

User Name Guidance

December 2016

AARP Foundation[®]

User Name Guidance

- Constraints:
 - User name must be unique across all of TaxSlayer.
 - The same user name cannot be used at two different sites.
 - The same user name cannot be used in production and in the Practice Lab.
 - Maximum size is 24 characters
 - The user name is NOT case sensitive.

User Name Guidance

- Example user name format that provides high probability of unique names without the need for the “N” field:
 - SSSLLLLLLLLLLLLFN
- Where:
- SSSS - last four digits of the SIDN
- LLLLLLLLLL - last name of the user. Length as needed for last name
- F – First initial of first name
- N – If needed to make the name unique.

User Name Guidance

- Example 1:
 - SIDN is S45051234
 - Name is John Smith
 - User Name is 1234SmithJ
- Example 2:
 - SIDN is S45051234
 - Name is Mary Hendrickson
 - User Name is 1234HendricksonM

User Name Guidance

- **In both of these examples a number may have to be added to the end of the name if when an attempt to create a name results in an error indicating that the name already exists.**
- This document provides guidance for standardizing TaxSlayer user names. Some States or districts may choose to use their own standard.
- Variations could:
 - Change the sequence of the fields
 - Use only the last three digits of the SIDN – This increases probability of an error when entering name.
 - Use entire 9 digit SIDN – This may eliminate need to ever use “N” field
 - Define length for last name
 - Replace the name fields with initials.

Questions, Comments???

December 2016

AARP Foundation[®]