



City of Colorado Springs Sales Tax Online Portal Business Center Navigating Instructions

Table of Contents:

1. Printing license. Page 1
2. Account cancellation. Page 1
3. Updating account information. Page 2
4. The company relocated with a non-Colorado Springs address. Page 2
5. The entity or legal name of the business has changed. Page 2
6. The company relocated with a colorado springs address and must file a new application and account. Page 3
7. Account Filing History; Transactions and Documents. Page 3
8. The Federal Identification Number (FEIN) has changed and needs a new application and account. Page 5

Printing License

To print the new license, it's important to note that all tax returns must be filed on your account. Make sure you have fulfilled all the necessary tax obligations. The PDF icon will not be available to click if there are any delinquent tax forms in your business center.


1. Click the account name under the Account & User Information Subsection.

ACCOUNT & USER INFORMATION

- ▶ Make account changes or print your license by clicking on an account below
- ▶ Add or remove yourself from businesses that you manage, or apply for a new account, [HERE](#)
- ▶ Change User Log-In **EMAIL** or **PASSWORD** *First write down each account number and code from your accounts listed below!*

Account Name	DBA	Account #	Code
001 Basic License Information	Navigating the Online Portal	00079770	ARP4WL

2. Click the PDF located within the Section Licenses.

Licenses				
License	Status	Issued	Exp	
Sales Tax License	Active	7/6/23	12/31/23	

Account Cancellation

If you no longer wish to conduct business in Colorado Springs, you can cancel your account using the account maintenance form. You must submit an account maintenance form for each location if multiple accounts need to be canceled.

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- ▶ Change User Log-In **EMAIL** or **PASSWORD** *First write down each account number and code from your accounts listed below!*

Account Name	DBA	Account #	Code
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2. Click the [Account Maintenance Form](#) in the Subsection Basic Info in the paragraph labeled **Account Name or Address Change**.

ACCOUNT NAME OR ADDRESS CHANGE: For changes to an account, please complete the [Account Maintenance Form](#). Please note that a new FEIN or a change in the physical location of the business within Colorado Springs city limits requires that you close the existing account and apply for a new account using the new account option on the Business Registration Page.

To close your account, please designate the closure date on the account maintenance form linked above, and the reason for closure.

Updating Account Information

If you need to update your Business Phone or Email, Mailing Address, Contact Person Information, DBA, Filing Frequency, or any other basic changes to your account. You will need to file an account maintenance form in the online portal.

1. Click the account name under the Account & User Information Subsection.

ACCOUNT & USER INFORMATION

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- ▶ Change User Log-In EMAIL or PASSWORD First write down each account number and code from your accounts listed below!

Account Name	DBA	Account #	Code
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2. Click the **Account Maintenance Form** in the Subsection Basic Info in the paragraph labeled **Account Name or Address Change**.

ACCOUNT NAME OR ADDRESS CHANGE: For changes to an account, please complete the **Account Maintenance Form**. Please note that a new FEIN or a change in the physical location of the business within Colorado Springs city limits requires that you close the existing account and apply for a new account using the new account option on the **Business Registration Page**.

To close your account, please designate the closure date on the account maintenance form linked above, and the reason for closure.

Company Relocated with a Non-Colorado Springs Address

Only businesses with physical addresses outside the City that remain outside the City have this enabled functionality in their business center.

1. Click the account name under the Account & User Information Subsection.

ACCOUNT & USER INFORMATION

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- ▶ Add or remove yourself from businesses that you manage, or apply for a new account, [HERE](#)
- ▶ Change User Log-In EMAIL or PASSWORD First write down each account number and code from your accounts listed below!

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2. Click the **Physical Address Update** form in the Subsection Basic Info in the third paragraph labeled **Account Name or Address Change**.

ACCOUNT NAME OR ADDRESS CHANGE: For changes to an account, please complete the **Account Maintenance Form**. Please note that a new FEIN or a change in the physical location of the business within Colorado Springs city limits requires that you close the existing account and apply for a new account using the new account option on the **Business Registration Page**.

To close your account, please designate the closure date on the account maintenance form linked above, and the reason for closure.

Since this business is located outside of the Colorado Springs city limits, you can update the physical address of the business by completing the **Physical Address Update form**, provided your new location remains outside Colorado Springs city limits. If you will be moving inside city limits you must close your existing account and apply for a new account. There is no fee to move locations.

The Entity or Legal Name of the Business has Changed.

If the entity's name has been amended since the original licensing AND the FEIN has remained the same, you must submit an account maintenance form, and our office will add a task for you to upload the IRS Letter 147C. Your account's new business name will not be updated without this information, and the FEIN must be identical to the original number on the application.

1. Click the account name under the Account & User Information Subsection.

ACCOUNT & USER INFORMATION

- ▶ Make account changes or print your license by clicking on an account below
- ▶ Add or remove yourself from businesses that you manage, or apply for a new account, [HERE](#)
- ▶ Change User Log-In EMAIL or PASSWORD First write down each account number and code from your accounts listed below!

Account Name	DBA	Account #	Code
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2. Click the **Account Maintenance Form** in the Subsection Basic Info in the paragraph labeled **Account Name or Address Change**.

ACCOUNT NAME OR ADDRESS CHANGE: For changes to an account, please complete the **Account Maintenance Form**. Please note that a new FEIN or a change in the physical location of the business within Colorado Springs city limits requires that you close the existing account and apply for a new account using the new account option on the **Business Registration Page**.

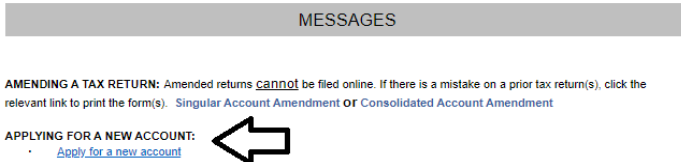
To close your account, please designate the closure date on the account maintenance form linked above, and the reason for closure.

Company Relocated with a Colorado Springs Address, Requires a New Application and Account.

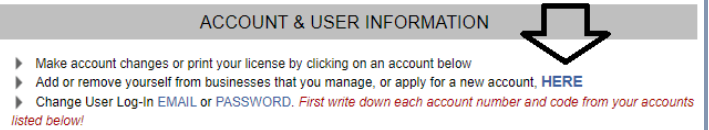
You must file a new application and cancel your existing account using the account maintenance form if the company relocated and you have a new business address for these reasons only:

- You moved within Colorado Springs, or
- Moved from Colorado Springs to a location outside of the City, or
- I moved from outside the City to a place in Colorado Springs.

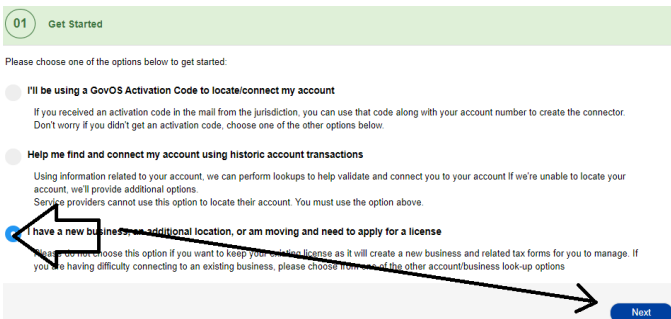
1. Click the Applying for a New Account under the Messages Header



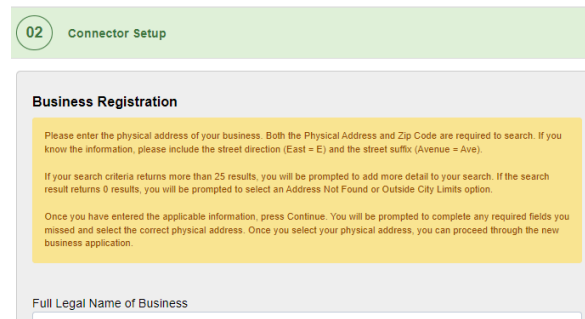
2. **OR** Click the word **HERE** under the Account & User Information Subsection, second arrow down.



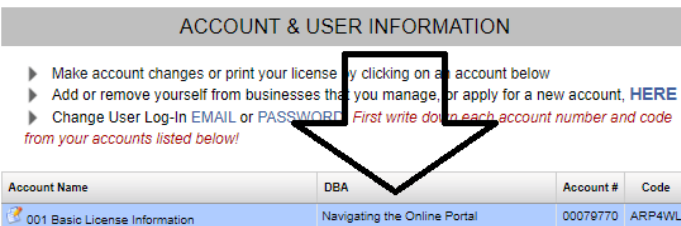
3. On the next page, select the third circle down; I have a new business, an additional location, or am moving and need to apply for a license, then click next.



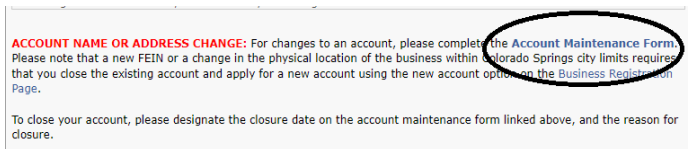
4. Continue through the entire registration process to establish the new account.



5. Follow up by filing your account maintenance form to close the existing account. Click the account name under the Account & User Information Subsection.



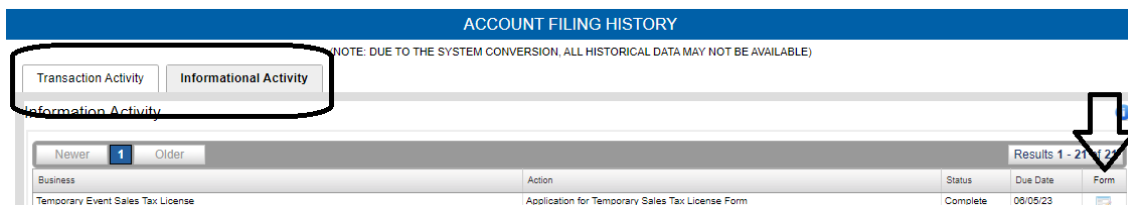
6. Click the **Account Maintenance Form** in the Subsection Basic Info in the paragraph labeled **Account Name or Address Change**. Use this to cancel your current account.



Account Filing History

Transaction and Informational Activity can be found at the bottom of the web page; as of July 1, 2021, any tax form filed against your account will be viewable, including the ones not filed online; click the form icon to review. Information Activity is for any documents filed online since July 1, 2021. These can be reviewed the same way by clicking the form icon.

1. Tax Forms & Documents



The FEIN has changed, Requires a New Application and Account.

You must file a new application and cancel your existing account using the account maintenance form if the business has obtained a recent or new Federal Identification Number (FEIN).

1. Click the Applying for a New Account under the Messages Header

MESSAGES

AMENDING A TAX RETURN: Amended returns cannot be filed online. If there is a mistake on a prior tax return(s), click the relevant link to print the form(s). [Singular Account Amendment](#) OR [Consolidated Account Amendment](#)

APPLYING FOR A NEW ACCOUNT:

- [Apply for a new account](#)

2. **OR** Click the word **HERE** under the Account & User Information Subsection, second arrow down.

ACCOUNT & USER INFORMATION

- Make account changes or print your license by clicking on an account below
- Add or remove yourself from businesses that you manage, or apply for a new account, [HERE](#)
- Change User Log-In EMAIL or PASSWORD. *First write down each account number and code from your accounts listed below!*

3. On the next page, select the third circle down; I have a new business, an additional location, or am moving and need to apply for a license, then click next.

01 Get Started

Please choose one of the options below to get started:

- ☐ I'll be using a GovOS Activation Code to locate/connect my account
If you received an activation code in the mail from the jurisdiction, you can use that code along with your account number to create the connector. Don't worry if you didn't get an activation code, choose one of the other options below.
- ☐ Help me find and connect my account using historic account transactions
Using information related to your account, we can perform lookups to help validate and connect you to your account. If we're unable to locate your account, we'll provide additional options.
Service providers cannot use this option to locate their account. You must use the option above.
- ☒ I have a new business, an additional location, or am moving and need to apply for a license
Please choose this option if you want to keep your existing license as it will create a new business and related tax forms for you to manage. If you're having difficulty connecting to an existing business, please choose from one of the other account/business look-up options

Next

4. Continue through the entire registration process to establish the new account.

02 Connector Setup

Business Registration

Please enter the physical address of your business. Both the Physical Address and Zip Code are required to search. If you know the information, please include the street direction (East = E) and the street suffix (Avenue = Ave).

If your search criteria returns more than 25 results, you will be prompted to add more detail to your search. If the search result returns 0 results, you will be prompted to select an Address Not Found or Outside City Limits option.

Once you have entered the applicable information, press Continue. You will be prompted to complete any required fields you missed and select the correct physical address. Once you select your physical address, you can proceed through the new business application.

Full Legal Name of Business

5. Follow up by filing your account maintenance form to close the existing account. Click the account name under the Account & User Information Subsection.

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- Make account changes or print your license by clicking on an account below
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6. Click the **Account Maintenance Form** in the Subsection Basic Info in the paragraph labeled **Account Name or Address Change**. Use this to cancel your current account.

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