

To Access Gmail Account for Site

1. Go to the three dots in upper right corner of screen, or right click Chrome logo at bottom of screen (the tri-colored wheel)
2. Select "New Incognito Window"
3. Type mail.google.com on address bar
4. Enter Pasadena Gmail address:

PasadenaTexasTaxAide@gmail.com (Caps are not required, added for ease to read)

Password is: Free2024 (Capitalization is important here)

The Incognito Icon will illuminate next to the three dots. You can use this if you don't use full screen on the returns.

Keep this window open. If using full screen, you can just go to the color wheel at the bottom center of the screen and select the incognito window, when a counselor needs a code.

5. Send code to XX89 (Eddie's cell)
6. Call Eddie to retrieve: 713-826-3089
7. Give Counselor the code for verification.

Tell counselors to go to the gmail box for code verification, and not the xx44 box.

NOTE: This should be a one-time process, once the tab is open it can be used now for any further code access. Be sure to keep this tab open, by going to another tab on your computer to perform any other tasks, i.e., tx3d5 and taxslayer access.

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