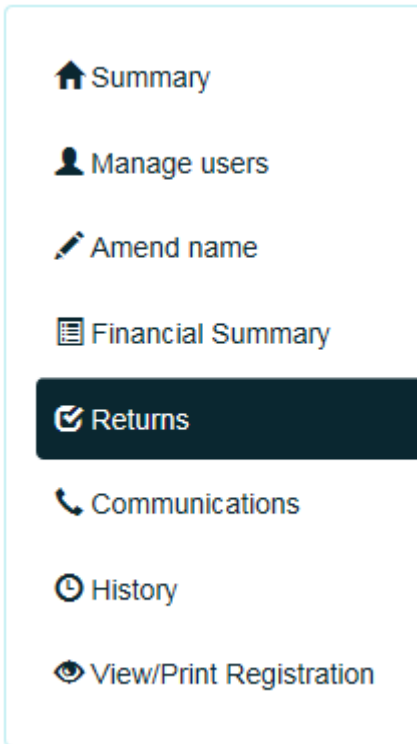


Saving a return as a draft

1. Click on your account name from the home menu.
2. Click on the **Returns** menu as follows:



3. The **Manage Returns** screen displays as follows:

Manage Returns

Type	Period	Due Date	Submitted Date	
Monthly	Jan 16	20/02/2016		Submit
Monthly	Dec 15	07/01/2016		Submit
Monthly	Nov 15	07/12/2015		Submit
Monthly	Oct 15		04/11/2015	View
Monthly	Sep 15		07/10/2015	View
Monthly	Aug 15		04/09/2015	View
Monthly	Jul 15		07/08/2015	View
Annual	14/15		11/07/2015	View

[View full return history](#)

4. Select the **Submit** link of the return to submit
5. Enter the return details
6. Click on the **Save as Draft** button
7. The draft forms are displayed on the home page.