



## 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 elevate some of the confusion when logging into the system for the first time and filing the business registration.

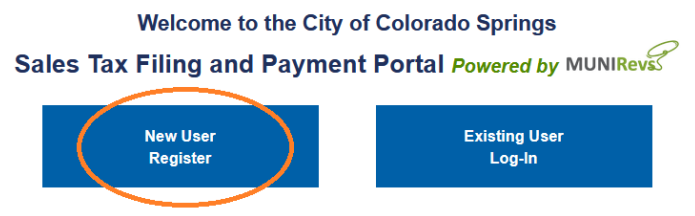
### Table of Contents:

1. Logging In as a New User
2. Filing the Business Registration
3. Trouble Shoot Business Address Verification, page 3

### 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 <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.

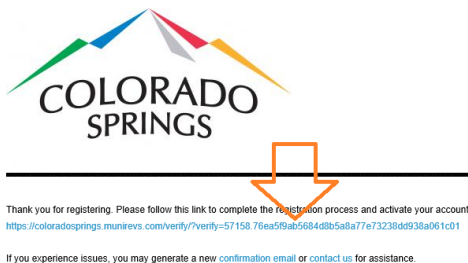


2. This email address must be verified; an email will be sent to the address entered to authenticate; click continue. If using a general email for your business, ensure that someone monitors for the verification email.

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.



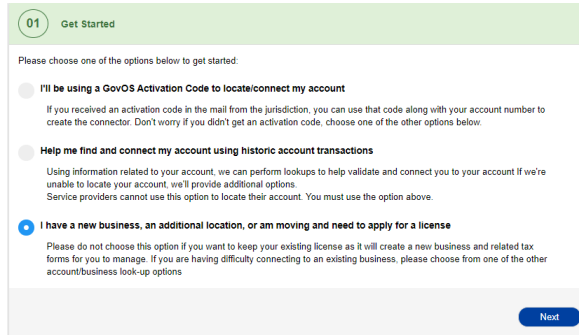
**CAUTION!** - External Email. Malware is most commonly spread through unknown email attachments and links. DO NOT open attachments or click links from unknown senders or unexpected email!



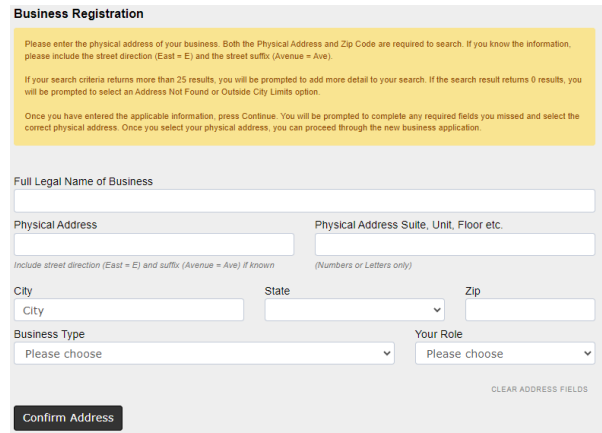
4. The link provided will reroute you to the online portal. You must complete this section; if this is not done, your email address is not registered. This is the user profile. Identifies to our office who is in the system and connected to which accounts.

5. 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 am moving and need to apply for a license.

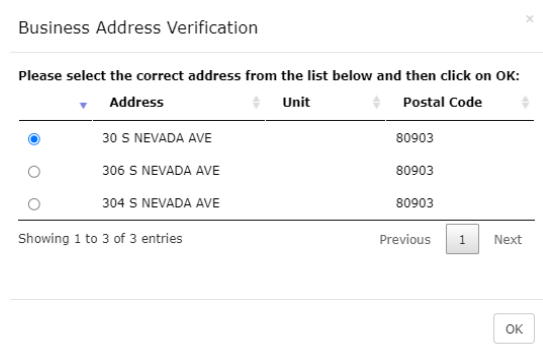
You must apply for each site if you have multiple locations.



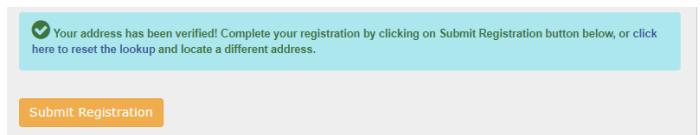
6. Complete the Business Registration, then click Confirm address.



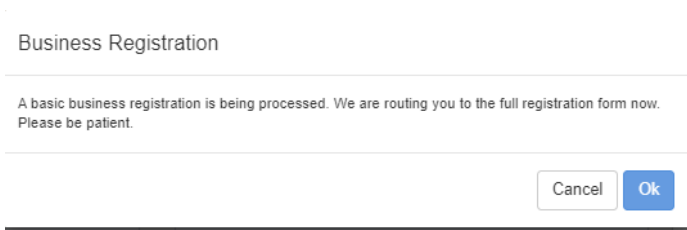
7. Select the address in the Business Address Verification, then click OK. Note this is the City's address as an example. Use your address for the business registration.



8. If the address is found, the system will prompt you with a blue message that your address has been verified. Click Submit Registration.



9. Click the Blue OK button to continue the business registration.



10. Complete the New Business Registration, and pay close attention to the fields marked in a red (\*) asterisk; these are mandatory fields.



**The New Business Registration is not the application; this is a two-step process;** depending on the type of account you are filing for, the application specific to the business needs will be added to your business center after the Business Registration has been approved.

Both documents must be submitted to complete your licensing. Incomplete submissions will be null and void.

Allow **24-48** business hours for your business registration to be approved and the application placed in the business center. You will receive an email notification indicating the Business Registration has been approved; at that time, you can log back into the site and complete the application.

## Trouble Shoot Business Address Verification

1. If the Business Address Verification does not populate, select address not found if your business is in Colorado Springs or outside city limits if your business is located outside of Colorado Springs, then click ok.

Business Address Verification

Please select the correct address from the list below and then click on OK:

Address	Unit	Postal Code
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:

If the address does not exist in the below list for selection, please contact the City's Sales Tax office at 719-385-5903 or email [SalesTax@coloradosprings.gov](mailto:SalesTax@coloradosprings.gov).

2. You will receive a confirmation that your address is unverified but has been accepted; click the orange submit registration button.

✓ Your 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.

3. Click ok

### Business Registration

A basic business registration is being processed. We are routing you to the full registration form now. Please be patient.

4. Complete the New Business Registration, and pay close attention to the fields marked in a red (\*) asterisk; these are mandatory fields.

Business Center

[Colorado Springs](#) > [Business Center](#) > Task

**CITY OF COLORADO SPRINGS**  
New Business Registration

City of Colorado Springs Period: 06



This application form is to create a new business record within MUNIR; the City will assign you the appropriate license application upon approval.