

GovOS New Business Registration

Step 1: Go to the GovOS website - <https://fortcollins.munirevs.com/>.

Step 2: Click the [Register here!](#) link on the Log In page.

Log In

Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)

Log In

New user [Register here!](#)

If you need assistance, see the [FAQ](#).

Step 3: Enter your **Email Address** and click **Continue**.

Register **Validate Email** User Info Business License

To register for MUNIRevs, or register a new email address, please complete these steps:

1. Enter your email address below.
2. Open your inbox to read the email that will be sent to you containing the instructions.
3. Click the link in the email received in Step 2 above.
4. Complete your User Profile.
5. Verify your Business Profile by entering your Six Digit Account Number and Six Digit MUNIRevs Activation Code.

If you are changing your email address, please enter the NEW email address you would like to register below.

Email Address

Email Address (Required)

Continue

Step 4: You will then see a page that says **Confirmation Email Sent.**

Register **Validate Email** User Info Account

Confirmation Email Sent.

Confirm your email address by following the instructions that have been sent to stnnewuser@yahoo.com.
If you do not receive a confirmation email, you can [generate another one](#) or [contact us](#) if you need assistance.

Step 5: Go to your email inbox and locate the email from **On Behalf of GovOS**. The email subject will be **Verify your Email Address**.

** Note: If you are unable to locate the email, please check the spam/junk folder.*

Step 6 Click the https hyperlink in the email which will open the to the **Validate Email** page.

Step 7: Complete your user profile and click **Continue to Business Profile**.

Step 8: On the next page, you will select the second option, "I have a new business..."

Connect to your Business.

I have a new business and need to apply for a license.

Please do NOT choose this option if you have an existing license as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "Connect to your Business" above and use the link to contact MUNIRevs Support.

Business Name

Business Type **Your Role**

Please choose Please choose

Continue

Step 9: Enter your business name. Select your business type and your role.

A. Your role will not affect anything in the system, it is just for reference.

Step 10. You will now be taken to the Business Center where you can see your new business registration is pending approval, under the "Open Tasks" section

For Assistance, Contact GovOS Support

blt.str.support@govos.com

(888) 751-1911

GovOS New User Set Up

Step 1: Go to the GovOS website - <https://fortcollins.munirevs.com/>.

Step 2: Click the [Register here!](#) link on the Log In page.

Log In

Please enter your email address and password to log in.

Email Address:

Password:

[Forgot your password?](#)

Log In

New user [Register here!](#)

If you need assistance, see the [FAQ](#).

Step 3: Enter your **Email Address** and click **Continue**.

Register → Validate Email → User Info → Business License

To register for MUNIRevs, or register a new email address, please complete these steps:

1. Enter your email address below.
2. Open your inbox to read the email that will be sent to you containing the instructions.
3. Click the link in the email received in Step 2 above.
4. Complete your User Profile.
5. Verify your Business Profile by entering your Six Digit Account Number and Six Digit MUNIRevs Activation Code.

If you are changing your email address, please enter the NEW email address you would like to register below.

Email Address

Email Address (Required)

Continue

Step 4: You will then see a page that says **Confirmation Email Sent**.

Register → Validate Email → User Info → Account

Confirmation Email Sent.

Confirm your email address by following the instructions that have been sent to stnewuser@yahoo.com.

If you do not receive a confirmation email, you can [generate another one](#) or [contact us](#) if you need assistance.

Step 5: Go to your email inbox and locate the email from **On Behalf of GovOS**. The email subject will be **Verify your Email Address**.

** Note: If you are unable to locate the email, please check the spam/junk folder.*

Step 6 Click the https hyperlink in the email which will open the to the **Validate Email** page.

Step 7: Complete your user profile and click **Continue to Business Profile**.

Step 8: On the next page, you will enter in your Account Number and Activation Code, look up your property, choose your role, connect to your property, and click Go to Business Center:

[Connect to your Property.](#)

To connect to your property, please provide the following identifying information.

If you do not have this information, please contact [LODGINGRevs Support](#).

In your email request, please be sure to include the 6 Digit Account Number, Owner Name, and Rental Address so that we may promptly authenticate you for the requested account.

The screenshot shows a web form for connecting to a property. It has two input fields: 'Account Number' (Your 6-digit tax remittance Account Number) and 'LODGINGRevs Activation Code' (Your 6-digit LODGINGRevs Activation Code), both containing 'XXXXXX'. An 'AND' symbol is between them. A 'Lookup' button is to the right of the activation code field. Below this, a message states: 'The following business was found. To connect to this business, indicate your role, then click "Connect".' There is a table for 'Found Business:' with columns: Business Name, Role, Assigned by, and Date. The first row shows 'Testing Again' as the business name, 'Employee' as the role (selected in a dropdown), and '10/23/20 14:50:05' as the date. A 'Connect' button is to the right of the date. Below the table is a 'Connected Accounts:' section with the same columns. A 'Go to Business Center' button is at the bottom right. Yellow arrows point from the 'Lookup' button to the 'Connect' button, and from the 'Connect' button to the 'Go to Business Center' button.

Business Name	Role	Assigned by	Date
Testing Again	Employee		10/23/20 14:50:05

Business Name	Role	Assigned by	Date
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Step 9: You will now see Open Tasks in the Business Center

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What does GovOS Support help with?

Support:

- User attachment/removal to accounts
- Adding Forms
 - Previous period tax forms
 - Permit/License applications/tax certificate applications
- Technical Support
 - Registration Process
 - Email or password reset processes
- Send Requests to jurisdiction on behalf of taxpayer
 - Closing account
 - Waiver requests
 - Filing Frequency Change
 - Clarification on tax settings

City Staff

- Amended Returns
- ACH Credit setup
- Returned payments
 - Reset forms
- What qualifies as an exemption
- City/situation specific questions
 - IE: Did you get my mailed in payment?
 - Licensing requirements
 - Historical data not in GovOS
- Closing accounts
- Waiving penalty and interest
- Approvals
 - Business name/Address change

- License/permit applications
 - Filing frequency change
- Setting requirements
 - IE: Required forms, documents, filing frequency, due dates