product name & version | 5 – Payment Information |
| 3 – Locate Course Number | 6 – Access RegOnline (our third party registration system) |

1 Who Completes the Registration? Who should attend Class?

A) New Clients beginning implementation:

Registrar: A single attendee. Primary attendee will enter information for all attendees: Email; First Name, Last Name; CPE. Exception: ADP Wakefield classes require individual registration

Class Attendees: All system users, System Administrator and your internal Implementation Project Manager. As well as IT specialist involved in the implementation.

B) New System Users of Existing Clients:

Registrar: Single self registration

Class Attendee: Any individual responsible for working with in the System. May be the Administer or day-to-day user.

2 Product Name & Version:

Taxware Enterprise (TWE)
Sales and Use Tax System (SUT) *requires version: C, PLSQL or I Series.
TaxSolver
World Tax

3 Course Number:

Course number is in the first column of the <http://www.adp.com/tools-and-resources/training/sales-and-use-tax/list-of-courses.aspx>. A grid organized by product, then version.

Course Offerings

4 Coordinate Internal Schedules:

The Register Column identifies the registration type, three types exist:
Select Scheduled Class - Prescheduled classes. View calendar by clicking link in Register column, Reg-online opens, click "Register Now", at least 2 months is visible.

Request a Web Class - Non-scheduled web classes. Require identification of Preferred and Alternate dates. Start date must be 10 business days from registration date.

Request Onsite - Class held at your location. Registration requires identification of Preferred and Alternate dates. Start date must be 15 business days from registration date

5 Payment:

Required at time of registration, exceptions noted to the right. Credit Card or Purchase Order. One payment method may be used. Direction provided at time of entry in Reg-online.

6 RegOnline:

Accessed from the grid. Click the link in the register column associated to the identified *course number*. RegOnline Instructions display; read in entirety.

Researching Classes?

- Course Offerings is your resource,
1 - Use the link in #3 to the left
2 - click appropriate Product Name
3 - PDF opens with class descriptions

Course Number Assistance for New Product Purchases:

Included 3 Hour Web Class:
Identifiable, in product group, where Length column indicates 12 - 3 pm est.

Classes pre-paid at time of purchase:
Product name/length would be identifiable on sales contract. Correlate information to Course Offerings.

Payment Exceptions

New client 3 Hr web & pre-paid classes:

Use of appropriate payment code, provided onscreen, will permit bypassing payment requirement.

**Use of Payment Codes will be verified, if not applicable, contact will be made for payment.