

# Bulk Tax Document Download.

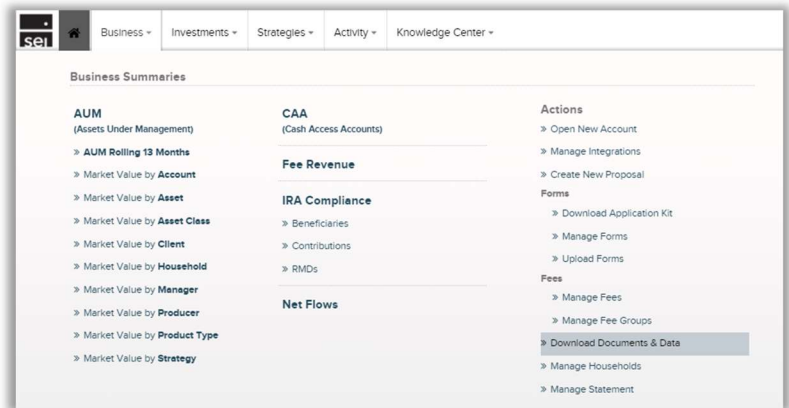


## Use of Feature

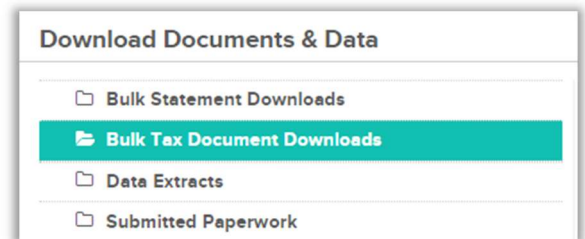
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**Step 4:** Select the **Open** button on the file dialog box that appears. This download box may differ based on the settings and browser you are using. If the download box does not appear, make sure to check your pop up blocker.

**Step 5:** Double click on the **SEI Tax Docs** folder.



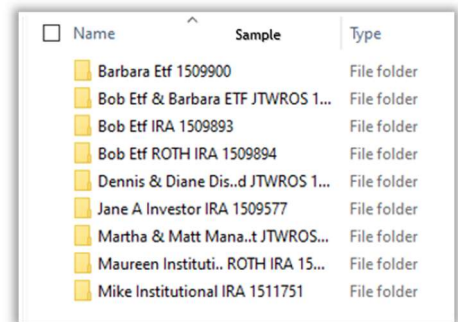
**Step 6:** Double click on the **Year** folder.



**Step 7:** Double click on the **Advisor** folder.



**Step 8:** The folder will list the accounts assigned to the Advisor. Double click on the account folder you would like to view.



**Step 9:** The PDF naming convention is the **Account Number** and **Tax Document Type**.

