

# **941R EXPRESS**

## ***REGISTRATION GUIDE FOR 941R***

Use this guide to register to use 941R Express. After registering, you will be able to log in and begin the process of completing your Schedule R for Forms 940 & 941.

## TABLE OF CONTENTS

REGISTRATION & CONFIRMATION .....	3
PAYMENT .....	6

## Registration & Confirmation

1. Go to <https://941r.annkissamprojects.com> and click “**REGISTER NOW**” in the green box.

### 941R Express is newly updated!

What's new?	What's not new?
<ul style="list-style-type: none"><li>• The new IRS Schedule R for Form 941, released March 2017</li><li>• Faster Schedule R processing speeds - No overnight processing!</li><li>• A low cost to use 941R Express</li><li>• Support for Certified Professional Employer Organizations (CPEOs)</li></ul>	<ul style="list-style-type: none"><li>• Use the same file format of payroll data that you always have!</li><li>• Quality Schedules R for Form 941 and 940</li><li>• Fast support</li><li>• Our three core values: Quality, Honesty, and Kindness</li></ul>

### To current users of the legacy site:

For a limited time, Annkissam plans to continue supporting the legacy site. For the duration of its support window, the legacy site will be accessible via it's new address:

[941r-legacy.annkissamprojects.com](http://941r-legacy.annkissamprojects.com)



USE FOR FORMS  
**940**  
AND 941!

## Sign up today for 941R EXPRESS.

First-time visitor?

Register Now

Already registered?

Log In

## Frustrated with Schedule R?

**Annkissam can help.** With 941R Express, we have helped Fiscal/Employer Agents in Self Direction complete Schedules R for Forms 941 and 940 since the IRS first required these schedules in 2010. Fiscal/Employer Agents depend on 941R Express.com for proper completion of these unique schedules.

941R Express is the go-to solution for Schedule R. Since the form's inception, 941R Express has processed **\$10.0 billion** in wages. Annkissam is the leading software provider for Financial Management Services (FMS) in Self Direction with our FMS Engine, F/EA Blueprint and OTravel products. Annkissam has processed over **\$22.42 billion** in self direction payments and counting. Rely on our regulatory and workflow expertise in FMS in Self Direction.


**941R Express is the only publicly available system of its kind.** It's easy to use and lets users:

- Automatically populate 941 and 940 Schedules R with valid payroll data
- Save valuable time and resources to manage operations.
- Protect clients' confidentiality and reduce the potential for errors, penalties, and fines.

Ready to get started? **Register now**, or for additional information, [download our 940 Quick Start Guide](#) or [download our 941R Quick Start Guide](#)

2. Enter all required information on the **New Account** Registration Form.

**New Account**

  
A PRODUCT OF ANNKISSAM

Name

Email

Password

Password confirmation

Terms of Use

☐ NOTE: By clicking here you agree to the terms of use as described [HERE](#)

Organization Information

Name

Address

Phone

XXX-XXX-XXXX

- Enter your **Full Name**
- Enter the **Email Address** you want associated with your 941R Express Account. This email address will also serve as your log-in username.
- Choose a **Password** that has at least 8 characters. Make sure it is something easy for you to remember, but difficult for others to guess.
- Make sure you enter the exact same password in the **Password** and **Password Confirmation** boxes.
- Click the blue [HERE](#) link to read the **Terms of Use**. The **Terms of Use** will open in a new tab.

## Terms of Use

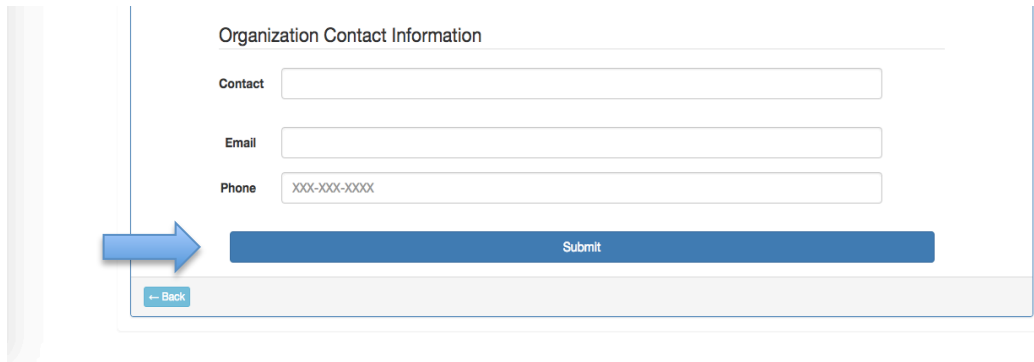
### Terms of Use

By signing up to be a user of this tool, 941R Express (the "Software"), and using the website's features, User agrees to the following:

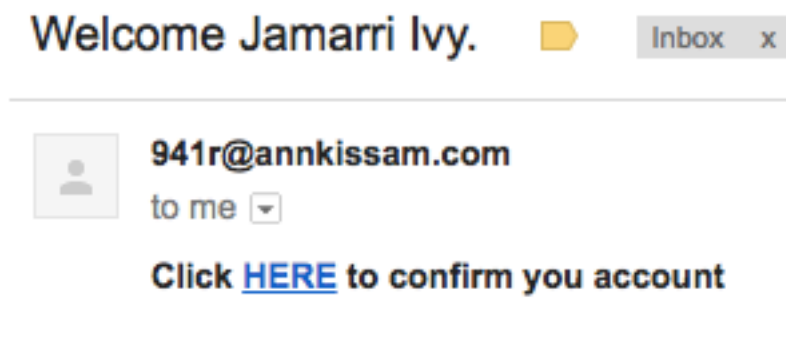
User acknowledges that User has read and followed all instructions for completing the Internal Revenue Service Schedule R (Form 941): Allocation Schedule for Aggregate Form 941 Filers and the Internal Revenue Service Schedule R (Form 940): Allocation Schedule for Aggregate Form 940 Filers, and agrees to provide Annkissam with accurate and appropriate information.

User agrees that once Annkissam returns User's information to them in Portable Document Format (PDF) form, it is User's responsibility to verify that the information contained within the form is accurate. Annkissam is not responsible for any inaccurate information contained in the PDF form, whether the inaccurate information is a result of the User's error, or whether the inaccurate information is a result of an error on the part of Annkissam. Specifically, but not limited to, Annkissam is not responsible for any penalties or interest incurred by User for incorrect or late filings or for any other reason.

- f. Once you have read the **Terms of Use**, go back to the original Registration Form, and click the **checkbox to Agree** to the Terms of Use.
- g. Enter the **Name**, **Address**, and **Phone Number** associated with your organization.
- h. Enter a **Contact Name**, **Email**, and/or **Phone Number** for your organization. This can be your contact information or that of another individual at your organization. This information will be associated with billing for your account.



- i. After you've entered all the required information, click **Submit** at the bottom of the page.
3. You will receive an email from **941r@annkissam.com** at the email address you provided. The email will include a link that you must click in order to confirm your registration (see below).



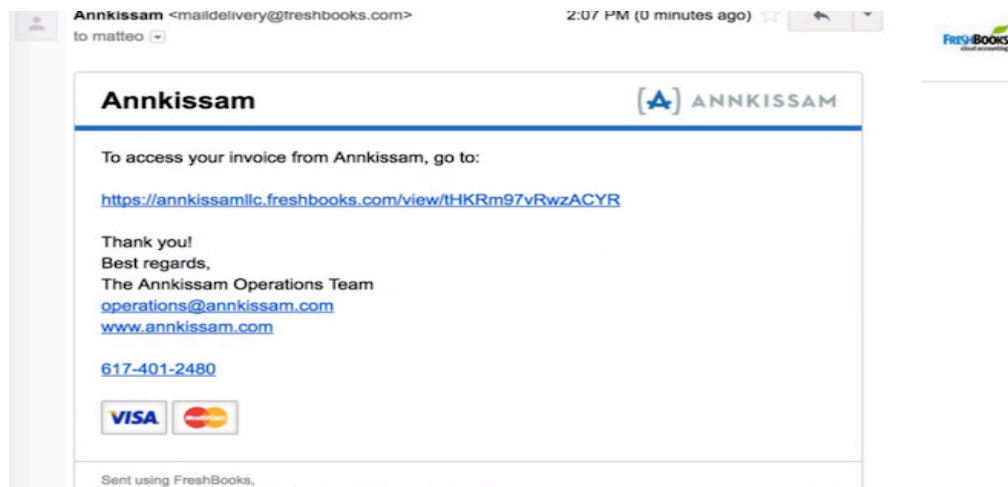
4. When you click the link, you will be taken to the Account Confirmation page.
5. Your account has now been confirmed and an Admin will contact you soon to set up payment for the software.
6. *Please note: You will not have access to 941R Express until your payment of the software fee is processed. See next section "Payment."*

Account was successfully confirmed. An Admin will soon contact you to finish setting up your account.




## Payment

1. After confirming your account, the Annkissam Operations Team will generate an invoice using the contact information you provided. You will receive an email shortly from **Freshbooks**, our third-party payment processor. The email will contain a link to access your invoice.
  - a. Note: We currently only accept Visa & MasterCard online payments





2. Click the link contained in the email to be taken to your invoice via your client profile.
  - a. The invoice will contain various lines of information, such as invoice date, description, amount to be paid, and notes. Please review invoice for accuracy.


 ANNKISSAM
 Profile Log out

[Home](#)
[Invoices](#)

[All Invoices](#)
[Unpaid Invoices](#)
[Payments](#)
[Credits](#)
[Account Statement](#)

**Invoice: 6642**


[Pay Online](#)
[Forward](#)
[Dispute](#)
[PDF](#)
[Print](#)

Annkissam  
One Broadway  
14th Floor  
Cambridge MA 02142

 ANNKISSAM  
what's\_your\_mission?

Annkissam Hosting, LLC  
Matteo Ramos


**INVOICE #** 6642  
**INVOICE Date** February 8, 2017  
**Balance Due (USD)** \$100.00

Item	Description	Unit Cost	Quantity	Line Total
	Test invoice	100.00	1	100.00

**Total** 100.00  
**Amount Paid** 0.00  
**Balance Due (USD)** \$100.00

**Terms**  
 Net 30 day  
 -----  
 Annkissam Tax ID:

**Notes**  
 Thank you

This invoice was sent using 

[Pay Online](#)



3. Click green **Pay Online** button.

4. Enter your payment information using the secure payment portal, and click the green **Pay Now** button to submit your payment.

ANNKISSAM

Home Invoices

All Invoices Unpaid Invoices Payments Credits Account Statement

### Secure Payment


**\$100.00**  
Balance Due (USD)

Invoice #	Description	Date	Total
6642	Test invoice	02/08/17	100.00

Invoice Totals: \$100.00  
Amount Paid: \$0.00  
**Balance Due (USD): \$100.00**

[hide details](#)

#### Enter Your Payment Information

 Your Credit or Debit Card

Card Number

Security Code

Full Name

Exp. Date

VISA

Add the billing address of your card below

Street Address

City

Postal/Zip Code

United State  
Country


[Choose One]  
Province/State

**Pay Now**

\* Read about our [security safeguards](#).



5. You will be taken to a screen that says Transaction Pending. The invoice will show as “Pending” until your payment is fully processed, which can take up to 24 hours.


 Profile Log out

Home Invoices

[All Invoices](#) [Unpaid Invoices](#) [Payments](#) [Credits](#) [Account Statement](#)

---

## Transaction Pending

**Your payment of \$3.00 was successfully received!**

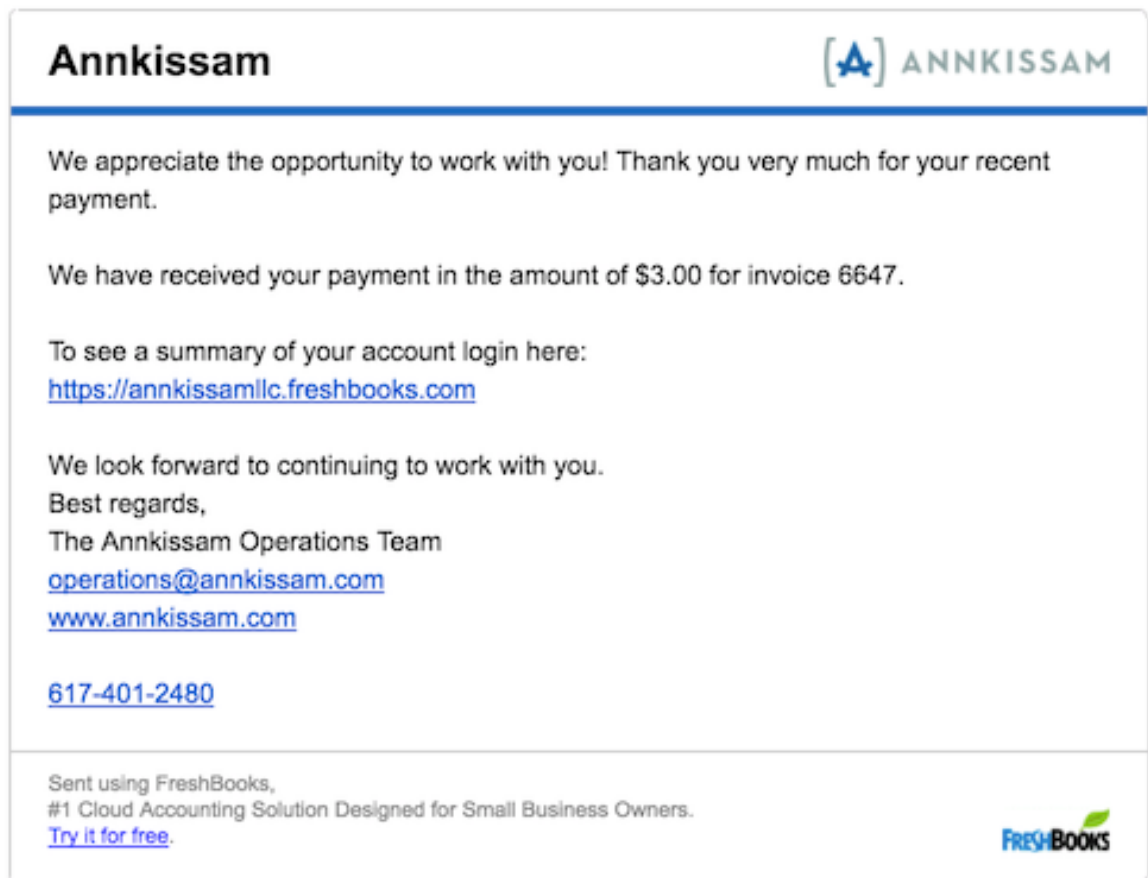
- Note that invoice [6647](#) from Annkissam will show as "pending" until the payment is fully processed, which can take up to 24 hours.
- After processing, a charge from **WPY\*Annkissam** will appear on the credit card statement.

[Review all your invoices](#)

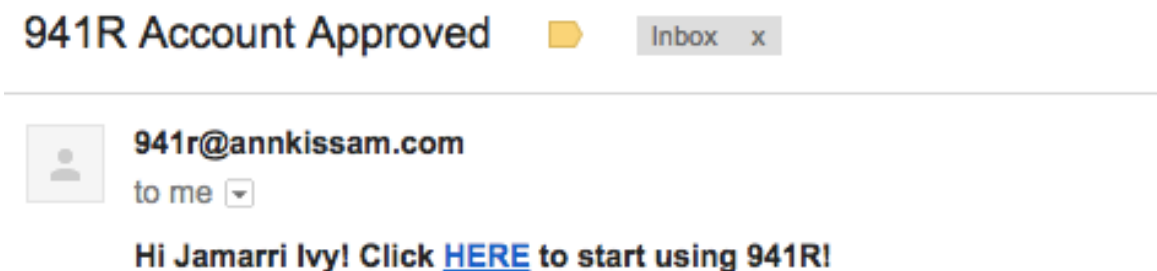
---

[Terms of Service](#) | [Privacy Policy](#)

6. Once the payment is processed, you will receive a payment confirmation email.



7. Annkissam will be notified when you complete payment, and will grant access to 941R Express.
- a. *Note: Annkissam reserves the right to revoke access to 941R Express if the payment is reversed or rejected in any way. See Terms of Use for more information.*
8. You will receive an email from [941r@annkissam.com](mailto:941r@annkissam.com) informing you that your account has been approved with a link to the site.



9. The registration process is now complete, and you can start using 941R Express! See *Quickstart Guide* for instructions on how to use the software.