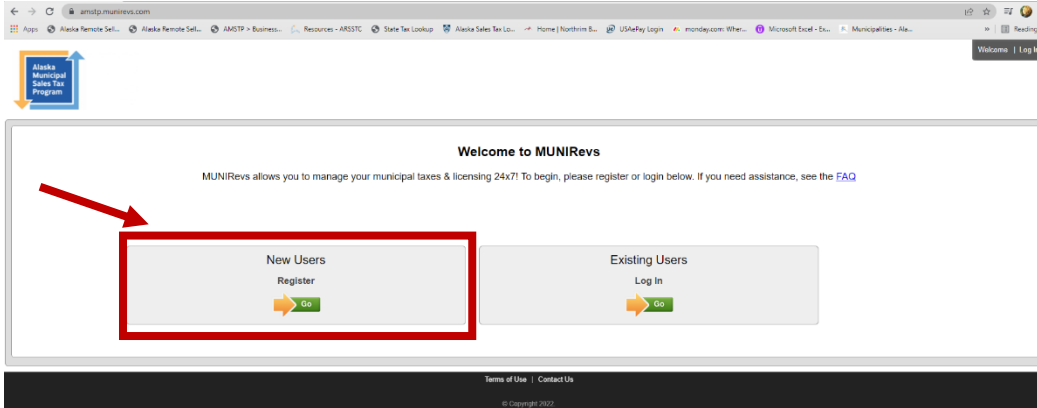


Account Profile Set Up

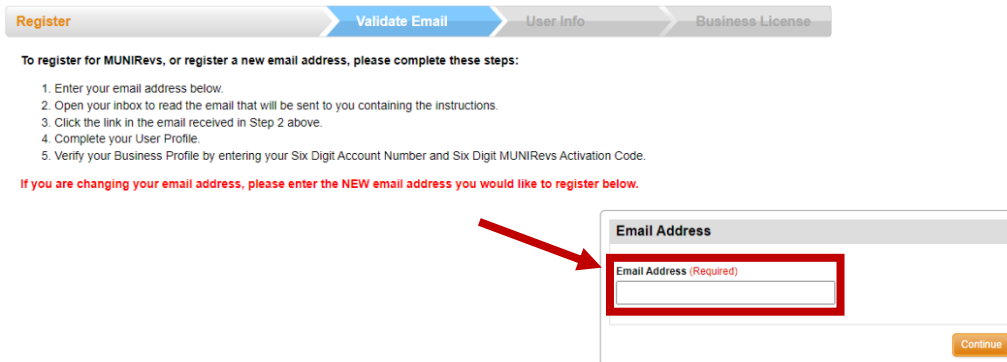


Registration is a two-step process. You must first establish a user profile and then create the business profile. If you have more than one business, you must register each separately under your user profile. If your business has a location in more than one represented jurisdictions, you must create a business account for each jurisdiction. For businesses with accounts in multiple jurisdictions, please use the naming convention **Business Name (Community)**.

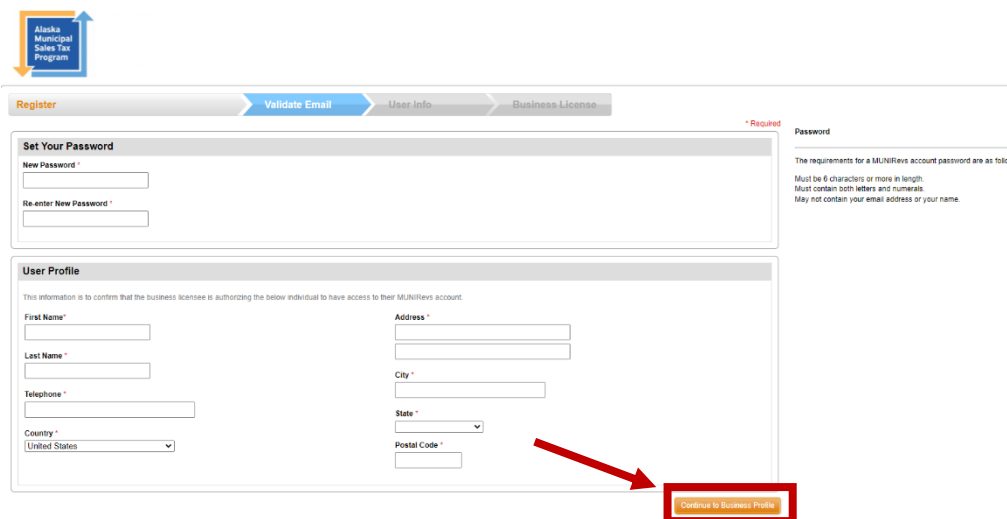
- 1) Go to <https://amstp.munirevs.com/> and click the New Users Register button



- 2) You will be prompted to enter your email address. Click the orange **Continue** button.



- 3) You will receive an email with a verification link. Click the link and you will be taken to the New User set up. Fill out the information and click the orange **Continue to Business Profile** button in the bottom right corner. You have now completed the user set up portion and now need to set up the business profile.



- 4) To associate a user profile with a business that has an established profile in the system, click the first red button **Connect to your Business**.
- Enter the account number and activation code, then press the blue **Lookup** button.
 - You will then be prompted to indicate your role and then click the green **Connect** button.
 - You can return to the Business Center once you have associated with your business.
 - See step 14 to see where to click in the Business Center to add another business.

STP > Register > Business Profile

Connect to your Business.

To connect to your business, please provide the following identifying information.

If you do not have this information, please contact **MUNIREvs Support**.
 In your email request, please be sure to include the 6 Digit Account Number, Owner Name, and Address so that we may promptly authenticate you for the requested account.

Account Number <small>Your 6-digit tax remittance Account Number</small> <input style="width: 90%;" type="text"/>	AND	Activation Code <small>Your 6-digit Activation Code</small> <input style="width: 90%;" type="text"/>	<input type="button" value="Lookup"/>
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Connected Accounts:			
Business Name	Role	Assigned by	Date

Business already has profile in system

Business does not have profile in system

I have a new business and need to apply for a license.

Please do NOT choose this option if you have an existing license as it will create a new business and related "Business." above and use the link to contact **MUNIREvs Support**.

- 5) To create a new business profile, click the second red button **I have a new business and need to apply for a license**.
- Enter business name, select the jurisdiction for which you are registering the business, and select your role with the business.
 - A business that has physical presence in multiple communities must have a registration with each community. Use the naming structure of **Business Name (Community)**.

AMSTP > Register > Business Profile

Connect to your Business.

I have a new business and need to apply for a license.

Please do NOT choose this option if you have an existing license as "Business." above and use the link to contact **MUNIREvs Support**.

Business Name

Jurisdiction **Your Role**

Thorne Bay Owner

- 6) The next page will detail the jurisdiction's general sales tax filing rules. The information presented will vary depending on which jurisdiction the business is registering in. The page will list:
- Sales tax rate (including seasonal timeframes if applicable)

- Special surtaxes (short term accommodation, alcoholic beverage, tobacco products, marijuana products, etc.)
- Filing frequency
- Late fees, penalties, and interest rates

Click the orange **Submit** button to continue to the next page.

7) Now you will set up your Business Profile. Fill in all information. Once completed, click the orange **Submit** button at the bottom of the page (not shown in image).

Business Identification

Is this a: (Reference Owner information section below) *

New Business Re-Opening Change In Ownership

Business Name: *

Line of Business: *

Alaska Business License Number: *

EIN/Social Security Number: *

Contact Information:

Contact Name: * Title: * Phone Number: * Email Address: *

Mailing Address: * Mailing Unit: City: * State: * Zip Code: *

Specifics:

Physical Address in Thorne Bay where business is based or occurring: * Unit/Suite: City: * State: * Zip Code: *

Nature of Business: *

State Date of Business Activity in Thorne Bay (Itinerants: Start and End Date):

Start Date: * End Date:

Zoning of location for which the business will be/is being conducted:

8) The next page will vary depending on jurisdiction. All will display that the business registration form has been received, the new business account number and filing portal activation code. **All businesses must be approved by AMSTP administrators before the license or registration is certified.**

a. Thorne Bay businesses must sign a Corporation Personal Guaranty form before proceeding.

AMSTP > Business Center > Task

- ✔ Form Received.
- ✔ Your Business Activation Code of P7Q4MM was created.
- ✔ Your Business Account Number of 000586 was assigned.
- ✔ Next Task: Thorne Bay Corporation Personal Guaranty.

ALASKA MUNICIPAL SALES TAX PROGRAM
Thorne Bay Corporation Personal Guaranty

000586
Kara's Test Business
Period: 02/01/2022 Due: 03/24/2022 Current Time: 03/14/2022 03/14/2022 Late: NO

City of Thorne Bay
Thorne Bay, AK 999109
Sales Tax
PHONE: (907) 828-3380
FAX: (907) 828-3374
EMAIL: cityclerk@thornebay-ak.gov

Corporation Personal Guaranty

"The corporate officers, directors, or shareholders of a corporation to provide a personal guaranty and assumption of liability for the payment of the tax due under this chapter." This form must also be attached to the business registration when applying.

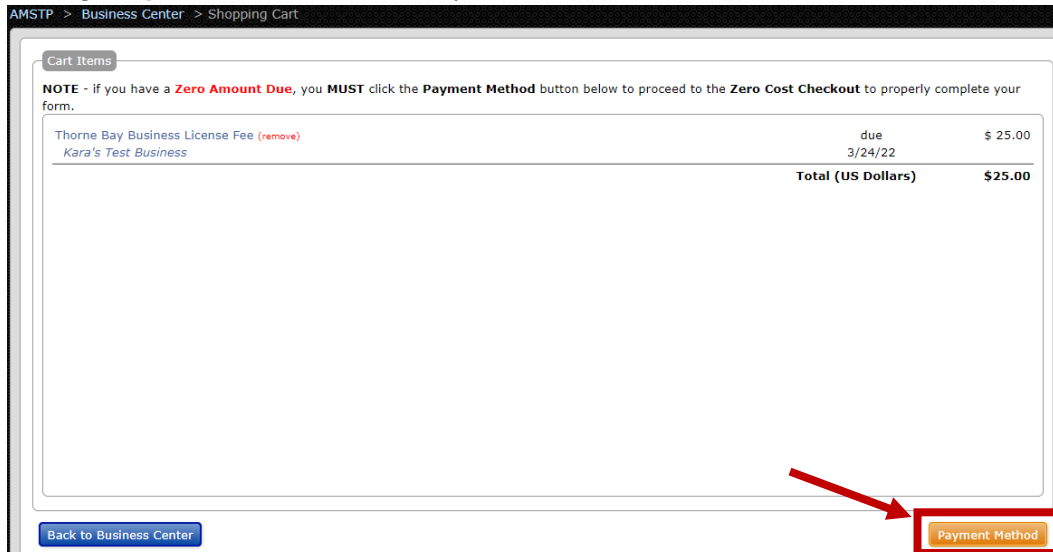
Corporation Name: * Doing Business as: (if applicable)

Alaska Business License Number: * EIN: *

9) If the jurisdiction does not require a license fee, the system will bring the user back to their Business Center. The registration still needs to be approved by an administrator. You will get an email notification informing you that the license/registration has been approved.

10) If the jurisdiction does require payment for the license, the subsequent page will inform you of the license fee. Click the orange **Submit** button to go to the shopping cart and pay for the license.

11) Click the orange **Payment Method** button to proceed.



12) The system accepts e-check and credit card. Credit card method will charge an additional 3.5% convenience fee.

Payment Method

Bank Account.
 Credit Card.

Pay with Bank Account

Name on Account *

Account Type *
 Checking.
 Savings.

Routing Number *

Account Number *

Billing Address *

City * State * Zip *



Phone Number *

Payment Method

Bank Account.
 Credit Card.

Pay with Credit Card

Name on Card *

Card Number *
  

Expiration Date * CVC *
1 2022

Billing Address *

City * State * Zip *

Phone Number

13) You have now applied for a business license and paid the fee. The system administrator will review the application. You will get an email notification informing you that the license has been approved.

14) If you need to add additional businesses, you do so from your Business Center. Click the link “Add or remove a business to your account here” which will take you to the screen in step 4 and you can go through process for each business for each jurisdiction.

The screenshot displays the AMSTP Business Center interface. The left sidebar shows the navigation menu with 'Business Center' selected. The main content area is divided into several sections:

- Action Center:** Contains a 'MESSAGES' section with a 'Welcome to AMSTP's new tax & licensing system!' message and a 'FAQ' link. Below this are 'Our Online Services allow you to:' and 'Special Notice:' sections with various links and notices.
- ALERTS:** Shows a notification: 'You have 2 Tasks to complete.'
- OPEN TASKS:** Lists tasks such as 'Thorne Bay Sales Tax and Transient Occupancy Tax Return' and 'Thorne Bay Business License Application (New Business)'. A red arrow points to the 'Add or remove accounts from your user login by clicking here.' link in the 'Manage Your Account(s)' section.
- Manage Your Account(s):** Includes a table with columns for Account Name, DBA, Lic#, and Code. The table contains two rows: 'Clinton test' and 'Test Business'. Below the table is a link to 'Add or remove accounts from your user login by clicking here.'.
- Activity:** Shows a table of recent activity with columns for Business, Action, Status, Due Date, Amount, and Form. The table contains two rows: 'Kara's Test Business' and 'Clinton test'.

Overview of AMSTP Business Center

1. Messages
 Welcome to AMSTP's new tax & licensing system!
 Our Online Services allow you to:

- Apply for a License
- Renew your License
- File a Tax Return
- Pay your Account Balance

2. Open Tasks
 You have 6 Tasks to complete. ⚠️ past due tasks.

3. Manage Your Account(s)
 Print your License, or make account changes by clicking on your account(s) below.

Account Name	DBA	Lic#	Code
Clinton test	Test Business for Clinton & Staff	000560	E9MCCS
Kara's Test Business	N/A	000588	QHCC7J
Kara's Test Business	N/A	000586	P7Q4MM
Orion Testing	N/A	000554	JSQWYN

4. Activity
 (Note - Form and Receipt Data May Not Be Available for Imported / Historical Data from Prior MUNIRevs Versions or Other Systems)

Business	Action	Status	Due Date	Amount	Form
Kara's Test Business	Thorne Bay Business License Fee	Pending	03/24/22	\$25.00	
Clinton test	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Pending	02/28/22	\$0.00	
Orion Testing	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Complete	02/07/22	\$0.00	
Orion Testing	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Complete	01/05/22	\$0.00	
Orion Testing	Selawik Sales Tax Return	Complete	01/05/22	\$0.00	

1. Messages

These are static messages that indicate basic functions of the filing portal.

2. Open Tasks

This area shows the assigned, uncompleted tasks for a business. Click on a task to complete the action.

A. Name of Business

If a user is associated with multiple businesses, each business will be listed individually with the associated tasks below it. In this example, the businesses are Clinton test, Kara's Test Business (one each for Selawik and Thorne Bay), and Orion Testing.

B. Tasks

Tasks include registration information, sales tax filings, reprocessing fees, and account balances. Tasks have the status of "new" or "pending." New tasks have not been started while pending tasks have been started and need additional steps. Past due tasks have a red icon next to them.

To use an account credit on a sales tax filing, add each of them to the Shopping Cart and you will see the tax balance decrease by the credit applied.

OPEN TASKS 6 ⚡ past due tasks.

- A** Clinton test
 - Thorne Bay Sales Tax and Transient Occupancy Tax Return**
 - ▶ Complete Thorne Bay Sales Tax and Transient Occupancy Tax Return (pending) ⚡
- A** Kara's Test Business
 - Selawik Business Registration (New Business)**
 - ▶ Pending Approval: Initial Account Approval (new)
 - Selawik Sales Tax Return**
 - ▶ Submit Selawik Sales Tax Return (new)
- Kara's Test Business
 - Thorne Bay Business License Application (New Business)**
 - ▶ Pay Thorne Bay Business License Fee (pending)
 - Thorne Bay Sales Tax and Transient Occupancy Tax Return**
 - ▶ Submit Thorne Bay Sales Tax and Transient Occupancy Tax Return (new)
- A** Orion Testing
 - Selawik Business Registration**
 - ▶ Submit Selawik Business Registration (new)
 - Selawik Sales Tax Return**
 - ▶ Submit Selawik Sales Tax Return (new) ⚡

3. Manage Your Activity

This section gives the user an overview of the different businesses the user is associated with. The user can see the business name, license/registration number, and portal access code. Click on a business name to see the information on record, print a license or registration, and update information for each account. Click on the **Add or Remove** link at the bottom of the section to remove a business from your list, add a business that is already set up in the system, or create a new business profile.

4. Activity

Activity (Note - Form and Receipt Data May Not Be Available for Imported / Historical Data from Prior MUNIRevs Versions or Other Systems) i

Newer **1** Older Results 1 - 10 of 10

Business A	Action B	Status C	Due Date D	Amount E	Form F
Kara's Test Business	Account Balance	Complete	03/25/22	\$0.00	
Clinton test	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Complete	02/28/22	\$0.00	
Orion Testing	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Complete	02/07/22	\$0.00	
Orion Testing	Thorne Bay Sales Tax and Transient Occupancy Tax Return	Complete	01/05/22	\$0.00	
Orion Testing	Selawik Sales Tax Return	Complete	01/05/22	\$0.00	

Newer **1** Older Results 1 - 10 of 10

The activity shows the tasks that are completed or pending. Information includes:

- A. Business name

- B. Task Action/task name. There will be a task for each registration and each jurisdiction filing.
- C. Task status.
- D. Task due date.
- E. Amount paid.
- F. Form. The data presented will vary depending on the type of task you look at. The data cannot be changed.
 - a. A license form will bring you to the page that confirmed the license fee amount.
 - b. A sales tax form will bring you to the filing you remitted.
 - c. A reprocessing fee or account balance form will bring you to the current account balance. It will not show historical account balance payments.