



KTS New Agent Registration Guide

Register with Arise

- Go to the Arise platform and [complete registration](#).
- Use **Service Partner ID: 1158016 to Join King Tax Solutions, LLC** (KTS Call Center).

Sign Non-Disclosure Agreement (NDA)

- Complete and sign the NDA as part of the onboarding process after we finalize you on the platform

Verify Home Office Setup

- Ensure compliance with Arise's home office requirements (PC, headset, internet, etc.). if you need arise platform supported equipment visit our equipment partner to purchase by clicking [here](#).

Submit Payment Details

- Provide bank details for direct deposit to your designated account. Enroll or update your direct deposit details by clicking [here](#).

* *Confirm the opportunity you choose and start date with KTS by emailing details to hr@kingtaxsolutions.com*

Complete Background Check after selecting the client opportunity you wish to service

- Submit the necessary information to pass a background check.

**\$30 fee is required to be paid which is NOT covered by King Tax Solutions, LLC or Arise this is the only fee you will pay as you will have access to work for an unlimited amount of top brands.*

Submit Required Documents

- Upload or email necessary documents (ID, proof of residency, etc.).

Enroll in Certification Course

- Choose and enroll in a client opportunity that you qualify for.
- Pay any associated certification fees.

Most time the fee is just a \$20 class deposit fee and refunded after the 1st day of class to ensure you show up to class as these are desired opportunities that people want so they want to make sure you're serious about working. This fee is paid and refunded through the arise platform.

Complete Initial Training

- Attend all required virtual classes and pass assessments.
- Ensure you complete the course to qualify for client service.

Start Taking Calls

- Begin taking calls for the assigned client based on their schedules.