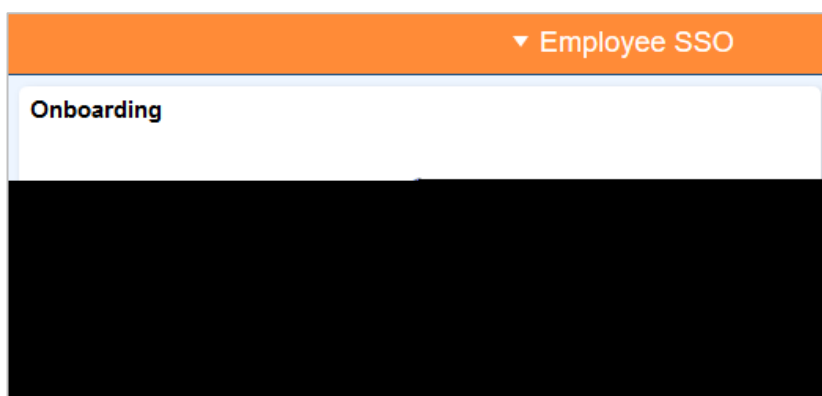# Onboarding – Add Tax File details in CAPS

Introduction

This guide describes how to add Tax File Details in the Onboarding form.
For more information about completing your Tax File form visit the ATO website:
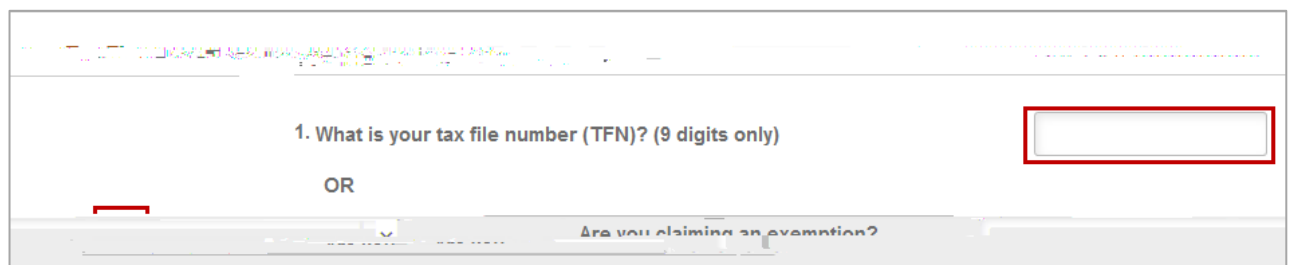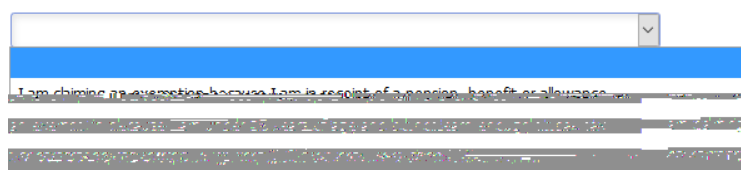https://www.ato.gov.au/Forms/TFN-declaration/

Procedure

Log in to SSO

1. Click on the **O** tile.

Enter your Tax File number OR click on the drop down list to choose the appropriate exemption – to find out more about exemptions visit the website:
https://www.ato.gov.au/Forms/TFN-declaration/

3. Choose the appropriate entry from the drop down list

4. Complete the rest of the questions on the form and click   .

   If you need help with any of the questions you can click on the question mark box for more
   information.