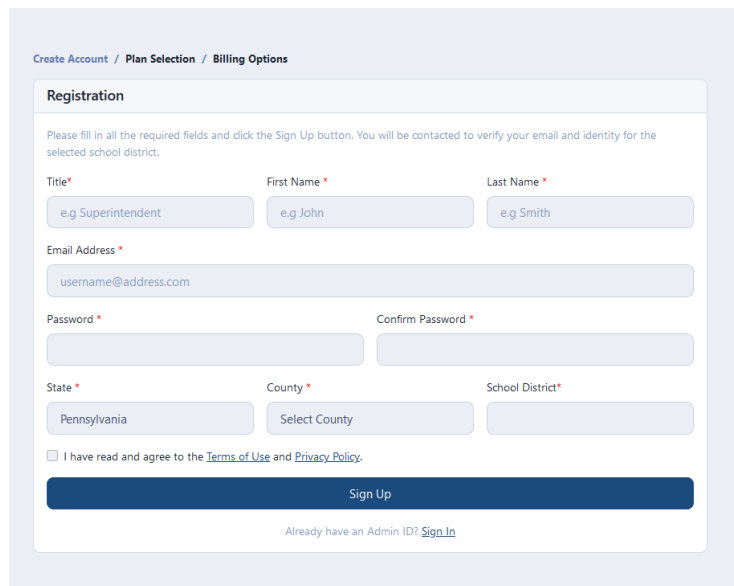


ACT80 AUTOMATED STEP BY STEP INSTRUCTIONS

Introduction: Using Act80 Automated and depending on the number of taxpayers you receive in your state file, this process should take you 1 - 3 hours to complete without the need to print and send your final files to the State. The Print and Delivery service is now available and included with your paid subscription!

Step ONE

Register your school district <https://www.act80.com/Account/Register>



Create Account / Plan Selection / Billing Options

Registration

Please fill in all the required fields and click the Sign Up button. You will be contacted to verify your email and identity for the selected school district.

Title* First Name* Last Name*

e.g Superintendent e.g John e.g Smith

Email Address *

username@address.com

Password * Confirm Password *

State * County * School District*

Pennsylvania Select County

☐ I have read and agree to the [Terms of Use](#) and [Privacy Policy](#).

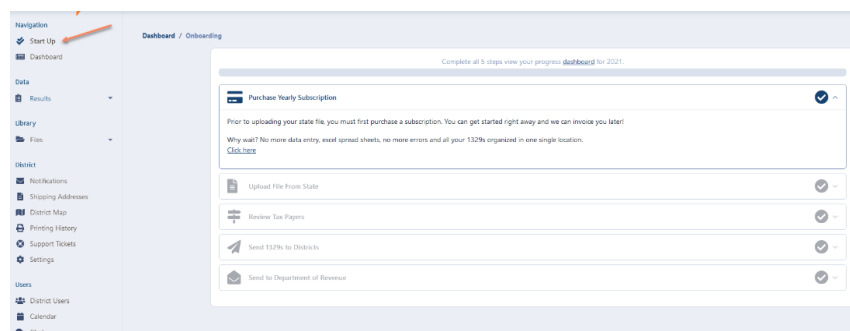
Sign Up

Already have an Admin ID? [Sign In](#)

Enter all fields marked with the **red asterisk**. Select your **county** and then your **school district**. You will need a school district email address to register. Once you submit your registration, you will need to verify your email. Make sure you district is not blocking noreply@act80.com so that you can verify you email address and unlock your account.

If your district **is not registered**, then check the “Terms of Use” and click **Sign Up**.

Step TWO – Purchase ACT80 Automated



Navigation: Start Up, Dashboard, Data, Results, Library, Files, District, Notifications, Shipping Addresses, District Map, Printing History, Support Tickets, Settings, Users, District Users, Calendar, Chat.

Dashboard / Onboarding

Complete all 5 steps view your progress [dashboard](#) for 2021.

Purchase Yearly Subscription [Checkmark]

Prior to uploading your state file, you must first purchase a subscription. You can get started right away and we can invoice you later!

Why wait? No more data entry, excel spread sheets, no more errors and all your 1329s organized in one single location. [Click here](#)

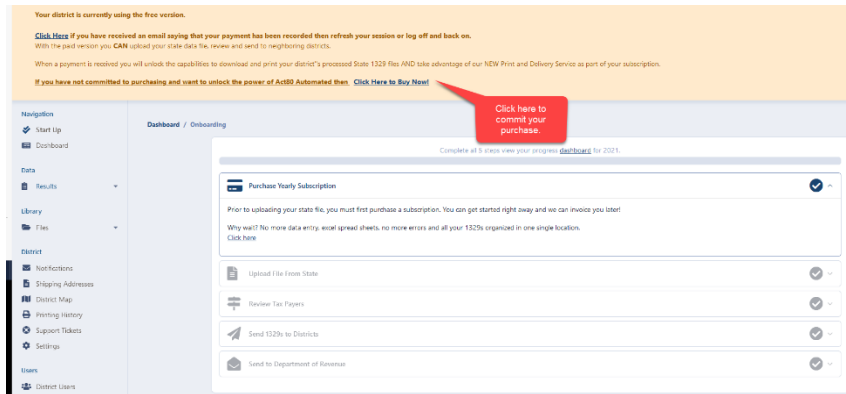
Upload File From State [Checkmark]

Review Tax Payors [Checkmark]

Send 1329s to Districts [Checkmark]

Send to Department of Revenue [Checkmark]

Navigate to “**Start Up**” screen. The **Start Up** screen provides the steps needed to complete the Act80 report. Step one – purchase ACT80 Automated to unlock all the features.

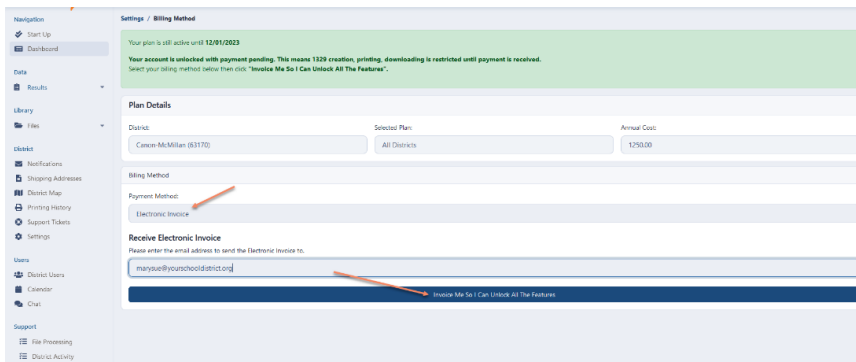


Step THREE – Invoice Me and Unlock Features

Unlock the application by clicking on the **“Buy Now”** button. Next, ensure the payment method of **“Electronic Invoice”** is selected. Then enter your email address where the invoice should be directed.

Then click on the **“Invoice Me So I Can Unlock All the Features”**. This will then present you with a purchase confirmation dialog. Please carefully read the message prior to confirming your purchase.

Confirm your purchase and your district will be invoiced electronically.



Confirm Purchase

Please READ Carefully!

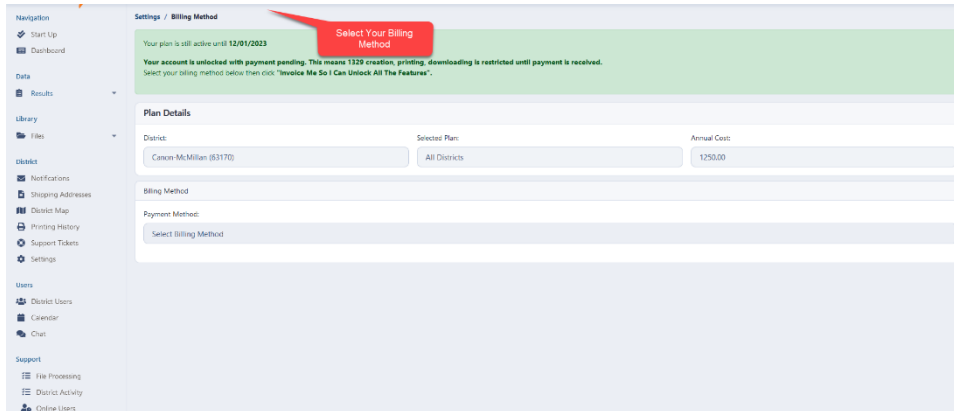
By clicking **Confirm** below you are agreeing to pay the invoice that will be sent to you for the Act80 Automated Service. This will unlock your account and allow you to upload your state data file for processing through our Geo Location engine and you can review the results but you will not be able to print or generate 1329s until payment is received.

Or you can cancel

Confirm Purchase

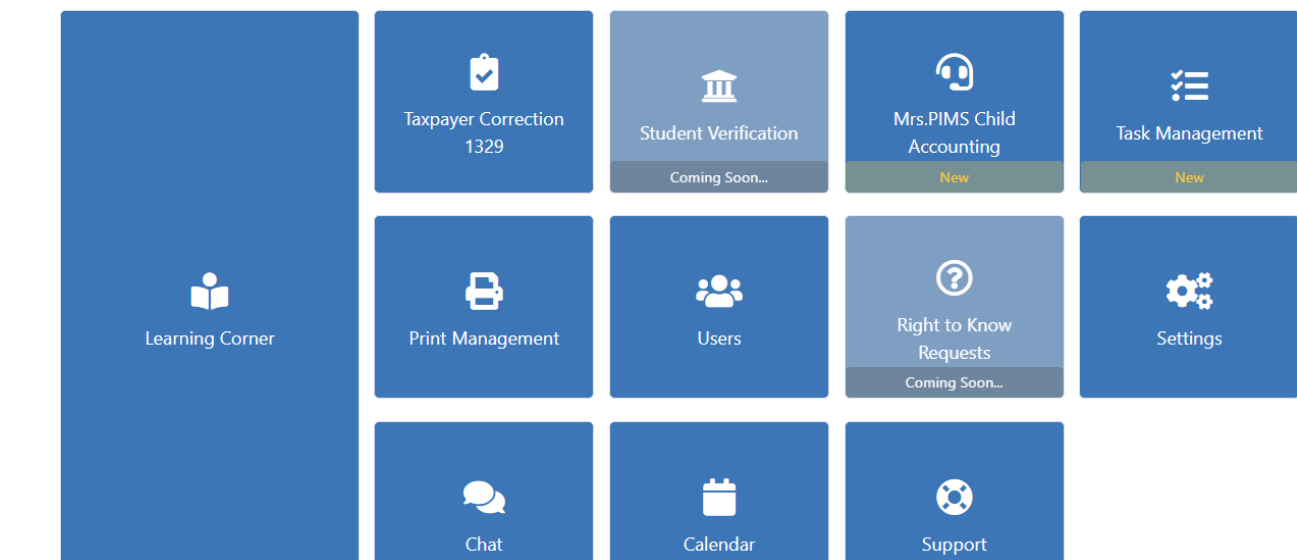
Cancel

- **After clicking on Buy Now you will be able to:**
 - Upload state file
 - Review 1329's
- **A PAID subscription is REQUIRED to**
 - Review 1329's
 - Download 1329's
 - Forward 1329's to other districts
 - Print 1329's
 - Access the print & delivery service.



Once you have registered successfully you have access to the main menu where you will click on “Taxpayer Correction 1329” to move on to step four.

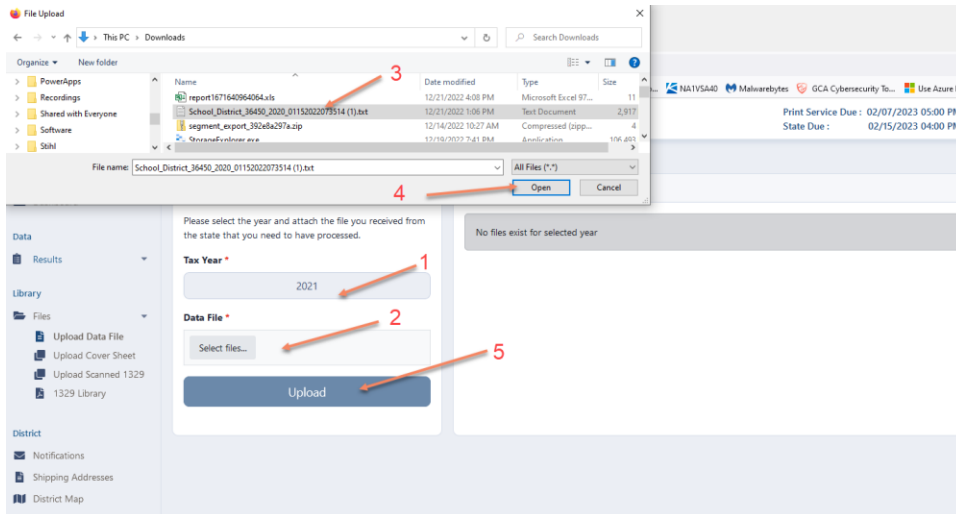
What would you like to do? We can take you there.



STEP FOUR – File Upload

- Download State text file from myPath for your district.
- Upload State file to Act80 Automated (Must be registered and confirm purchase service)
- From left side menu navigate by clicking - **Files/1. State Data Files**

File Upload



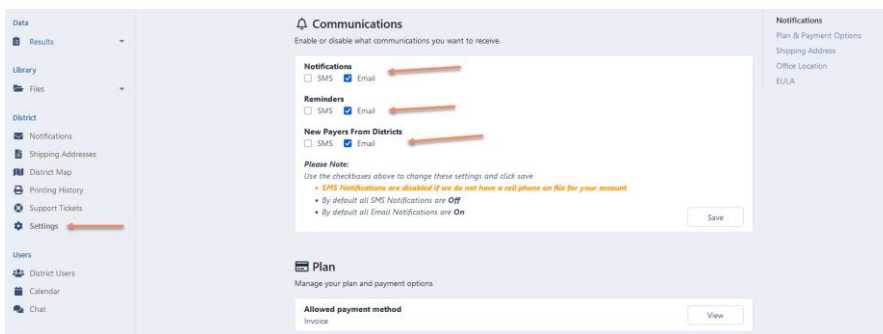
1. Select tax year.
2. Click on Select files.
3. Select the state file from your computer.
4. Select Open
5. Click Upload

The file will upload and immediately start the address verification process.

NOTE: Do not edit or alter the file from the state prior to uploading.

Navigate to the Startup screen to see the progress of your file being processed. While your file is being processed, you can log off or wait. If you uploaded last year, typical processing time is 1/10th of last year. If you are new with a large number (over 30,000) addresses, it could take up to 30 minutes to process. You will receive an email or SMS notification (if you added your cell number in the Settings and requested SMS notification) when completed, depending on your Settings.

Communication Settings



NOTE: Before you begin reviewing, **CHECK** the following:

Title and phone number
(Information will appear on approved 1329s)

- Select **SETTINGS** under your email located in the upper right corner
- Select **EDIT** to update

- If this has not been set in the settings section, you will be prompted to enter this information prior to starting to review. The information entered here will be displayed at the bottom of the generated 1329 reports.

1329 Report Print Settings

Name *Not Set*

Title *Not Set*

Phone *Not Set*

[Edit](#)


Individual Complete: [View Original List](#) [See the instructions for information regarding affidavit of notice to second or third school district.](#) [See Instructions](#)


NAME: _____ TITLE: _____ TELEPHONE NUMBER: _____ EXT: _____ DATE: _____


[Next Page](#) [Return to Top](#) [Assignments Made More Than 20 Days After You Receive the ACT 80 List Will Not Be Accepted.](#) [Next Page](#) [Print Form](#)


Primary Contact (Contact will receive 1329 email notifications)


- Select **ADMINISTRATION** under your email in the upper right corner
- Select **DISTRICT 1329 PRIMARY CONTACT**
- Select **EDIT** to update


 k[redacted]@n.com

Notifications 


Calendar 


Settings 


Administration 


Log Out 



District Administration

User Management 

District Office Location 

District Shipping Address 

District 1329 Primary Contact 

Name and Email  

STEP Five – Review Outgoing

REVIEW OUTGOING REASSIGNMENTS (Taxpayers who were on the initial file sent by the state but belong in other districts as determined by the Method Automation school district location program)

Incoming reviews will immediately produce a 1329 file upon completion of the individual review. Outgoing 1329s will not be generated until all Outgoing PO Boxes and Unprocessed reviews have been completed. Then, a Generate 1329 button will appear. Once clicked, all of your outgoing and state 1329s will be generated and email notifications sent.

Review Selection

To Review | **Reviewed**

Incoming Reassignments

You have incoming taxpayers from 7 district(s) to review. Incoming reviews will immediately produce a 1329 file upon completion of the individual review and can be found in your Files\1329 Library under State. You do **NOT** have to click the Generate 1329 Files button again.

Select Incoming District | **Review**

Outgoing Reassignments

You have outgoing taxpayers to 92 district(s) to review.

Donegal (1/1) | **Review**

Post Office Box Addresses

There are 147 taxpayer(s) in your district that use a PO Box. A residential address cannot be confirmed for these taxpayers. Use discretion when choosing to keep these members in your district or send them to state.

Review

Unprocessed Payers

There are 164 taxpayer(s) that cannot be automatically processed. Taxpayers identified as "Out of State" or not found in our address database should be manually reviewed.

Review

Payers In My District

There are 12,047 taxpayer(s) in your district. No action is

Payer Review

Select All | Deselect All | Edit | Keep in My District | Approve | Reassign

Donegal (36220) (Outgoing)
You have 1 record(s) to review.

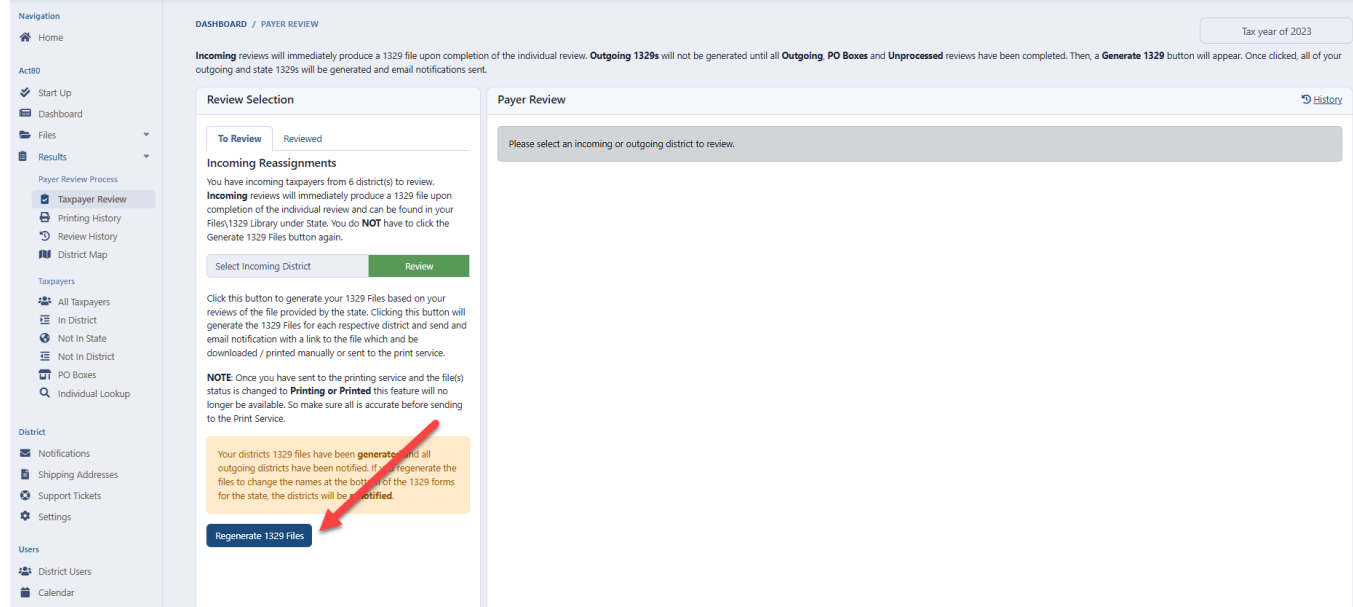
Search:

Index	Name	Address	Next Step (Approval Needed)	AI Decision
<input type="checkbox"/>	94730712		Auto-assign to Donegal (36220)	

- Click in **SELECT OUTGOING DISTRICT** field, select **REVIEW** tab
- Select district from drop down list
- Click on the taxpayer
- Select one of the following options to **EDIT**, **KEEP IN MY DISTRICT**, **APPROVE** or **REASSIGN** to another district
 - **Edit** - You can edit the existing address and re-validate the address should a correction need to be made. This will save the district information properly prior to sending to a new district or back to the state.
 - **Keep In My District** - you are confident the taxpayer should not be forwarded to another district but rather be reassigned to your district.
 - **Approve** - you believe that the Act80 engine correctly identified the taxpayer(s) to be forwarded to another district.
 - **Reassign** - you are confident that Act80 engine did not get the correct district, and you know that it should be in an entirely different district.
 - **AI Decision** – If you see a button here it will provide you the ability to view possible addresses that may match the address that could not be found. These are typically bad zip codes or street names misspelled. AI will give you a hint of what it would have picked. You can pick the new address from the list or investigate it by clicking on the view links to see the location in Google Street Maps.
- Repeat process if more than one district

NOTE: 1329s will not generate until all Outgoing, PO Box Addresses and Unprocessed Payers are completed. Once you have completed those reviews the files automatically generate and you will see the animation on your screen of the files being built.

A blue button “Regenerate 1329 Reports” will appear for paid subscribers after all the reports are generated. You typically will only “Regenerate” if you have found an error or issue with your reports.



STEP SIX – Review Incoming

You will now need to log into myPATH and review any incoming payers for the second and third level review. This was previously done in Act80 Automated but is now completed in myPATH using their interface. There is no way to research addresses, provide comments, make corrections or see those addresses on a map with an outline of the district within myPATH, but you can use all of the tools within Act80 Automated which provides exactly those features to help you research any address.

STEP SEVEN – Review PO Boxes

No need to review PO Boxes as they are ignored by the Department of Revenue

STEP EIGHT – Review Unprocessed

No need to review Unprocessed and Out of State as they are ignored by the Department of Revenue

STEP NINE – Generate myPATH Return File

Generate return file: Once you have completed reviewing your Outgoing tax payers your myPATH return file will be generated for the state and in accordance with their format requirements.

Incoming reviews will immediately produce a 1329 file upon completion of the individual review. **Outgoing 1329s** will not be generated until all **Outgoing, PO Boxes** and **Clicked**, all of your outgoing and state 1329s will be generated and email notifications sent.

Review Selection

Payers In My District

There are 22,914 Taxpayers. No action is required. If you believe a payer should be transferred to another district you can do that here. As such, please use your best discretion when choosing to send individuals to another district.

[View](#)

Click this button to generate your 1329 Files based on your reviews of the file provided by the state. Clicking this button will generate the 1329 Files for each respective district and send and email notification with a link to the file which and be downloaded / printed manually or sent to the print service.


NOTE: Once you have sent to the printing service and the file(s) status is changed to **Printing or Printed** this feature will no longer be available. So make sure all is accurate before sending to the Print Service.

[Generate 1329 Files](#)

Payer Review

You currently have no records to review

Building state file... please wait...



Processing district file for Bensalem Township(09100)

Once completed, Act80 Automated will prompt you to either view the completed files which you may download from Act80. **Then you will need to login to myPATH and upload this file.**

STEP TEN – Login to myPATH & Upload

You will take your newly created myPATH file and download it from the Act80 Automated dashboard.

Outgoing Workflow Status

Steps to process your Outgoing 1329s based on the your state file

Step 1
Upload PA Dept. Revenue Data

Step 2
Engine Address Verifications


Step 3
District Review Results

Step 4
Download Act80 - MyPATH File
[Mark as Completed](#)

Step 5
Complete (Uploaded to MyPATH)

Department of Revenue File

Download file from Act80 and upload to MyPATH

	Districts Found	Taxpayers Found	Date Created
	230	5,473	2025-12-17

Then you will need to login to myPATH and upload this file which will notify your neighboring districts they will have reviews to complete within myPATH.

The Department of Revenue now requires you to log in and check your notifications section for 2nd and 3rd level reviews. This was previously done in Act80 Automated and is now completed using myPATH's review interface.



You can still use all the features found in Act80 Automated from the individual address look up tool, to the mapping features helping you complete the process in myPATH and get the answers you need.