

b. Next, select the method, Cell Phone, email, FAX, Telephone, for receiving QuickAlerts for each Event that you have subscribed to. When complete, click Apply.

You will then be given the opportunity to review and edit the selections you made on the previous screen. If your selections are correct, click on Save on both the Schedule screen and the Time Block screen. If you wish to change your selections, repeat Step 3 above.

The next screen, MY Profile, summarizes your profile settings. To make changes, click the appropriate link.

### Problems Logging On?

Check the questions listed under "Log-in Problems? Click Here" - at the bottom of the log in screen. If none of the questions apply, send an email to [QuickAlerts@irs.gov](mailto:QuickAlerts@irs.gov) to explain the problem. Our system administrator will promptly respond with a solution.



Department of the Treasury  
Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

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# Quick Alerts Messaging System

Designed to keep Software Developers, Transmitters and Authorized IRS e-file Providers informed of *e-file* issues and events as they happen ... 24/7.

***Subscribe On-Line Today!***

## What is QuickAlerts?

QuickAlerts is a **Free** online messaging system that disseminates mass *e-file* messages, within seconds, to all "**subscribed**" individual and business *e-file* Software Developers, Transmitters and Authorized IRS e-file Providers.

## What Types of Messages are Issued?

- 1 Alerts** - Processing delays, programming and telephone router problems
- 2 General Notifications** - Seminars, conferences, *e-file* publication changes.
- 3 General IRS e-file Service Center Messages** - IRS e-file program updates, Submission Processing Center maintenance schedules, *e-file* Help Desk phone numbers.

## How to Subscribe to QuickAlerts.

Access the web site through the article link on [www.irs.gov](http://www.irs.gov) by inserting the word "QuickAlerts" in the search box. You may also access directly at [www.envoyprofiles.com/QuickAlerts](http://www.envoyprofiles.com/QuickAlerts).

## How Do You Receive Messages?

You Choose - Cell Phone, email, FAX, Telephone



## Log on:

- Enter your Username - If you are a Software Developer or Transmitter, enter your ETIN (Electronic Transmitter Identification Number); if you are an Authorized IRS e-file Provider, enter your EFIN (Electronic Filer Identification Number).
- If you have received both an ETIN and an EFIN, you must use the ETIN.
- Enter your Password - Your password is the ZIP Code (dba) entry from the Form 8633, Application to Participate in the IRS e-file Program.

## Subscribing

There are three steps for completing the QuickAlerts Subscription Process:

- 1 Complete the Contact Information Screen.** Any field marked with an asterisk is a required field. Click on "Continue" when complete.
- 2 Subscribe to Events** - Choose the QuickAlert(s) you want to receive - Alerts - Submission Processing, General Notification, and/or General IRS e-file and Processing Center Messages - by clicking on the box to "Enable QuickAlerts". Click on "Continue" when complete.

The messaging system is automatically set to cover 24 hours a day, 7 days a week through the "default schedule." You can change this schedule to a specific time and/or day for your convenience.

### 3 Set-up Schedule

- a.** If the default schedule (24/7) works for you, click on Default Schedule and then click on Apply. If the default schedule does not work for you, in the section called Time Block, choose the days and times that you wish to receive QuickAlerts. For example: Monday through Friday from 8AM - 6PM. For assistance with Schedules and Time Blocks, click on the HELP button. When complete, click Apply.