



How to Update Account Information

Alaska Municipal Sales Tax Program Filing Portal <https://amstp.munirevs.com/>
Program Administrators Contact: 907-790-5300, AMSTP@akml.org

Account information is found on the Business Center in the section at the bottom of the page called "Manage Your Account(s)." A user can adjust the account contact information by clicking on the business and following the appropriate links. A user can add or remove businesses in this section.

1. Manage Your Account(s) i

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

Account Name A	DBA B	Lic# C	Code D
Kara's Test Business (Selawik)	N/A	000588	QHCC7J
Kara's Test Business (Thorne Bay)	N/A	000586	P7Q4MM
Sporadic Filer (Angoon)	N/A	000740	H9CHMS
Sporadic Filer (Selawik)	N/A	000742	AE9NMK
Sporadic Filer (Thorne Bay)	N/A	000744	NRVATQ

▶ Add or remove accounts from your user login by clicking here.

1. Manage Your Accounts

This section gives an overview of each business account the user is associated with. Address updates are submitted through this section.

- A. Account name
- B. DBA name
- C. License number is the system registration number and is unique for each community. If a business has physical presence in different communities, then they need a registration for each community.
- D. Portal access code which is necessary to add a user to a business account

Click on a business line to access the account information and submit changes. Click on the "Add or Remote" link to join or leave a registered business.

How To Update Contact Information

1) Click on the appropriate business from the “Manage Your Account(s)” section to get to the account information page.

Editing Business: Kara's Test Business (Selawik) Save

Basic Info

A Business Name *
Kara's Test Business (Selawik)

DBA

G Status
Active

H Account Number
000588

I Date Issued
04/01/2022

J Liability Date
04/01/2022

K Closed

Account Balance

Assessment Subtotal (0)	\$0.00
Payment Subtotal (0)	\$0.00
Balance Summary	\$0.00

Click on Amount (to right) for Details

Licenses

License	Status	Issued	Exp
No current licenses found.			

ACCOUNT NAME OR ADDRESS CHANGE: For changes to an account name or address, please complete the **Account Information Update** form. Please note that an ownership change requires that you close the existing record and apply for a new account. To close your account, please e-mail support@muniревs.com and include your account number, closure date, and the reason for closure (i.e. sale of property or changing to a long term rental).

USER/ LOGIN OR EMAIL ADDRESS UPDATE: If you need to update the user email that is used to log into this account please complete the new user registration process. Remember, you will need your Six Digit Account Number and Activation Code from the “Manage Your Account Section” on the previous page in the Business Center. Once you have your account number and code written down, [Click HERE](#) to register a new user.

NO LONGER MANAGE THIS ACCOUNT? To remove this user login from managing this account, [Click HERE](#), and use the red “Remove” Button to remove yourself from the account.

Profile

B Entity Type
[1] Sole Proprietorship

C City Business Type
[9083] Selawik

D State Business Type
[1] (61) Educational Services

Business Area
Please choose

Business Physical Address

E Country *
Main Street

Business Phone

Address *
City * State/Province * Postal *
Selawik AK 99770

Email

Web Address

Mailing Address

F Country *
1 Sealaska Plaza 200

City * State/Province * Postal *
Juneau AK 99801

The account information page shows:

- | | | |
|--|--|--|
| A. Business Name | F. Mailing Address | J. Date of Effective Tax Collection (in the MuniRevs system) |
| B. Entity Type | G. Account Status | K. Account Balance |
| C. Jurisdiction for account registration | H. Account Number | L. Jurisdiction License or Registration Certificate |
| D. NAICS Code | I. Date Account Established (in the MuniRevs system) | |
| E. Physical Address | | |

- 2) Click on the blue **Account Information Update** link to submit new information. Populate the fields that need to be updated and click the orange **Submit** at the bottom.
- 3) A Program Administrator will review the submission and update the relevant fields on the account.

ALASKA MUNICIPAL SALES TAX PROGRAM

Account Information Update Form

000588

Kara's Test Business (Selawik)

Period: 06/01/2023 Due: 07/03/2023 Current Time: 06/23/2023 06/23/2023 Late: NO

BUSINESS INFORMATION:

Name Of Company: *	Doing Business As (DBA):
<input type="text"/>	<input type="text"/>

Business Physical Location:

Street (No PO Box): *	Unit:
<input type="text"/>	<input type="text"/>

City: *	State: *	Zip: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address:

Street: *	Unit:
<input type="text"/>	<input type="text"/>

City: *	State: *	Zip: *
<input type="text"/>	<input type="text"/>	<input type="text"/>

BUSINESS CONTACT INFORMATION:

Email Address:	Business Website:
<input type="text"/>	<input type="text"/>

Local Business Phone:	Home Office Phone:
<input type="text"/>	<input type="text"/>

I CERTIFY UNDER PENALTY OF PERJURY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Name (as electronic signature) *	Title *	Date *
<input type="text"/>	<input type="text"/>	06/23/2023 12:36:27

Category	Date	User	Note
	Today, 12:36 pm MDT	Kara Johnson	Id changed from "" to "5722" BusinessTaskId changed from "" to "5722" Active changed from "" to "1" TaskId changed from "" to "2012" Task Type changed from "" to "1" TaskTypeKey changed from "" to "2076" BusinessTask Status changed from "" to "10" BusinessWorkflowId changed from "" to "4386" BusinessId changed from "" to "588" Name changed from "" to "Account Information Update Form" Description changed from "" to "Form: Account Information Update Form" Alias changed from "" to "account_information_update_form" Date Due changed from "" to "20230703" Date Created changed from "" to "20230623" Created UserId changed from "" to "9108" SortOrder changed from "" to "1000"

[Save and Return to Business Center](#)

[Submit](#)