

1. After reading all of the instructions, use the link at the end for the secured website.
2. Click the **upload** button under the guest exchange.

Omaha EITC Coalition 

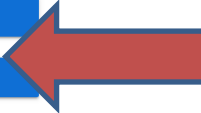
Login

[Forgot Username/Password](#)

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Guest Exchange

Don't have an account? Upload or Download files here.



3. Enter **your** name and email.

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Information to Send to Omaha EITC Coalition

4. In the message field, enter the first name, last name, and full SSN of the first person to be listed on the return.
5. You **must** upload a document to use this portal. Take a picture of your social security card or Photo ID and upload it. Don't worry, this is a safe site!
6. We will set up a profile for you in Tax360 SecureDrop. This could take a few days depending on when you register. You will receive several emails. Just click on one to get started.
7. Create a password and open the Tax360 SecureDrop record. If this doesn't seem to work, try using a different browser (Chrome, Edge, Firefox).
8. In the Files section, start with the "Tax360 User Guide" document.
9. Already have a Tax360 SecureDrop account? Use the link to sign back in. If you don't remember your user name or password, there is a link under the log in to assist you.
10. Click <https://omahaeitc.SecureFilepro.com> to get started!