

HOW TO REGISTER FOR ONLINE FILING

STEP 1

Citizen Access

This is a test.
GREELEY

Email Address:

Password:

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

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

CLICK NEW USER BUTTON

STEP 2

New User Registration

E-mail Address:

Re-enter New Email:

New Password:

Re-enter New Password:

First Name:

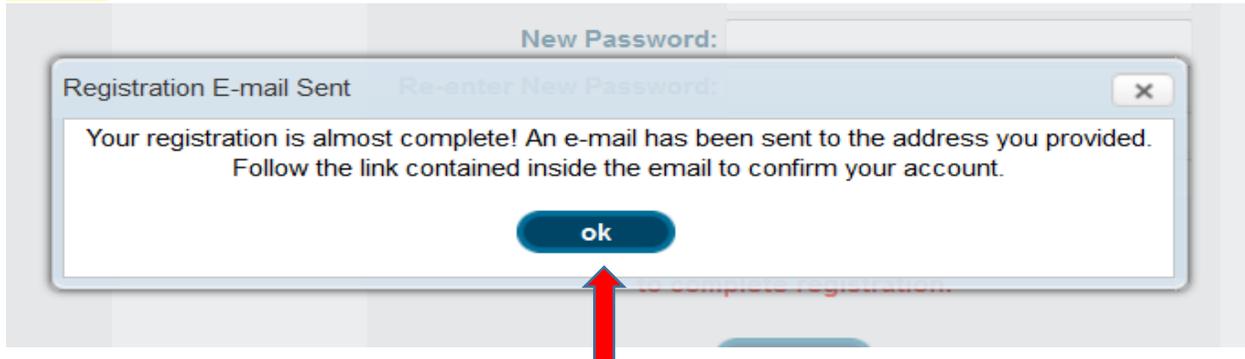
Last Name:

[submit](#)

FILL OUT REQUIRED INFORMATION.

AFTER ENTERING THE REQUIRED INFORMATION CLICK, SUBMIT.

STEP 3



CLICK THE OK BUTTON AND CHECK EMAIL TO CONFIRM YOUR ACCOUNT.

STEP 4

Hello John Doe,

Thank you for registering for Citizen Access. To complete the registration process, please click the link below to confirm your email address. If this does not work, please copy and paste the link below into the address bar of your internet browser.

https://urldefense.proofpoint.com/v2/url?u=http-3A_10.3.15.50-3A8880_citizenaccess_index2.jsp-3Fstate-3Dconfirm-26confirmNo-3D3535910580325573665&d=DwlCAg&c-pbFUQEEuORr9SHVU_qyyLQ8fMT0iT3TCyq8KIT8w5SE&r-ctSuXN-5kRRCFttqdOxnmrAVcrp_hDqswy5UkZ0dhRQ&m=uHEimGx5PLaAmyTLHibK0oWOvuKduNAYD4wHrP-WHO&s=QCrcdNmClh4F1CxfNFCRODEcHQ2ccK3xCLxwFyLuFuw&e=

CLICK THE LINK TO CONFIRM YOUR REGISTRATION.

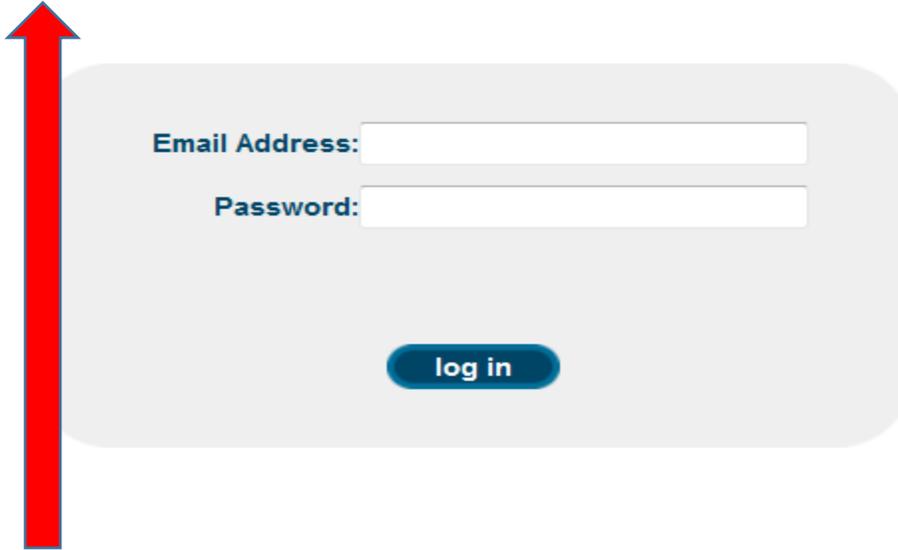
If you have questions, please use the contact information below. DO NOT respond to this email.

Thank you,
City of Greeley
1000 10th Street
Greeley, CO 80631
970-350-9733

www.greeleygov.com/salestax

STEP 5

Your email address has been confirmed and your account will be enabled following a valid log in. Once your account is enabled you will need to log in a second time to begin using the system.

A login form with a light gray background and rounded corners. It contains two input fields: "Email Address:" and "Password:". Below the fields is a blue "log in" button. A large red arrow points upwards from the bottom left towards the form.

THE EMAIL LINK SHOULD DIRECT YOU TO THIS PAGE WITH THE NOTIFICATION THAT "YOUR EMAIL ADDRESS HAS BEEN CONFIRMED AND YOUR ACCOUNT WILL BE ENABLED FOLLOWING A VALID LOG IN."

STEP 6

ENTER THE EMAIL AND PASSWORD THAT YOU CREATED WHEN YOU REGISTERED AND CLICK LOG IN.

Your account has been activated. }

THE LOG IN ACTIVATED YOUR USER ACCOUNT TO USE CITIZENS ACCESS.

[Click here to return to login page.](#) }

YOU ARE NOW READY TO LINK YOUR TAX ACCOUNTS AND LICENSES TO YOUR USER PROFILE.