

What to do if you receive any IRS notice regarding your ERC



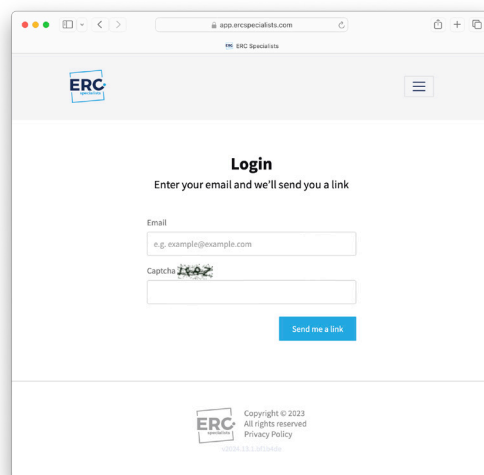
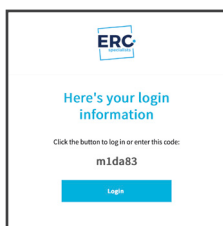
Immediately upload your document(s) to ERC Specialists!

If the IRS sent a notice directly to your address, please upload a scanned copy or picture so ERC Specialists can help determine the next steps.

1 Go to <https://app.ercspecialists.com/login>

A Go to your **ERCS customer portal** and log in using the email on file from your ERC application. Once you enter your email and fill in the captcha code, click the blue "Send me a link" button.

B Please check the email you received and either click the blue "Login" button to automatically login or copy and paste the code into your browser's "Login Code" box.



2 Upload your document(s)

Scroll to the bottom of the "Status" page and click on the blue "Upload Notice" button to send any documents you received from the IRS to ERC Specialists. ERC Specialists will be notified and review the notice.

Note: If the account is complete, email the notice to support@ERCSpecialists.com so ERCS can review it. If the account is closed, the notice is more often than not non-ERC related.

3 Wait for ERCS to contact you

ERC Specialists (ERCS) will contact you about the document(s) you received within two business days.

4 If needed, call ERCS support at 385-707-0170

As any notice you receive from the IRS is time-sensitive, you can call the ERC Specialists support team directly at **385-707-0170**. You can also email ERCS at support@ERCSpecialists.com.