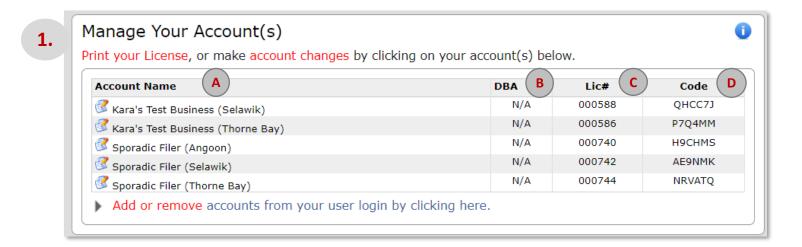


How to Update Account Information

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 Accounts

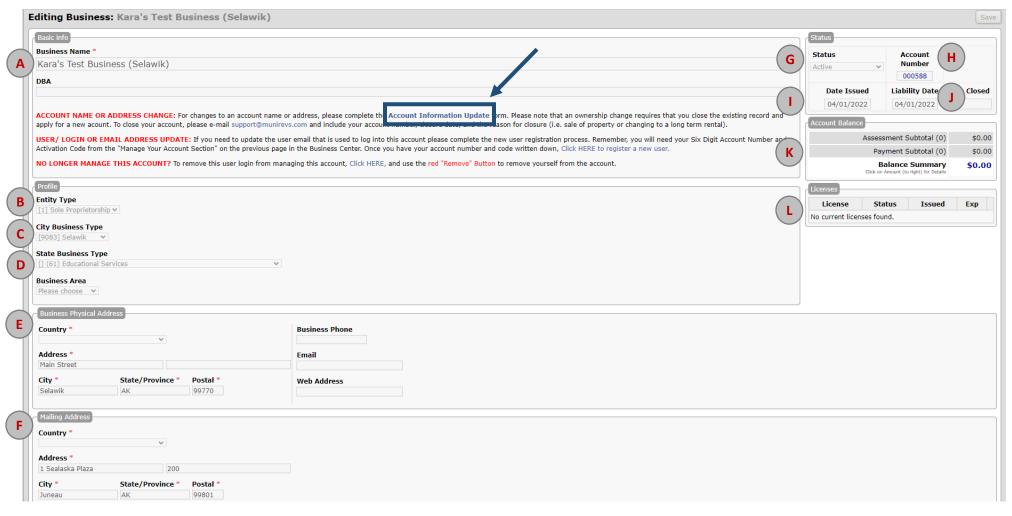
This section gives an overview of each business account the user is associated with. Address updates are submitted through this section.

- 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.



The account information page shows:

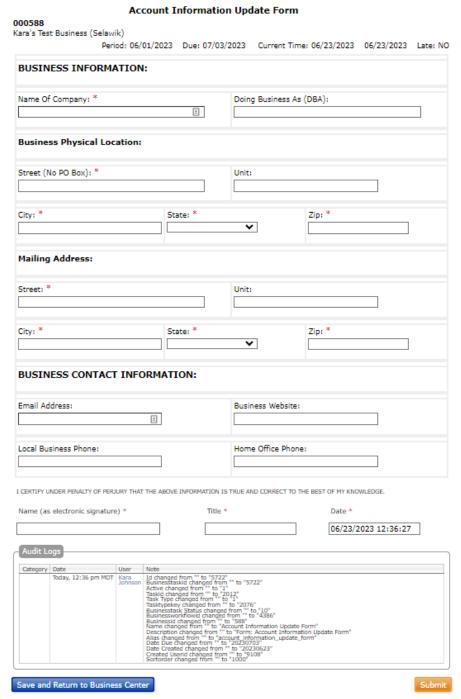
- A. Business Name
- B. Entity Type
- C. Jurisdiction for account registration
- D. NAICS Code
- E. Physical Address

- F. Mailing Address
- G. Account Status
- H. Account Number
- Date Account Established (in the MuniRevs system)

- J. Date of Effective Tax Collection (in the MuniRevs system)
- K. Account Balance
- L. Jurisdiction License or Registration Certificate

- 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



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