

## Update Sales Tax Exemption Status

Lead mentors and team admins can update their team's sales tax exemption status by following these steps:

1. Log in to your *FIRST*® account dashboard at [www.firstinspires.org](http://www.firstinspires.org).
2. Click your MY TEAMS tab
3. Click the “Team Information” drop-down in the “Team Options” column and select “Team Profile”

The screenshot displays the 'MY TEAMS' dashboard. At the top, there are navigation tabs for 'MY TEAMS' and 'PARENT/GUARDIAN - YOUTH'. Below these are four buttons: 'CREATE NEW TEAM(S)', 'GIVE TO FIRST MISSION', 'REGISTERING YOUTH FAQ', and 'RETURNING TEAMS'. A 'Teams List' section shows a table with columns for 'Team Name', 'Team Number', and 'Program'. One team is listed: 'Team Support' with team number '#202200017' and program 'FIRST® Robotics Competition'. Below the table, there are two main sections: 'Team Options' and 'Team Finances'. The 'Team Options' section has a dropdown menu for 'Team Information' which is open, showing options: 'Team Profile', 'Team Sponsors', 'School / Organization', 'Delete Team', and 'Find Mentors'. A red arrow points to the 'Team Profile' option. The 'Team Finances' section shows a shopping cart with 1 item, and a list of financial items: 'Payment/Product (Receipt)', 'Funds & Grants' (\$0.00), and 'Credits' (\$0.00). There is also a 'Finance Options' dropdown button.

4. Complete the team profile information, answer the “Sales Tax Exemption Status” question, and click “SAVE”
  - If the team is non-exempt or located in a tax free state (i.e. New Hampshire), select “We are required to pay Sales Tax where applicable by

law (teams located in tax free states, will not be charged sales tax on their initial registration)

### Sales Tax Exemption Status

We are required to pay Sales Tax where applicable by law (Select this option if you are located in a tax free state).


We are exempt from Sales Tax

**SAVE**

5. Click <Back to Dashboard to return to your Dashboard

## EDIT TEAM

**Successfully saved!**

[< Back to Dashboard](#) 

All fields are required (unless otherwise indicated)

**TEAM PROFILE**

SCHOOL/ORGANIZATION

SPONSORS

TEAM NAME (Team Name needs to also have at least 1 alpha numeric char

Team Support