



## Foreign National Tax Resource User Registration and Access Guide

Intelligent Software Solutions For  
International Tax & Immigration



Welcome to the *Foreign National Tax Resource* (FNTR) where you will find an online, extensive, searchable, content library and tax preparation software for understanding your nonresident alien tax obligations and completing the 1040NR or 1040NR-EZ forms. Using the following steps, you can register for access to FNTR and return whenever you need to.

### **Prior Year Users**

If you used FNTR to prepare a 2010 or prior federal tax returns and you have received a new access code to use FNTR to prepare your 2011 federal tax return, you must do the following before proceeding:

1. Go to <https://trr.windstar.com/reactivate.php>
2. Complete the reactivation form
  - a. using the same username and password you set up for 2010 and prior tax years
  - b. using the new access code provided to you by your institution
3. Click the Submit button

You have now reactivated your account and may log into FNTR.

### **New Users**

#### **Tax Return Resource**

1. Ensure that you have the access code your organization provided you
2. Go to <https://trr.windstar.com/registration.php>
3. Complete the registration form using the access code you received from your organization
4. Sign in using the username and password you created in step 3

#### **1040NR/1040NR-EZ Preparation**

1. Log in to the *Tax Return Resource*
2. Access the tax preparation software from within the *Tax Return Resource* by clicking on either
  - a. The "Tax Return Preparation" button on the far left of the top menu bar
  - or
  - b. The "Prepare and Print your 1040NR/1040NR-EZ" box in the upper right of the screen
3. Complete the activation form
  - a. Choose a security question and provide an answer
  - b. Accept the Terms of Use by clicking "I Accept"
4. Click the Continue button

Once you complete step 4 you will have immediate access to the software.

### **Returning Users**

#### **Tax Return Resource**

1. Go to <https://trr.windstar.com>
2. Log in using the username and password you set up when registering for the tax return resource

**1040NR/1040NR-EZ Preparation**

1. Log in to the *Tax Return Resource*
2. Access the tax preparation software from within the Tax Return Resource by clicking on either
  - a. "Tax Return Preparation" button in the far left of the top menu bar
  - or
  - b. The "Prepare and Print your 1040NR/1040NR-EZ" box in the upper right of the screen
3. Accept the Terms of Use and click Continue to use the tax preparation software

**If you have any problems registering or accessing the *Foreign National Tax Resource*, contact your organization's designated person for help.**