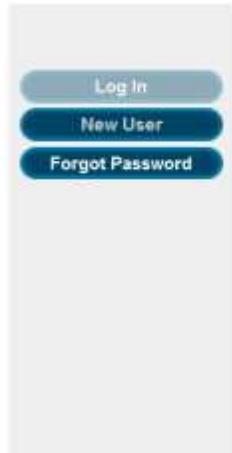


HOW TO LINK EXISTING TAX ACCOUNTS

STEP 1



Citizen Access

This is a test.

GREELEY

Email Address:

Password:

[Log In](#) [New User](#)

ENTER EMAIL AND PASSWORD TO LOG IN.

[Click here to view site's browser compatibility](#)

CLICK THE "LOG IN" BUTTON

STEP 2



Welcome to Tax & Licensing

Please select an option from the menu on the left

CLICK "MANAGE ACCOUNTS" TO LINK YOUR TAX ACCOUNT TO YOUR USER PROFILE.

STEP 3

tax & licensing menu

- file returns
- return history
- license information
- apply for license
- account information
- manage accounts
- outstanding balances
- My User Profile
- Home
- Log Out

Manage Accounts

Please click the Add button to enter any account numbers and the street address for accounts that you would like to have access to under this log in. Select the checkboxes and click the delete account(s) button to unlink an account from your profile.

To file tax returns for your linked accounts click on the file returns button on the left.

<input type="checkbox"/>	Account #	DBA
--------------------------	-----------	-----

delete account(s) add account

CLICK "ADD ACCOUNT"

STEP 4

tax & licensing Account Lookup

Please provide the account number and the location address of the business to link an account to your profile.

Enter the account number with leading zeros if necessary and the location address exactly as it appears on your license. The generated account number and the location address provided were sent in the license application confirmation email.

Account Number:

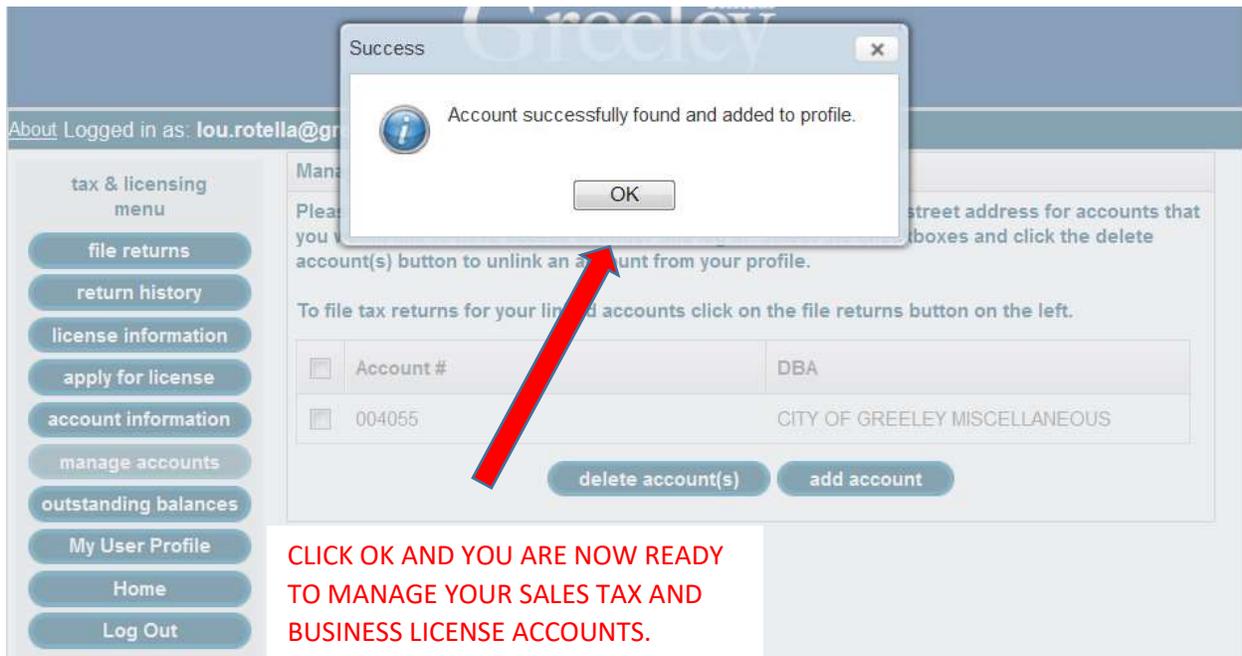
Location Address:

ENTER EXACT ACCOUNT NUMBER AND LOCATION ADDRESS.

cancel ok

- PLEASE ENTER YOUR SIX DIGIT ACCOUNT NUMBER, INCLUDING ANY LEADING ZEROS.
 - Account Number: 000111
- ENTER YOUR "LOCATION ADDRESS" WITHOUT THE CITY, STATE, OR ZIP.
 - USE ABBREVIATIONS FOR STREET TYPES AND DIRECTIONAL DESIGNATIONS WITH NO PERIODS AFTER ABBREVIATION:
 - (STREET = ST), (AVENUE = AVE), (PLACE = PL), (CIRCLE = CIR), (BOULEVARD = BLVD), (COURT = CT), (BYPASS = BYP), (COUNTY ROAD = CR)
 - (NORTH = N), (SOUTH = S), (WEST = W), (EAST = E)
 - EXAMPLES: (1000 10TH ST), (2113 N 35TH AV), (10745 CR 52), (7190 US HWY 34)

STEP 5



Success

Account successfully found and added to profile.

OK

tax & licensing menu

- file returns
- return history
- license information
- apply for license
- account information
- manage accounts
- outstanding balances
- My User Profile
- Home
- Log Out

Managed Accounts

Please provide a street address for accounts that do not have a street address. Click the edit icon in the checkboxes and click the delete account(s) button to unlink an account from your profile.

To file tax returns for your linked accounts click on the file returns button on the left.

<input type="checkbox"/>	Account #	DBA
<input type="checkbox"/>	004055	CITY OF GREELEY MISCELLANEOUS

delete account(s) add account

CLICK OK AND YOU ARE NOW READY TO MANAGE YOUR SALES TAX AND BUSINESS LICENSE ACCOUNTS.