

## Filing your Quarterly Estimated DQ-1 online is easy!

- 1. Go to our <u>Individual Taxpayer Electronic Filing</u> site.
- 2. Click on the Eligibility link and review the requirements required in order to file your Quarterly Estimated DQ-1 online.
- 3. If you meet the requires, create an account or login.
  - a If you do not already have an account, click on create a new account.
  - b If you already have an account, enter your email and password and login.
- 4. Click on the Make Quarterly Payments box.
- 5. Answer a couple easy questions such as are you self-employed or do you work outside of Pennsylvania.
- 6. Tell us who is filing by completing a few fields such as the taxpayer's Social Security Number (SS#), the first 3 letters of their Last Name, their Zip Code as well as the tax year and tax quarter being filed.
- 7. Confirm we have your correct address.
- 8. Complete the couple required fields on the electronic DQ-1 Return.
- 9. Click Finish.
- 10. Choose to File and Pay Now or Schedule a Payment.
- 11. Select the return or returns to file.
- 12. Accept and Agree.
- 13. If money is due, choose to pay by ACH or Credit Card.

Once the payment is processed ...

- 14. A confirmation email is sent to you.
- 15. The return is listed on the Previously Filed Returns Page.
- 16. You are done!