apexenergetics™   Avalara

Avalara AvaTax for Apex Energetics Practitioner E-Commerce Stores

Configuration/User Guide

Avalara AvaTax is a cloud-based solution automating transaction tax calculations and the tax filing process. Avalara provides real-time tax calculation using tax content from more than 12,000 US taxing jurisdictions and over 200 countries, insuring your transaction tax is calculated based on the most current tax rules.

Your Avalara AvaTax solution is automatically configured by Apex Energetics to work with your Practitioner E-Commerce Store. Apex Energetics has pre-configured all the following: a) Connecting your store and license key to your Avalara account, b) configuring your Avatax account relating to transactions on your Apex Energetics E-Commerce Store, c) setting tax code IDs for products, and e) validating a customer address for taxation. These settings cannot be changed from within your Store. **No further action on these items is required.**

Please check with Apex Energetics customer service before making any changes to the pre-configured settings on your account as it relates to your Practitioner E-Commerce Store with Apex Energetics. You are solely responsible and liable for changes made to these settings in your Avalara AvaTax account online.

If you find that sales tax is not being charged on transactions in your Practitioner E-Commerce Store, or believe that sales tax may be calculated incorrectly, your should contact Apex Energetics E-Commerce Store customer service at storesupport@myhcpstore.com.

Reconnecting Your Store to AvaTax

If your AvaTax account License Key is reset, it can cause your AvaTax account to be unassociated from your Practitioner E-Commerce Store. Follow these instructions to re-enter your AvaTax License Key:

1. Log-in to your account at apexenergetics.com
2. Click on the My Store tab
3. The Accounts menu tab will open by default
4. The Avalara AvaTax account window is at the bottom of the page
5. Your Account number and Company information is pre-configured.
6. Enter your License Key and click "Save License Key"