NETFILE

To use NETFILE, click NETFILE in the QuikClik Navigator and answer Yes (if eligible) to the question asked. Note that NETFILE must be requested separately for the family head, for the spouse, and for any dependants eligible to file a tax return using NETFILE.

If you request to use NETFILE, the software will run a variety of diagnostic checks to determine whether you are eligible. Click the NETFILE tab when you are ready to NETFILE your return.

Getting Help

Help is always just a mouse-click away.

Click the icon on the top banner for an index to all the help available.

In the interview, click the icon to the right of any data entry field to get a more detailed description of this field. The symbol indicates that help for this field also includes a tax tip.

In the summary of the tax return, on the results page, click any line number to obtain information about which amounts relate to that line, and how to enter them.

If you can't figure out where to enter certain tax information, use the Search feature found below the QuikClik Navigator, on the left, to perform a search.

A Support assistant is available from the Help menu to help answer your questions.

Preparing Additional Returns

The maximum number of returns that can be filed is 8 with UFile standard edition and 16 with UFile Plus. Visit our Web site at **www.ufile.ca** for information on pricing and how to obtain additional returns. When purchasing additional returns, please keep in mind that CRA has set a limit of 20 returns that can be prepared with each NETFILE-certified tax preparation software.

Icons and Symbols

	Add a family member	Enables you to add a spouse or a dependant to the family.
	New form	Displays a gateway where you can add pages.
	Add/repeat	Enables you to add another instance of a given item.
	Delete	Deletes the information entered or the entire page.
	Mandatory entry	Indicates that this information must be provided in order to generate the tax return.
	Provincial amount	Enables you to enter an amount to use on the provincial schedules that is different from the corresponding federal amount.
	Quebec amount	Enables you to enter an amount to use on the Quebec return that is different from the corresponding federal amount.
	Help	Provides help relating to this particular item.
	Tips	Offers a tip for preparing or filing the return, or for saving tax.
	Error	Informs you that a correction is required, otherwise the tax return cannot be generated.
	Warning	Advises you to verify your data before printing or filing your tax return.
	Analysis	Provides an analysis of the tax return.
	MaxBack	Provides information about changes made by the program to your data in order to optimize your taxes.
Previous	Previous	Takes you back to the previous screen.
Next	Next	Takes you to the next screen.
	CRA guide	Refers you to the federal tax guide.
	RQ guide	Refers you to the Quebec tax guide.

UFile

QuickStart Guide 2010

Installation

To begin, insert your UFile CD-Rom into your computer's CD-Rom drive. Once the setup program starts running, simply follow the instructions displayed on the screen.

> In most cases, as soon as you insert the UFile CD-Rom into the computer's disk drive, the setup program will start to run. If this AUTORUN facility is not enabled on your computer,
> - Click the "Start" button
> - Select "Run"
> - Type "D:\setup.exe" and click OK
>
> If necessary, replace "D" with the applicable letter.

The setup program will prompt you to indicate where you want UFile to be installed (e.g. C:\Program Files\UFile 2010).

Activation and Registration

Product activation is an anonymous, secure, and hassle-free process designed to deter unlicensed use of UFile. It is required before you can use the program. To proceed, you will need your UFile 2010 activation key, which is printed on the CD-Rom envelope.

Registration is optional but strongly recommended. Registered users qualify for free support and email notification of important UFile news. You must be registered in order to obtain free program updates.

DRTAX
Canada's tax software company

Dr Tax Software
2348 Lucerne Road, Box 545, Montreal, Quebec, H3R 2J8
Technical support is available at support@ufile.ca.

Product Updates

The initial release of UFile includes all available approved tax forms. However, certain forms and features (such as the CRA's NETFILE service) only become available later in the tax season (February or March), so it is essential that you check for program updates before finalizing your tax returns.

You can check for updates at any time by selecting Program updates from the Help menu. If you don't have an Internet connection, fill out, print, and mail or fax us the CD-ROM update form to receive your updates by mail. The CD-ROM update form is available from the Help menu.

Carrying Forward from a 2009 File

If you used UFile or QuickTax® to prepare your 2009 tax return, you can import the personal data and tax carryforward amounts directly into UFile 2010. Simply click on "Carry forward a 2009 tax file" on the opening screen and select the appropriate file.

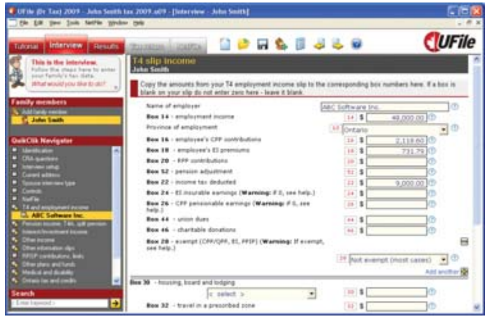
The Interview

You can move through the interview using the classic step-by-step method that requires you to click the Next button on each screen, or using our QuikClik method.

Interview Setup

On the Interview Setup screen, select the specific tax topics that apply to you by ticking the appropriate boxes. As you click Next these items will be inserted in the QuikClik Navigator. Don't worry about forgetting relevant items. You can always return to the Interview Setup at a later time to add or remove items appearing in the QuikClik Navigator.

QuikClik Navigator

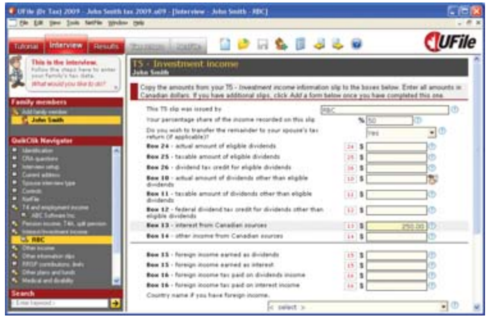


UFile gathers certain types of information together in gateways. For example, all types of employment income and T4 data are grouped in the T4 and employment income gateway. This enables you to enter information from your tax slips quickly and easily.

The QuikClik Navigator's tree structure gives you access to any input screen you want. It shows all available gateways (entry points to input screens) as well as the input screen currently in use.

Preparing Your Tax Return with UFile

1. Gather all the documents needed to complete your return. This includes your information slips (such as T3, T4, T4A, and T5 slips), and receipts for any deductions or credits you intend to claim.
2. Click the UFile 2010 icon placed on your desktop.
3. On the login screen, select Start a new 2010 tax file.
4. Click Interview and fill in all the necessary tax information. First, provide your identification information, then click Next and tick any items relevant to you in the Interview Setup page.



5. Now that you have personalized your interview, you may enter your tax information.
6. When you're done, click Results to view the outcome of the tax calculations, and examine the results carefully to see whether you need to modify anything. If the results page contains Warnings, this means that some of your data needs to be reviewed, and possibly corrected.

   UFile performs many automatic MaxBack calculations designed to save you money. If you believe that a value on the results page may be missing or inaccurate, check whether a MaxBack or notes symbol appears next to the line in question. If so, click that symbol or the line number for more information.
7. When you are satisfied that the results are accurate, simply click Tax return. You will then be able to view the finished tax return with all the relevant schedules, forms and work charts.
8. After reviewing your return, submit it to the government using NETFILE or regular mail.

Family Members

UFile is designed to prepare income tax returns for all family members together.

The first person whose name is displayed is referred to as the "family head". You cannot add a spouse or a dependant to the family unit until the identification information for the family head is entered.

To add a spouse or a dependant, click Add family member in the top section of the navigation window. Select Add a spouse or Add a dependant, as the case may be, and go through the interview process for this person.

It is important to enter as much tax information as possible about your spouse and dependants, even if you do not intend to use UFile to prepare their returns. This will enable UFile to calculate the greatest possible tax savings by allocating transferable amounts automatically.

www.ufile.ca