

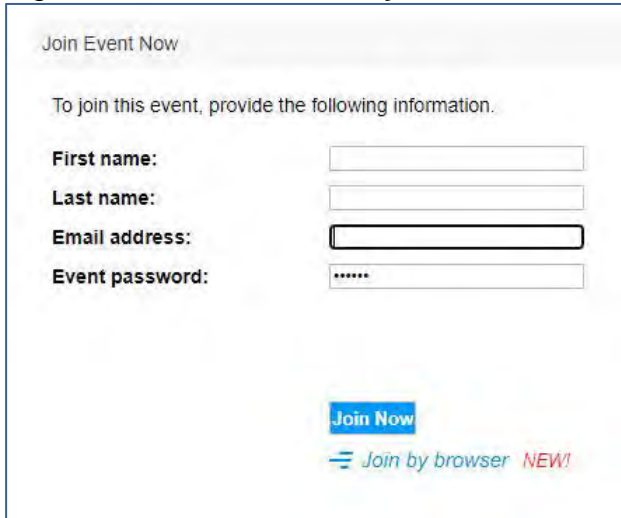


**Franchise Tax Board Conformity Stakeholder Meeting**  
**WebEx Instructions**  
**November 17, 2021 at 1pm**

**SECTION 1: JOINING THE WEBEX EVENT**

- It is highly recommended that you use Google Chrome  or Microsoft Edge  to join the meeting. WebEx will not work with Internet Explorer (IE11).
- If you are not sure of your default browser, copy the link below and paste it in your Chrome or Edge web browser.
- Go to [ftb.webex.com](https://ftb.webex.com) to join.
- Sign in and click on “**Join by Browser.**”



Join Event Now

To join this event, provide the following information.

**First name:**

**Last name:**

**Email address:**

**Event password:**

[Join Now](#)

[Join by browser](#) **NEW!**

- Using your mobile phone? Be sure to download the WebEx App from the Apple App store (iOS) or Google Play Store (Android).

**SECTION 2: PARTICIPATING IN THE MEETING**

After joining, your name will be shown on the attendee list. You will not be able to turn on your video icon, however, your name will be seen under the “Attendees” list. There will be an opportunity to ask questions and provide comments and you can participate using the following features:

**Using the Audio Feature**

All attendee microphones will be muted at all times during the meeting. After the presentation, you can raise or lower your hand and the Host will unmute your microphone.



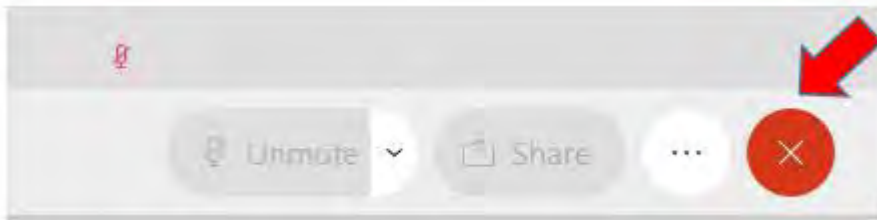
### Using the Chat Feature

Attendees will have access to the Chat feature to provide comments and ask questions.

If you have further questions, email us at [FTBLegislativeServices@ftb.ca.gov](mailto:FTBLegislativeServices@ftb.ca.gov)

### SECTION 3: LEAVING THE MEETING

When the meeting is adjourned or if you need to leave at any time, simply press the red button with the X (pictured below) to leave the meeting.



### SECTION 4: TECHNICAL DIFFICULTIES

If you experience technical difficulties, exit and attempt to join the meeting again.

If you cannot join after an additional attempt, you can call into the meeting using the following audio conference phone number 1-415-527-5035 and Event number (access code): 2761 802 5434.

If you continue to have difficulties, please email us at the address above.

Note: attendees calling into the meeting will only be able to listen to the meeting.