

## Registration Instructions for Online Sales Tax and Licensing

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

### 1. Click "Go" to Register

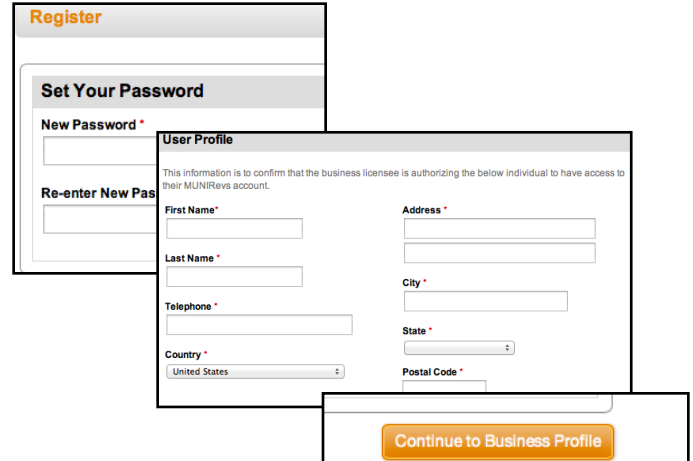


#### Confirm E-mail

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



### 3. Link to Business

◆ Select "I already have an existing ."

 I already have an existing business license.

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



◆ 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	Connect

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 **NEW BUSINESSES**, select "I am applying for a new license" instead of the existing license option.

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

## Frequently Asked Questions for Online Sales Tax and Licensing

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

### What types of assistance can MUNIREvs provide to me?

MUNIREvs can assist you with all your system and account questions. Whether you have a question about your account or technical questions about how to do something in MUNIREvs, please reach out to our support team. We can always reach out to the Jurisdiction on your behalf if we need their assistance with one of your questions. You can reach MUNIREvs at [support@munirevs.com](mailto:support@munirevs.com) and by phone at (888) 751-1911.

### Where are my tax forms? My Action Center is empty?

Your tax forms will be available on the 1st day of the month following the last day of the tax period. For example, for monthly filers, the September 2015 tax forms will automatically be available in your Action Center on October 1, 2015. Third Quarter, 2015 forms will also be available on 10/1/2015. If you do not see the forms you expected, simply contact MUNIREvs support for assistance.

### Can I manage multiple businesses with one login?

Yes - to do so, click Add an additional business to your account. Select whether the business is an existing business or whether you are applying for a new business. You will need your **6 digit License Number (which may include leading zeroes)** and **MUNIREvs Activation Code** to connect to an existing business record.

### Can a business have more than one user?

Yes, each business can have an unlimited number of users. Each user is required to provide the **6 digit License Number and MUNIREvs Activation code** to be authorized to connect to an existing business record.

### I did not receive or misplaced the letter with my activation code. What do I do?

Contact MUNIREvs support at [support@munirevs.com](mailto:support@munirevs.com) or (888) 751-1911 for assistance. You will need to confirm account details to be verified for the account and then our staff can assist you with connecting.

### Can I file a Zero File tax return through MUNIREvs?

To file a zero file tax form, select your tax form from your Action Center. Then, complete the required information on the remittance, including Gross Sales and any deductions. *You will then need to follow the orange "Action Buttons" until you arrive at the Receipt. NOTE : This process requires that you go all the way through the cart to perform a Zero File Checkout.*

### What payment types are accepted through MUNIREvs?

Rifle offers free ACH Debit, or e-check payments. In addition, if you need to remit via ACH Credit, please e-mail [support@munirevs.com](mailto:support@munirevs.com) for payment instructions and to add this setting to your account.

The City of Rifle does not charge a Credit Card convenience fee. Credit card payments are available for payments < \$3,000.

### I have an ACH Debit Block on my bank account. What is the Debit Block ID?

The Debit block ID for the following jurisdictions

Avon  
Carbondale  
Cortez  
Montrose  
Telluride  
Mountain Village  
Glenwood Springs  
Rifle

is through the payment provider below:

Entity Name: Vericheck Incorporated  
Debit Block ID: 4013137ZST

### Can I schedule a payment in MUNIREvs?

For your security, MUNIREvs does not store *any* payment information in the system. **You will need to enter your desired payment information each time you check out.**

If you would like to transmit payments via ACH Credit, e-mail [support@munirevs.com](mailto:support@munirevs.com) for payment instructions and to add this setting to your account.

### How do I change the User on a Business?

All users need to register, just as you did, by going to <https://rifle.munirevs.com> and select the "Go" button under New Users. They will also need the 6 digit account number and Activation Code.

### I forgot my password. What do I do?

From the Log In page, click the "Forgot your password" link and follow the instructions that will be e-mailed to the User's registered e-mail address.

### How do I update my business information?

Select your business by clicking on it under "Manage Your Business." On the following screen, you will find instructions to complete a Business Changes request form. After completing the form, City staff will review and approve.

You can also print your license from the Manage Your Business screen.

### Do I have to login to MUNIREvs to see my alerts and reminders?

No. All alerts are e-mailed to your authenticated e-mail address. When you login to the system, you will also see any open alerts that need to be addressed in your Action Center.

### Can I apply for a new license through MUNIREvs?

Yes. To apply for a new , simply click "Add an additional business to your account" under Manage your Business. Select New Business and proceed through the prompts to register your new business with the Jurisdiction.

Licenses can be printed by clicking on your business in the "Manage Your Business" section of your Business Center.

### Can I renew or manage an existing license through MUNIREvs?

Yes. License renewals will be initiated based upon the expiration date of each license. You will be notified of available actions when a renewal license requirement is upcoming.

**For Assistance, Contact  
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