City of Colorado Springs
Sales Tax Online Portal
Logging In & Connecting to Account Instructions
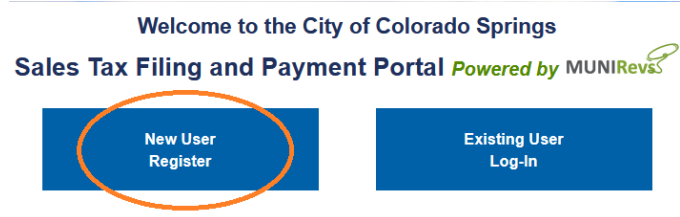
SCAN ME

Table of Contents:

Logging in New User and Connecting to an Account for the first time

Any person needing access to the Account 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 scan the QR code above.

1. Click the New User Register; anyone who requires access to an account must register. The system allows multiple users access to an account.

Welcome to the City of Colorado Springs
Sales Tax Filing and Payment Portal *Powered by* MUNIRevs

New User Register   Existing User Log-In

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.

Email Address

Email Address (Required)

enter your email address

Continue

3. Click the link in the verify your email address. If this is not completed, your email address is not registered, and you cannot log into the online portal. You must register as a new user if this step is missed.

Verify your Email Address
support@munirevs.com
To

CAUTION! - External Email. Malware is most commonly spread through unknown email attachm and links. DO NOT open attachments or click links from unknown senders or unexpected email!

COLORADO SPRINGS

Thank you for registering. Please follow this link to complete the registration process and activate your account.
https://coloradosprings.munirevs.com/verify/?verify=57158.76ea5f9ab5684d8b5a8a77e73238dd938a061c01

If you experience issues, you may generate a new confirmation email or contact us for assistance.

4. The link provided will reroute you to the online portal. You must complete this section; if this is not done, your email address is not registered. This is the user profile. Identifies to our office who is in the system and connected to which accounts.

Register   Validate Email   User Info
* Required

Set Your Password
New Password *
••••••••
Re-enter New Password *
••••••••

User Profile
This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIRevs account.

First Name*
First Name

Last Name*
Last Name

Telephone*
Your Telephone

Country*
United States

Address *
Your Address or company address

City *
City

State *

Postal Code *
Zip Code

Continue to Business Profile

5. The system will lead you to a series of questions; you have two options to connect to your Account.

- Option 1, you will need your account number and activation code.
- Option 2, you can find and connect using the Account's historic account transactions.

If you have multiple accounts, you must link to each one, such as a consolidated account or an accountant filing on behalf of various accounts.

6. Option One, the easiest, select I'll use a GOVOS Activation Code to locate/connect my Account. Click the blue button next. Enter the eight-digit account number and activation code on the next page. Click Lookup; the system will confirm in blue that your Account has been located. The system will prompt you in red or yellow if any information is incorrect or cannot connect.

Account Number
Your 8-digit Account Number
00000000

AND

MUNIRevs Activation Code
Your 6-digit MUNIRevs Activation Code
YURC93

Lookup

7. In the last step, choose your role with this business, click Create this connector and finish.

8. You are now connected to the Account. Your Account (s) will be listed under the business center's Account & user information section. This section is essential; it verifies that you can access the Account (s). It also provides a layer to access and print your license and account maintenance form should you have any updates.

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
TEST 4 BUS PAGE (DO NOT REMOVE ACCT OR USERS OF TAX OFFICE)	DBA DOING BUS AS	00073696	YURC93

My Email is Registered, but I can't connect to my account.

After you've logged into the business center, complete these steps. If you do not know your Account Number or the Activation Code, you must contact our office at 719-385-5903, Option 1, with the name of your business, an account number, and the email address. We will connect you to your account in-house.

1. Click the word HERE, located in the second bullet below the Account & User Information Section.

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!*

2. Click the first bullet; I'll use a GOVOS Activation Code to locate/connect my Account. You will follow through with each prompt and perform this exercise for each Account you link to. If you do not, you will not be connected.

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 choose one of the other options below.

3. Enter your Account Number and Activation Code, and click next. If successful, a teal color bar will confirm the business.

Account Number
Your 8-digit Account Number
00000000

AND

MUNIRevs Activation Code
Your 6-digit MUNIRevs Activation Code
YURC93

Lookup

Almost Done! Just one last step to complete.
Please review the summary information below and confirm your intent everything looks accurate, simply click on the green "Create This Conn

Business Connector Confirmation
Business Name   Accou

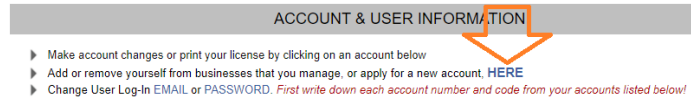4. In the last step, choose your role with this business, click Create this connector and finish.
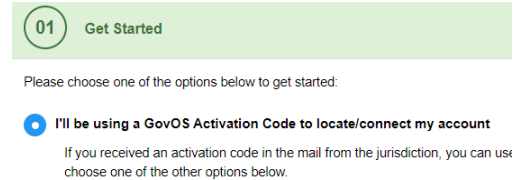
Connecting to Multiple Accounts in the Business Center

After you've logged into the business center, you can add yourself to the businesses your manage.

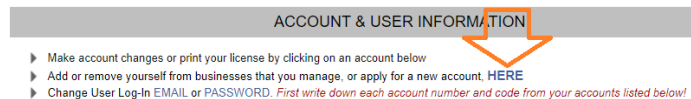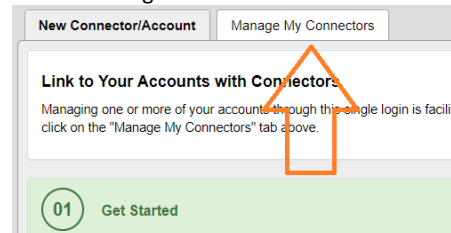|	
1. Click the word HERE, located in the second bullet below the Account & User Information Section. **ACCOUNT & USER INFORMATION** ▸ Make account changes or print your license by clicking on an account below ▸ Add or remove yourself from businesses that you manage, or apply for a new account, **HERE** ▸ Change User Log-In EMAIL or PASSWORD. *First write down each account number and code from your accounts listed below!*	2. Click the first bullet; I'll use a GOVOS Activation Code to locate/connect my Account. You will follow through with each prompt and perform this exercise for each Account you link to. If you do not, you will not be connected. **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 choose one of the other options below.
3. Enter your Account Number and Activation Code, and click next. If successful, a teal color bar will confirm the business. **Account Number** Your 8-digit Account Number 00000000 **AND** **MUNIRevs Activation Code** Your 6-digit MUNIRevs Activation Code YURC93 Lookup **Almost Done! Just one last step to complete.** Please review the summary information below and confirm your intent o everything looks accurate, simply click on the green "Create This Conn **Business Connector Confirmation** Business Name Accou	4. In the last step, choose your role with this business, click Create this connector and finish. **Almost Done! Just one last step to complete.** Please review the summary information below and confirm your intent of creatin setup. Please choose Business	Accountant Business N	Bookkeeper Corporate Officer Other Owner Representative Please choose **Create This Connector**

Removing yourself from the Account

After you've logged into the business center, remove yourself from a business you manage.

1. Click the word HERE, located in the second bullet below the Account & User Information Section. **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!*	2. Need to remove yourself, click manage my connectors listed above the 01 to get started. New Connector/Account	**Manage My Connectors** **Link to Your Accounts with Connectors** Managing one or more of your accounts through this single login is facilit click on the "Manage My Connectors" tab above. **01 Get Started**

3. Click the red "Remove" Button, and you will no longer be connected. If you need to reconnect, follow steps 1-2 in this section. If you prefer that an individual be removed from the Account, contact our office, and we will remove them. This area is only visible to the person registered with this email address.   :51 **Remove**
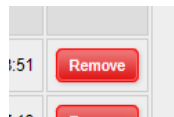
Logging in As in Existing User

The website for the online portal is https://coloradosprings.munirevs.com, or scan the QR code above.

1. Click the existing user login. **Welcome to the City of Colorado Springs** **ax Filing and Payment Portal** *Powered by* **New User Register** **Existing User Log-In**	2. Enter your email address and Password. It must be the one you used to log in as a new user. Standard Single Sign-on (SSO) **Standard Log In** Please enter your email address and password to log in. **Email Address:** The email address registered **Password:** ●●●●●●●●●● Forgot your password? Log In

Forgot Password
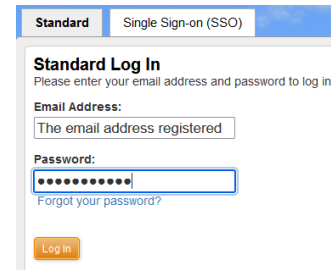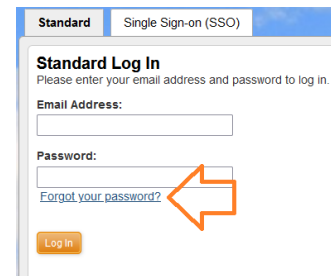
It happens; no problem!
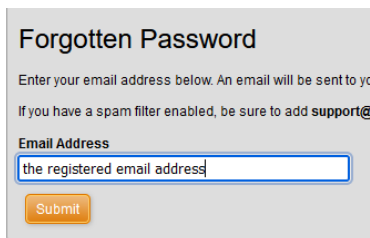
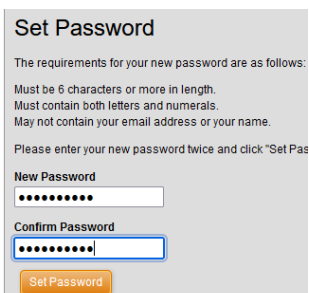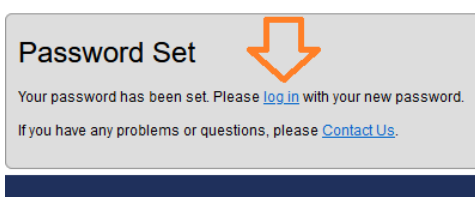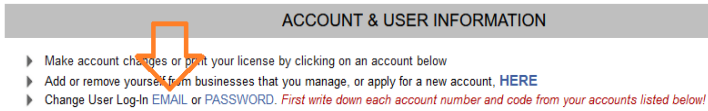|	
1. Click the existing user login. **Welcome to the City of Colorado Springs** **ax Filing and Payment Portal** *Powered by* **New User Register** **Existing User Log-In**	2. Click forgot your password link. Standard Single Sign-on (SSO) **Standard Log In** Please enter your email address and password to log in. **Email Address:** **Password:** Forgot your password? Log In
3. Enter the email address you registered for your user profile. Click submit. **Forgotten Password** Enter your email address below. An email will be sent to yo If you have a spam filter enabled, be sure to add **support@** **Email Address** the registered email address Submit	4. An email with a link to update your Password will be sent to this address. Click this link in the email. Forgot Your MUNIRevs Password? S support@munirevs.com To Thu 7/20/2023 Reply Reply All Forward **CAUTION! - External Email. Malware is most commonly spread through unknown email attachments and links. D NOT open attachments or click links from unknown senders or unexpected email!** COLORADO SPRINGS It sounds like you forgot your MUNIRevs password. To set it, please use the following link: https://coloradosprings.munirevs.com/membership/forgot_password/? id=47266&d=lRpPdiBjw6UUkTGniZcMESjNdvbMpgJP4LT7OOQJfFcMG7Vf1upJoLw7hQGsssk7hY%3D
5. Enter the new Password twice and click Set Password. **Set Password** The requirements for your new password are as follows: Must be 6 characters or more in length. Must contain both letters and numerals. May not contain your email address or your name. Please enter your new password twice and click "Set Pas **New Password** ●●●●●●●●● **Confirm Password** ●●●●●●●●● Set Password	6. Click the login with your new password link. This will take you back to the standard login page; enter your email address and the new Password. **Password Set** Your password has been set. Please log in with your new password. If you have any problems or questions, please Contact Us.

New Email Address

If you need to update and change your email address, log into the business portal with your current email address and password. If you don't remember your email address, register as a new user in Section 1 and follow all the prompts.
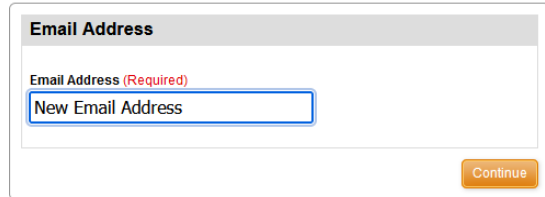
1. Click the third bullet, Change User Log-In Email or Password, and click email.	2. Enter the new email address to send an email to that Account. Click the link in the email and follow the prompts to get the new email address associated with your Account (s).

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!*

Email Address

Email Address (Required)

New Email Address

Continue