



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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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 <u>https://coloradosprings.munirevs.com</u>, or you can scan the QR code above.



Apply for An Account (License or Certificate)

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. You must apply for each site if you have multiple locations.	01 Get Started Please choose one of the options below to get statted: I'I be using a GovOS Activation Code to locate/connect my account I'I be using a GovOS Activation Code to locate/connect my account I'I be using a GovOS Activation Code to locate/connect my account I'I be using a GovOS Activation Code to locate/connect my account I'I be using a GovOS Activation Code to locate/connect my account I'I be using a GovOS Activation Code to locate/connect my account Heip me find and connect my account using historic account transactions Using information related to your account, we can perform lockups to they validate and connect you to your account if we're unable to locate your account being broide addition alphotin. Service providers carnot use this option to locate their account. You must use the option above. I have a new business, an additional location, or an moving and need to apply for a license Please of not choose this option if you are tokengy or vesting lifecure at WI create a me volumess and related tax form for you to manage. If you are having difficulty connecting to an existing business, please choose from one of the other account/business look-up options
2.	Complete the Business Registration, then click Confirm address.	Onnector Setup Business Registration Peace refer the physical address of your business. Both the Physical Address and Zp Code are required to section 4 address and Zp Code are required to section 4 address and Zp Code are required to section 4 address and Zp Code are required to section 4 address and Zp Code are required to section 4 address and Zp Code are required to section 4 address of your search of the street direction (East + E) and the street address of the street direction (East + E) and the street address of the street direction (East + E) and the street address of Found of Code (Zp Links compared to address applicable information, press Continue. You will be prompted to address, you can proceed through the new business application. Full Legal Name of Business Physical Address Suite, Unit, Floor etc. 30 S Nevada Ave (Numbers or Letters only) Phone 20033 Business Type Your Role STORE FRONT Your Role Conternado Springs Colorado Store FRONT CLEAR ADDRESS FREDS
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.	Business Address Verification Please select the correct address from the list below and then click on OK: Address Unit Postal Code Postal Code 306 S NEVADA AVE 80903 304 S NEVADA AVE 80903 Showing 1 to 3 of 3 entries Previous Next
4.	If the address is found, the system will prompt you with a greenish message that your address has been verified. Click Submit Registration.	Vour address has been verified! Complete your registration by clicking on Submit Registration button below, or click here to reset the lookup and locate a different address.
5.	Click the Blue OK button to continue the business registration.	Business Registration A basic business registration is being processed. We are routing you to the full registration form now. Please be patient. Cancel Ok
6.	Complete the New Business Registration and pay close attention to the fields marked in a red (*) asterisk; these are mandatory fields.	CITY OF COLORADO SPRINGS New Business Registration 23 USE Period: 01/01/ Period: 01/01/ This is the Application for a new account. Displayed by the application 2023 - Businessees with noutliple store locations inside this City will apply per location. - Businessees with noutliple business address only need to apply for one license. - Mobile Vendors with a single business address only need to apply for one license.

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

1.	If the business address verification does not automatically	Business Address Verification
	appear, choose "Address Not Found" for businesses in Colorado	Please select the correct address from the list below and then click on OK:
	Springs or "Outside City Limits" for companies outside Colorado	🚽 Address 💠 Unit 🔶 Postal Code 🖨
	Springs. Click OK.	No matching addresses available
		Showing 0 to 0 of 0 entries Previous Next
		No direct address matches were found. We encourage you to refine your search and get a match if you can. If the address you provided is typically difficult to verify you may opt to mark it as Address Not Found, or if the address is outside city limits, please choose Outside City Limits from the two alternate options below:
		Address Not Found Outside City Limits
		Tax office at 719-385-590s or email SalesTax@colordosprings.gov.
2.	You will receive a confirmation that your address is unverified	Vour unverified address has been accepted. Complete your registration by clicking on Submit Registration button below or click here to reset the lookup and locate and/or set a different address.
	but has been accepted; click the orange submit registration	
	button. Our office staff will review unverified addresses and can	Submit Registration
2	Click ok	Dusinger Desistantion
J.	chek ok.	Dusiliess Registration
		A basic business registration is being processed. We are routing you to the full registration form now. Please be patient.
		Cancel Ok
4.	Complete the application, and pay close attention to the fields marked in a red (*) asterisk; these are mandatory fields.	CITY OF COLORADO SPRINGS NEW Business Registration 23 USE
		Entity Period: 01/01/
		COLORADO
		SPRINGS This is the Application for a new account.
		City of Colorado Springs New Application 2023
		- Businesses with multiple store locations inside this City will apply per location.
		 Businesses with locations outside the City making deliveries into Colorado Springs w Mobile Vendors with a single business address only need to apply for one license.
		A. TYPE OF APPLICATON - read the brief description under each account type.