



**City of Colorado Springs
Sales Tax Online Portal
New User & Business Registration Instructions**

These instructions are for businesses that have not logged into the online portal nor have an account with The City of Colorado Springs Sales Tax Office. This document is to help alleviate some of the confusion when logging into the system for the first time and filing the business registration.

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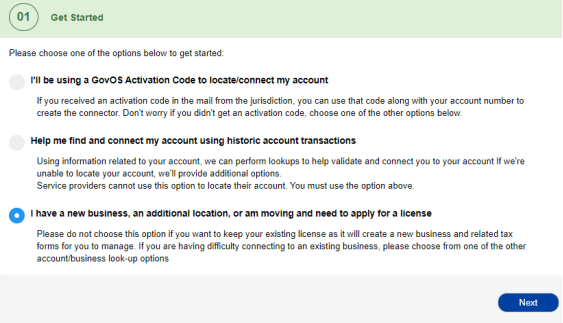
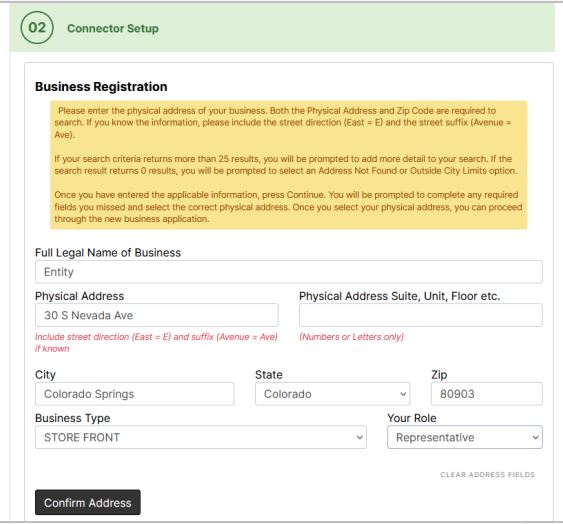
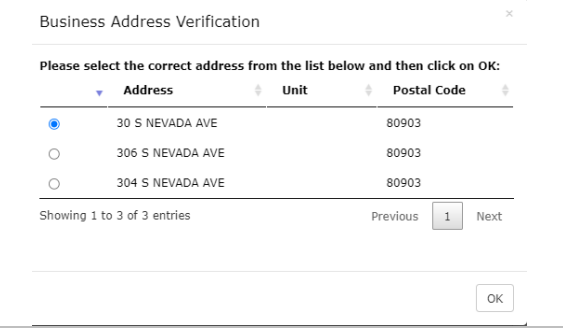
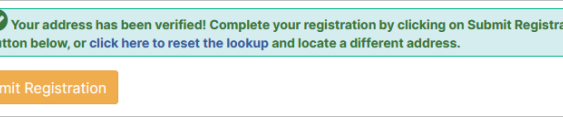
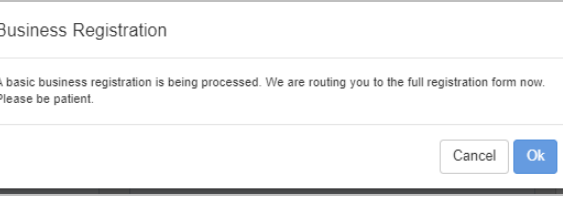
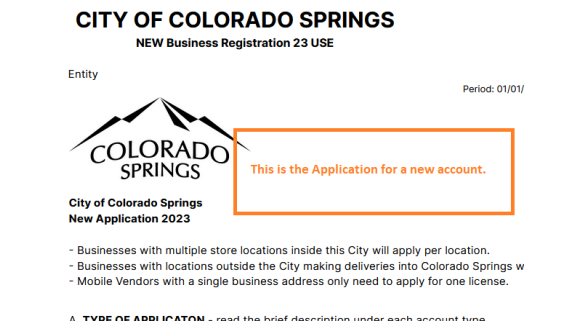
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Logging in New User

Any person or business needing to file for an application in the online portal must register their email address; this is a new user registration. The website for the online portal is <https://coloradosprings.munirevs.com>, or you can scan the QR code above.

<p>1. Click the Register Here hyperlink. Anyone who needs access to an account must register, as the system allows multiple users to access an account.</p>	
<p>2. This email address must be verified. An email will be sent to the address entered to authenticate; click continue. If using a general email for your business, ensure that someone monitors for the verification email.</p>	
<p>3. Click the link to verify your email address. If this is not completed, your email address is not registered, and you cannot log into the online portal. If this step is missed, you must register as a new user.</p>	
<p>4. The link provided will reroute you to the online portal. You must complete this section; if you don't, your email address is not registered. This is the user profile. It identifies to our office who is in the system and connected to which accounts.</p>	

Apply for An Account (License or Certificate)

<p>1. The system will lead you to a series of questions; you can create a new account by selecting the third option: I have a new business, an additional location, or I am moving and must apply for a license.</p> <p>You must apply for each site if you have multiple locations.</p>	
<p>2. Complete the Business Registration, then click Confirm address.</p>	
<p>3. Select the address in the Business Address Verification, then click OK. Note that this is the city's address. Use your address for the business registration.</p>	
<p>4. If the address is found, the system will prompt you with a greenish message that your address has been verified. Click Submit Registration.</p>	
<p>5. Click the Blue OK button to continue the business registration.</p>	
<p>6. Complete the New Business Registration and pay close attention to the fields marked in a red (*) asterisk; these are mandatory fields.</p>	

The New Business Registration is the Application.

- Sales Tax License and Use Tax Account Holders must submit this document solely for account acquisition.
- Special Event Licensing and Exemption Certificates consist of the application and additional information pertinent to the account type.
- Upon approval, a notification email will be dispatched to the registered email address.
- Incomplete submissions will be deemed null and void. All requests will be processed within **12-48** business hours.



Trouble Shoot the Business Address Verification

<p>1. If the business address verification does not automatically appear, choose "Address Not Found" for businesses in Colorado Springs or "Outside City Limits" for companies outside Colorado Springs. Click OK.</p>	
<p>2. You will receive a confirmation that your address is unverified but has been accepted; click the orange submit registration button. Our office staff will review unverified addresses and can fix them internally.</p>	
<p>3. Click ok.</p>	
<p>4. Complete the application, and pay close attention to the fields marked in a red (*) asterisk; these are mandatory fields.</p>	