



## Registration Instructions for Online Sales Tax and Business Licensing

Go to <https://cortez.munirevs.com>

### 1. Click "Go" to Register

New Users  
Register



### Confirm E-mail

Enter your e-mail address and follow the instructions in the e-mail you will receive.

If you do not receive the e-mail immediately, be sure to check your junk mail, quarantine services (i.e. Postini, Spam Assassin) and add [info@munirevs.com](mailto:info@munirevs.com) and [support@munirevs.com](mailto:support@munirevs.com) as safe senders. After you have done this, enter your e-mail address above again. Contact MUNIRevs support for assistance.

### 2. Create User Profile

Register

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 \*

Last Name \*

Telephone \*

Country \*

United States

Address \*

City \*

State \*

Postal Code \*



### 3. Link to Business

◆ Select "I already have an existing business license."

Please choose one of the following: \*

I already have an existing business license.

If you have already been issued a business license and/or you have been paying taxes in Englewood...

◆ Enter 6 Digit Business License Number, MUNIRevs Activation Code (NOT case sensitive) and Click Lookup

Business License Number

Your 6-digit Business License Number

421509

AND

MUNIRevs Activation Code

Your 6-digit MUNIRevs Activation Code

d7fkhqj



◆ Select your Role and click "Connect." Note - Businesses can have an unlimited number of users on each account.

The following business was found. To connect to this business, indicate your role, then click "Connect".

Found Business:				
Business Name	Role	Assigned by	Date	
[457612] Sweet Rides, LLC	Accountant	Erin Neer	08/25/13 08:55:44	

To add another business, simply enter the above credentials, and repeat the **Lookup** and **Connect** steps above. When done adding businesses, Click the **orange button** to proceed to your **Business Center**.

**For Assistance Contact MUNIRevs Support at [support@munirevs.com](mailto:support@munirevs.com) or (888) 751-1911**