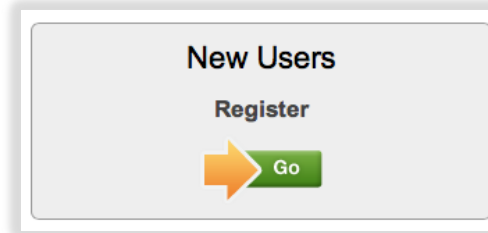




MUNIRevs New Business Registration

1. Go to your MUNIRevs website - <https://fortcollins.munirevs.com/>
2. Click the "Go" button under "New Users"



3. Enter your Email Address & 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

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

Register → **Validate Email** → User Info → Business License

Confirmation Email Sent.

Confirm your email address by following the instructions that have been sent to [redacted]@gmail.com.

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

5. Open your Email Inbox and Open the Email from MUNIRevs. The email will say "Verify your Email Address" *
 - a. * Check your spam/junk folder if you can't find it
6. Click the "https" link in the email which will bring you to the User Set Up Screen
7. Complete your User Profile and click the orange "Continue to Business Profile" Button

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.

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.

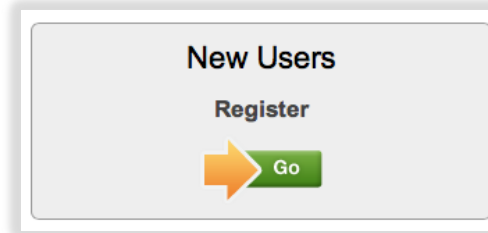
10. You will now be taken to the Business Center where you can see your new business registration is pending approval, under the “Open Tasks” section

For Assistance, Contact MUNIREvs Support
support@munirevs.com
 (888) 751-1911



MUNIRevs New User Set Up

1. Go to your MUNIRevs website - <https://fortcollins.munirevs.com/>
2. Click the “Go” button under “New Users”



3. Enter your Email Address & 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

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

Register → **Validate Email** → User Info → Business License

Confirmation Email Sent.

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

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

5. Open your Email Inbox and Open the Email from MUNIRevs. The email will say “Verify your Email Address” *
 - a. * Check your spam/junk folder if you can’t find it
6. Click the “https” link in the email which will bring you to the User Set Up Screen
7. Complete your User Profile and click the orange “Continue to Business Profile” Button

Register → **Validate Email** → **User Info** → **Business License**

Set Your Password

New Password *

Re-enter New Password *

User Profile

This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIRevs account.

First Name *

Last Name *

Telephone *

Country *

Address *

City *

State *

Postal Code *

Continue to Business Profile

Password

The requirements for a MUNIRevs account password are as follows:

- Must be 6 characters or more in length.
- Must contain both letters and numerals.
- May not contain your email address or your name.

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.

Account Number
Your 6-digit tax remittance Account Number

XXXXXX

AND

LODGINGRevs Activation Code
Your 6-digit LODGINGRevs Activation Code

XXXXXX

Lookup

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

Found Business:

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

Connect

Connected Accounts:

Business Name	Role	Assigned by	Date
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Go to Business Center

9. You will now see Open Tasks in the Business Center

For Assistance, Contact MUNIRevs Support

support@munirevs.com

(888) 751-1911



What does MUNIREvs Support help with?

Support

- User attachment/removal to accounts
- ACH Credit set up
- Adding Forms
 - Previous period tax forms
 - Permit/License applications/tax certificate application
- Technical Support
 - Registration process
 - Email or password reset processes
- Send requests to jurisdiction on behalf of taxpayer
 - Closing accounts
 - Waiver requests
 - Filing frequency change
 - Clarification on tax settings

City Staff

- Amended returns
- 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 MUNIREvs
- 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