



Filing your quarterly return online is easy!

1. Go to our home page ([hab-inc.com](http://hab-inc.com)).
2. Click on the menu Electronic Services, Individuals and File your return online or use the links under Quick Links for Individual E-File Quarterly Estimated Earned Income Tax Return.
3. Review the Individual E-File Requirements for the Quarterly Estimated Earned Income Tax Return.
4. If you meet the requirements, use the [Click here link](#).
5. Create an account (your name, email address, two security questions, password and a phone number) or log into your existing account using just your email address and your password
6. Choose to file a DQ-1 return.
7. Answer a few questions such as are you self-employed or do you work outside of Pennsylvania.
8. Verify your SSN, Name, Zip Code and the year and quarter you are filing
9. Verify your address
10. Complete the couple required fields on the electronic DQ-1 Return.
11. Continue by choosing to File and Pay Now or Schedule a Payment.
12. Accept and Agree
13. If money is due, choose to pay by ACH or CC

Once the payment is processed

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