

Saving Your Return Progress

- You are able to save your progress while completing a return. You are able to access the saved return for up to 30 days from the day it was saved.

The screenshot shows the 'Sales & Use Tax Return' interface. At the top, there is a navigation bar with 'Home > File a Return > File a Return > Sales & Use Tax Return'. Below this, the account information is displayed: 'Account Number: YOUR ACCOUNT NUMBER' and 'Filing Period: 31-Mar-2018'. A progress indicator shows three steps: '1. Business Location Updates', '2. Business Updates', and '3. Sales and Purchase Information', with the third step being the active one. The 'Sales and Purchase Information' section contains the following fields:

Total Gross Sales	<input type="text" value="500,000.00"/>
Purchases subject to use tax (i.e., item removed from inventory for business or personal use, out of state purchases, etc.)	<input type="text" value="20,000.00"/>
Sales of fixtures and equipment	<input type="text" value="30,000.00"/>
Total Sales and Purchases	<input type="text" value="550,000.00"/>

At the bottom of the form, there are two buttons: 'Save Draft' and 'Cancel'. A red arrow points to the 'Save Draft' button. To the right of these buttons are 'Previous' and 'Next' navigation buttons.

- You will be requested to enter your password or email address depending on your login type, to generate your *Confirmation Code*.

The screenshot shows a confirmation dialog box with the following text:

Are you sure you want to save this return so you can come back to it at a later date?
It will **not** be processed until the Submit button is clicked.

Password

Required

OK Cancel

- Please print your confirmation page with your *Confirmation Code*, to access the return for up to 30 days.
- To print the confirmation page, you can use the *Print* feature within your browser, or you can click the *Printable View* button on the confirmation page. **Note:** You may have to disable your pop up blocker to generate the *Printable View* page.

Sales & Use Tax Return

Home > File a Return > File a Return > Sales & Use Tax Return

Confirmation

Your progress on this submission has been saved, but it has not been submitted. It will only be saved for 30 days.

This submission will **not** be processed until the Submit button is pressed.

You may continue editing now or finish editing later.

To access this submission in the future, please use email: **test@test.com** and confirmation code: **65q35j**.

If you have any questions, please contact our Customer Service Center at 1-800-400-7115 (TTY:711) Monday through Friday, 8:00 a.m. to 5:00 p.m., Pacific time, excluding state holidays or visit www.cdtfa.ca.gov.

Continue Editing

Finish Later

Printable View

- To access the saved return click on the *Retrieve a Saved Request* link.

CDTFA Online Services

Home

Login

Username

Password

Login

Forgot Password?

Forgot Username?

Create a Username

Sign Up Now

Express Login

Express Login Code is now called *Limited Access Code*. *Limited Access Code* allows you to file a return or make a payment without creating a username.

File a Return

Make a Prepayment

Make a Payment

To view your account status, account history, or make changes to your account, please log in using your username and password or click the "Sign Up Now" link to create a new username.

Registration

- Register a New Business Activity
- Get Registration Status
- Apply for a Fuel Tax Exemption
- Verify a Permit, License or Account
- Retrieve a Saved Registration

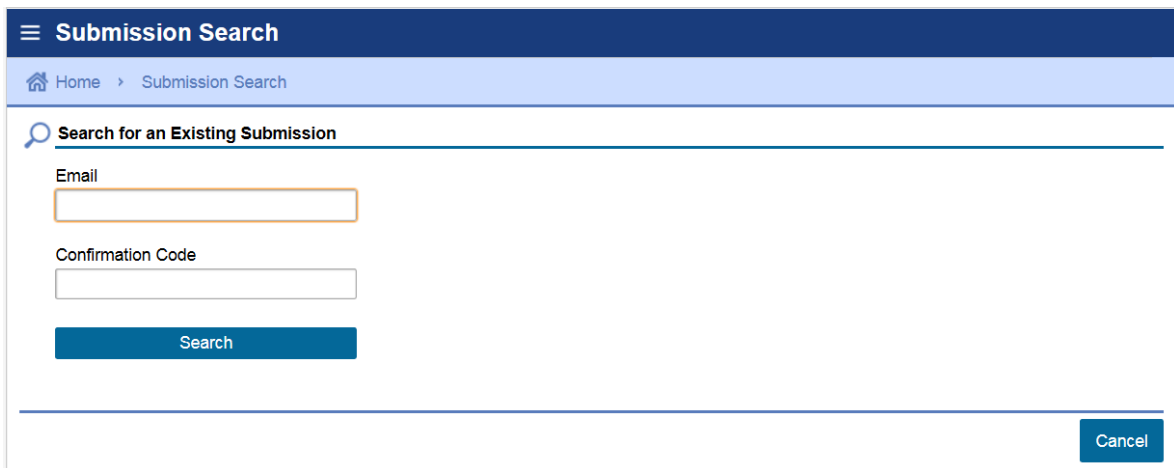
Limited Access Functions

- File a Return
- Make a Prepayment
- Retrieve a Saved Request
- Respond to a Letter/Inquiry
- Request Use Tax Clearance for DMV/Housing and Community Development
- Pay Use Tax or File an Exemption for a Vehicle, Vessel, Aircraft, or Mobile Home
- Claim a Refund for Tax Paid to DMV/FTB
- Request a Sales Tax Clearance
- Petition for Reallocations
- Fill Out an Audit Survey

Payments

- Make a Payment
- Direct My Fedwire Payment
- Verify a Sales and Use Tax Payment
- ACH Credit Specifications
- Request a Payment Plan

- Enter your *Email* and *Confirmation Code* to access your saved return.



The screenshot shows a web interface titled "Submission Search". At the top, there is a dark blue header with a menu icon and the text "Submission Search". Below this is a light blue breadcrumb trail: "Home > Submission Search". The main content area has a search icon and the text "Search for an Existing Submission". There are two input fields: "Email" and "Confirmation Code". Below the "Confirmation Code" field is a blue "Search" button. At the bottom right of the form area is a blue "Cancel" button.

- If you are logged in with your *Username* and *Password* your progress can also be saved. You will log in to access the return and do not need to use the retrieval link under *Limited Access Functions*.