

# 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.



consider it done

# 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?

Messages can be received through four different device choices—telephone, cell phone, fax and or e-mail. You have the option of selecting more than one device. It is important to remember that when you are subscribing, you must enter contact information for the devices that you will choose, on the Contact 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, 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](http://www.envoyprofiles.com/QuickAlerts)
- 2) Access by clicking on the link within the QuickAlerts article, located on [irs.gov](http://www.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) — <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 is the 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.” You can change this schedule to a specific time and/or day for your convenience.

**a.** If the default schedule (24/7) works for you, click on Default Schedule and then click on Apply. If the default schedule does not work for you, in the section called **Time Block**, choose the days and times that you wish to receive QuickAlerts. For example: Monday through Friday from 8AM - 6PM. For assistance with Schedules and Time Blocks, click on the **Help** button. When complete, click 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 both the **Schedule** screen and the **Time Block** 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.

**Note – E-mail can be sent to [QuickAlerts@irs.gov](mailto:QuickAlerts@irs.gov), however, during the filing season response time could be delayed.**

## What's New in 2007?

The QuickAlerts system will be enhanced in the year 2007. E-mail will become the single device option available for subscribers. This change is based on customer feedback and statistical information received over an extended period of time.

Second, the “subject line” format will change. It will reflect the type of audience for which the messages are intended (i.e., Software Developers and Transmitters; Electronic Return Originators-EROs and Individual as opposed to a Business message).