



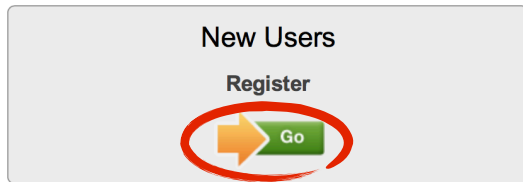
# CITY OF ENGLEWOOD

Finance and Administrative Services Department

## Registration Instructions for Online Sales Tax and Business Licensing

Go to <https://englewood.munirevs.com>

### 1. Click "Go" to Register

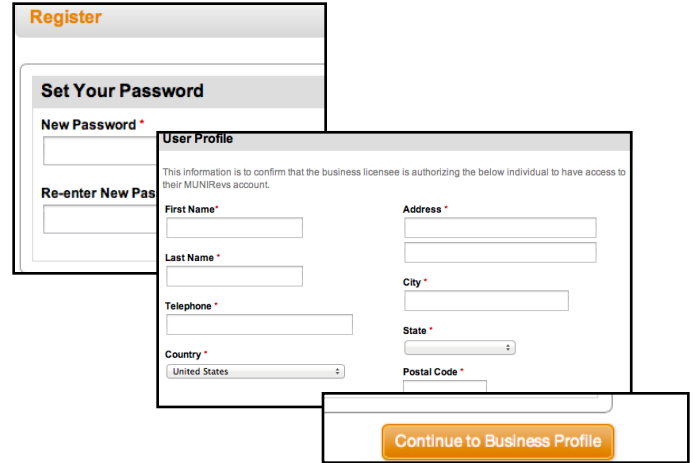


#### Confirm E-mail

Enter your e-mail address and follow the instructions in the e-mail you will receive.

If you do not receive the e-mail immediately, be sure to check your junk mail, quarantine services (i.e. Postini, Spam Assassin) and add [info@munirevs.com](mailto:info@munirevs.com) and [support@munirevs.com](mailto:support@munirevs.com) as safe senders. After you have done this, enter your e-mail address above again. Contact MUNIREvs support for assistance.

### 2. Create User Profile



### 3. Link to Business

◆ Select "I already have an existing business license."

Please choose one of the following: \*

I already have an existing business license.

If you have already been issued a business license and/or you have been paying taxes in Englewood

◆ Enter 6 Digit Business License Number, MUNIREvs Activation Code (NOT case sensitive) and Click Lookup

<b>Business License Number</b> Your 6-digit Business License Number 421509	AND	<b>MUNIREvs Activation Code</b> Your 6-digit MUNIREvs Activation Code d7fkhq	<b>Lookup</b>
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◆ Select your Role and click "Connect." Note - Businesses can have an unlimited number of users on each account.

The following business was found. To connect to this business, indicate your role, then click "Connect".

Found Business:	Business Name	Role	Assigned by	Date	Connect
[457612] Sweet Rides, LLC	Accountant	Erin Neer	08/25/13 08:55:44	Connect	

To add another business, simply enter the above credentials, and repeat the **Lookup** and **Connect** steps above. When done adding businesses, Click the **orange button** to proceed to your **Business Center**.

**For Assistance Contact MUNIREvs Support at**  
[support@munirevs.com](mailto:support@munirevs.com) or (888) 751-1911



## Frequently Asked Questions for Online Sales Tax and Business Licensing

<https://englewood.munirevs.com>

### **What types of assistance can MUNIRevs provide to me?**

MUNIRevs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIRevs, please reach out to our support team. We can always reach out to the City on your behalf if we need their assistance with one of your questions. You can reach MUNIRevs at [support@munirevs.com](mailto:support@munirevs.com) and by phone at (888) 751-1911.

### **Where are my tax forms? My Action Center is empty?**

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, for monthly filers, the August, 2013 tax forms will be available in your Action Center on September 1, 2013. If you do not see the forms you expected, simply contact MUNIRevs support for assistance.

### **Can I manage multiple businesses with one login?**

Yes - to do so, click Add an additional business to your account. Select whether the business is an existing business or whether you are applying for a new business. You will need your 6 digit Business License Number and MUNIRevs Activation Code to connect to an existing business record.

### **Can a business have more than one user?**

Yes, each business can have an unlimited number of users. Each user is required to provide the 6 digit Business License Number and MUNIRevs Activation code to be authorized to connect to an existing business record.

### **I did not receive or misplaced the letter with my activation code. What do I do?**

Contact MUNIRevs support at [support@munirevs.com](mailto:support@munirevs.com) or (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account. To protect the security on business accounts, you will need written (e-mail) permission from a registered owner or officer of the business for us to provide you with a new activation code.

### **How do I register?**

To register, please follow the instructions located at the City of Englewood's Sales Tax page:

<http://www.Englewoodgov.org/inside-city-hall/city-departments/financial-services/sales-and-use-tax>

### **Can I file a Zero File tax return through MUNIRevs?**

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Sales and any deductions. You will be prompted to confirm your desire to complete the return as a Zero File return.

### **What payment types are accepted by the City through MUNIRevs?**

The City accepts ACH Debit, or e-check as well as the following major credit cards: Mastercard, Visa and Discover. In addition, if you need to remit via ACH Credit, please e-mail [support@munirevs.com](mailto:support@munirevs.com) for payment instructions and to add this setting to your account.

### **Can I schedule a payment in MUNIRevs?**

For your security, MUNIRevs does not store *any* payment information in the system. You will need to enter your desired payment information each time you check out.

If you would like to transmit payments via ACH Credit, e-mail [support@munirevs.com](mailto:support@munirevs.com) for payment instructions and to add this setting to your account.

### **How do I change or update my User information?**

Select "My Account" at the top of the page when you are logged in to update your user or business information, including, mailing address, phone number and other contact information.

### **I forgot my password. What do I do?**

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

### **Do I have to login to MUNIRevs to see my alerts and reminders?**

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

### **Can I apply for a new business license with the City through MUNIRevs?**

Yes. To apply for a new business license, simply click "Add an additional business to your account" under Manage your Business. Select New Business and proceed through the prompts to register your new business with the City. For certain business types, additional miscellaneous license forms may be required, which the City staff will assign to your business after you have completed your initial application. You will receive alerts for these additional items as they become available in the system.

### **Can I renew or manage an existing license with the City through MUNIRevs?**

Yes. License renewals will be initiated based upon the expiration date of each license. You will be notified of available actions when a renewal license requirement is upcoming.

**For Assistance, Contact  
MUNIRevs Support  
[support@munirevs.com](mailto:support@munirevs.com)**

**(888) 751-1911**