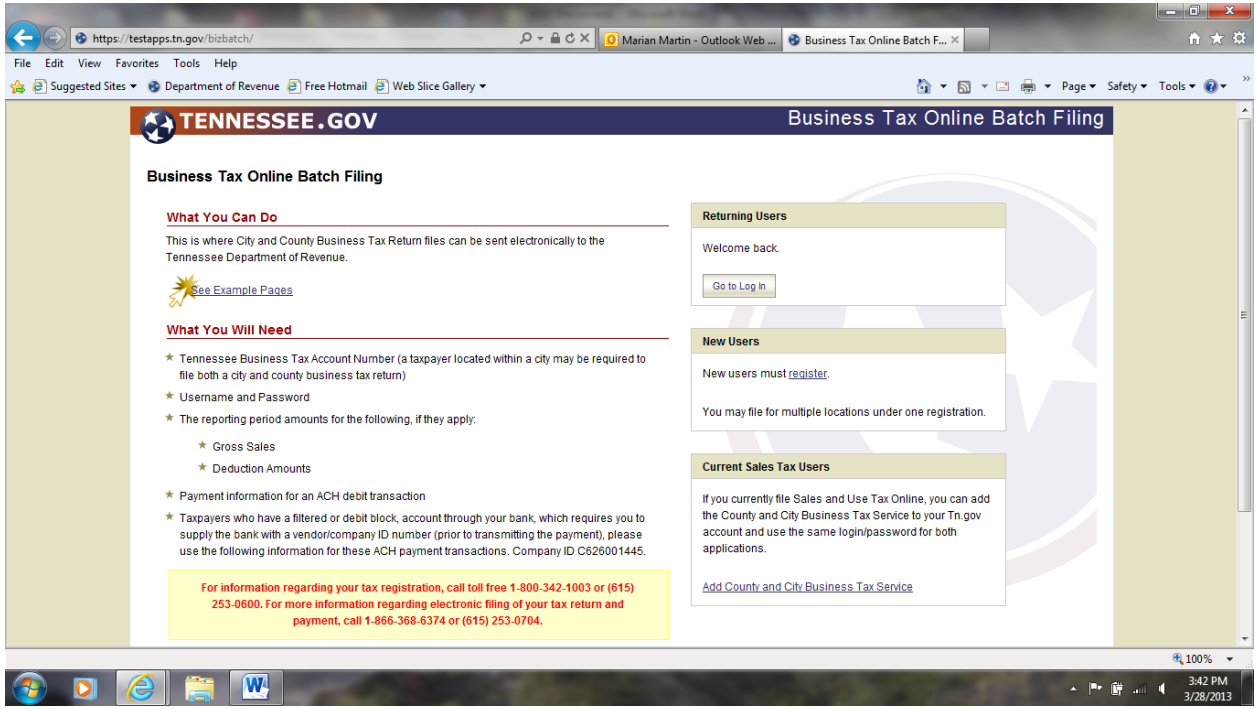
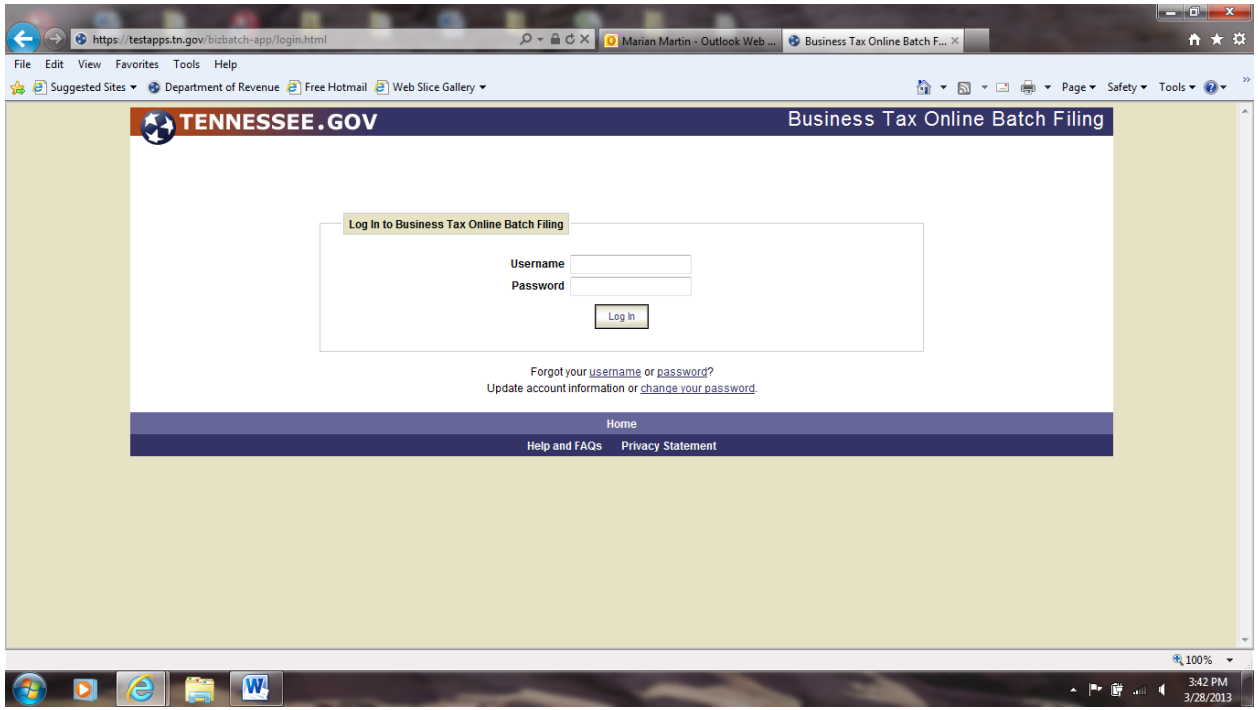
Business Tax Online Filing Upload Instructions

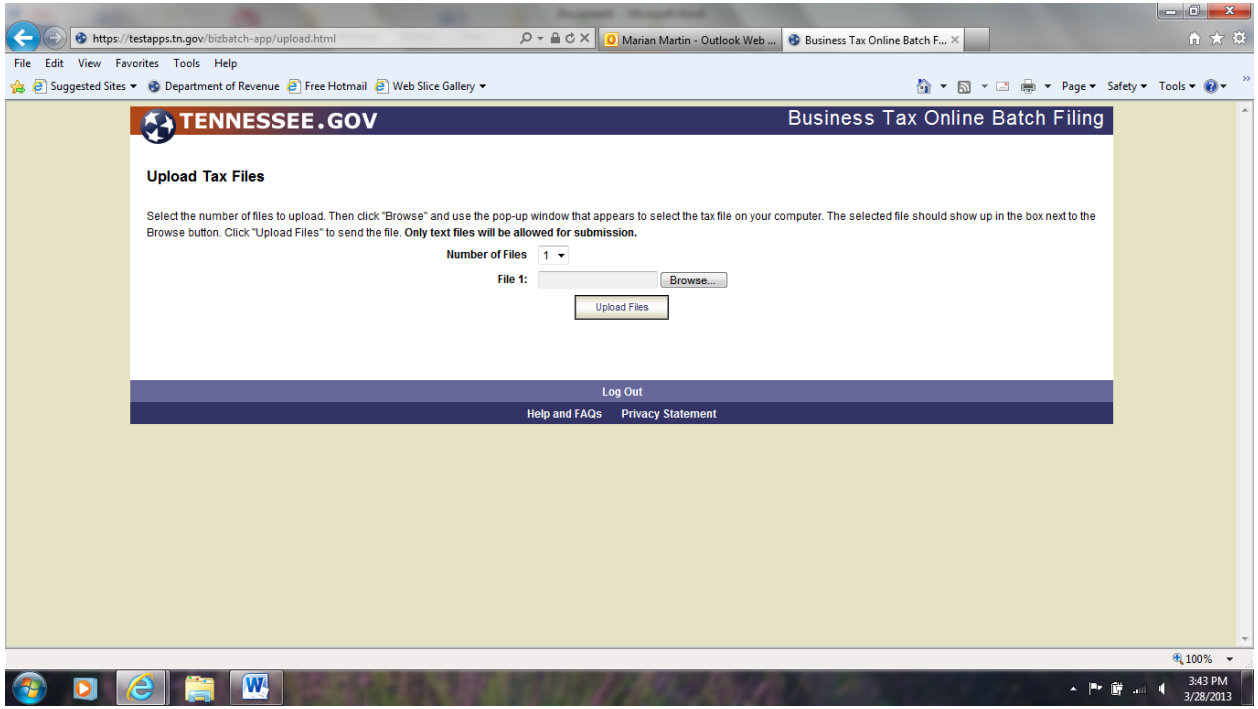
- If you already have a username/password, then click on 'Go to Log In'



- Enter valid Username and Password

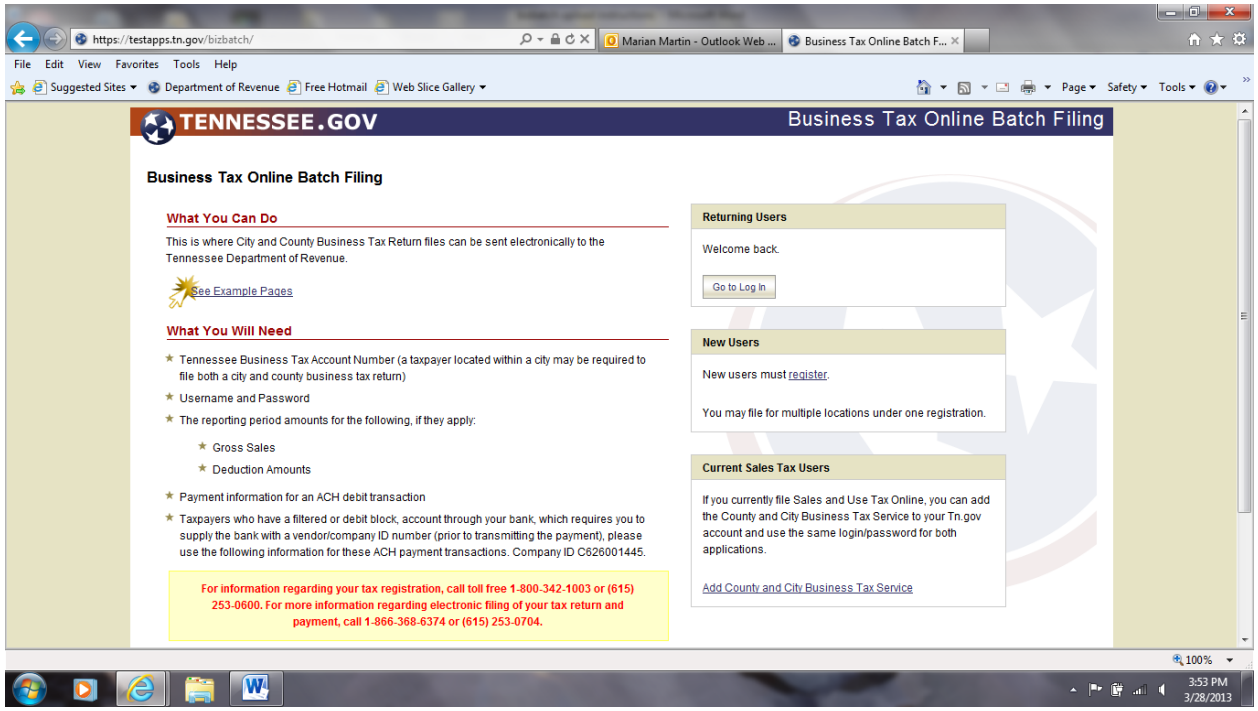


- Choose Number of Files to Upload (up to 5). Then choose Browse and select the file(s) that you would like to upload.

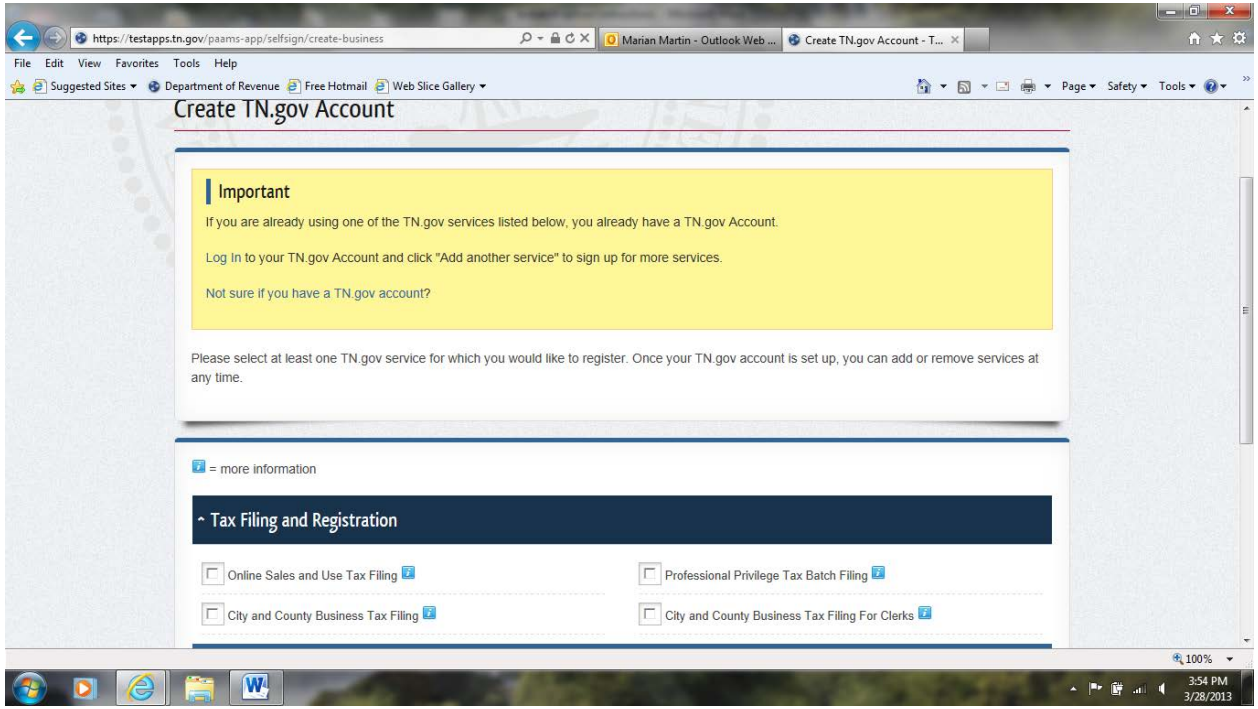


- Here is the confirmation screen.

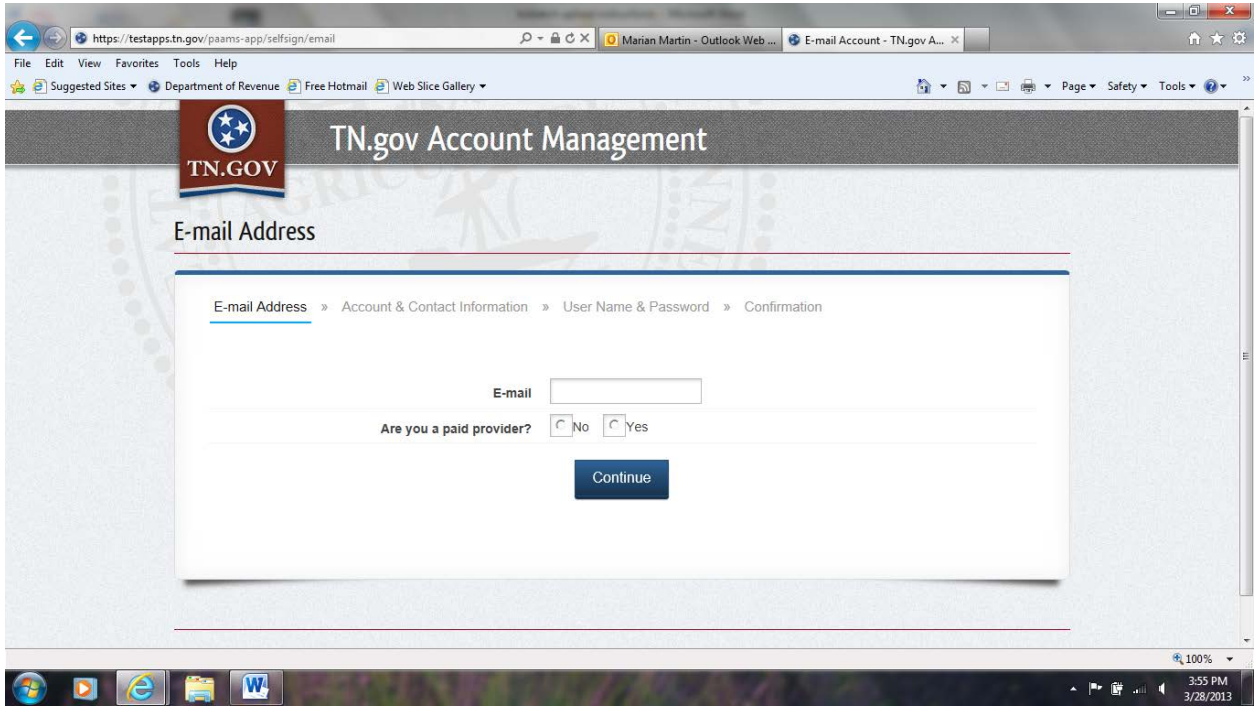
- If you don’t have a username/password for the Sales Tax Portal or Business Tax Portal, then click on New users must register link.



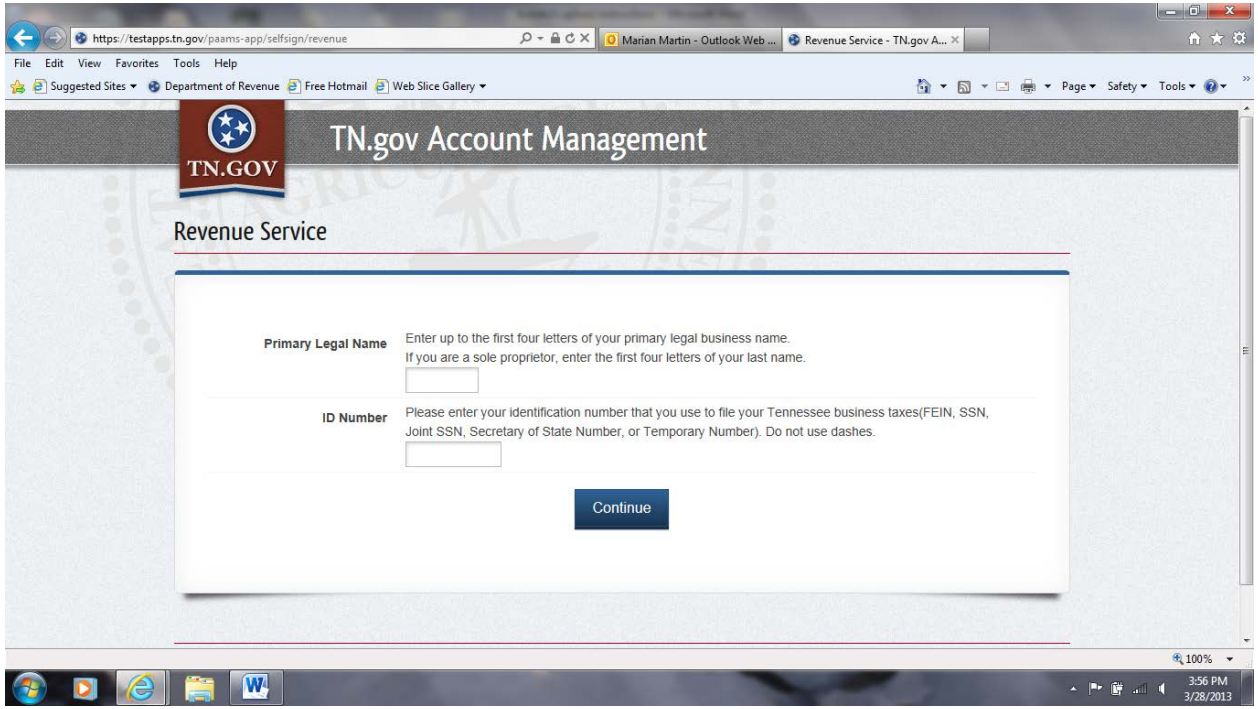
- Choose City and County Business Tax Filing and click Continue.



- Enter E-mail address and choose whether you are a paid provider.

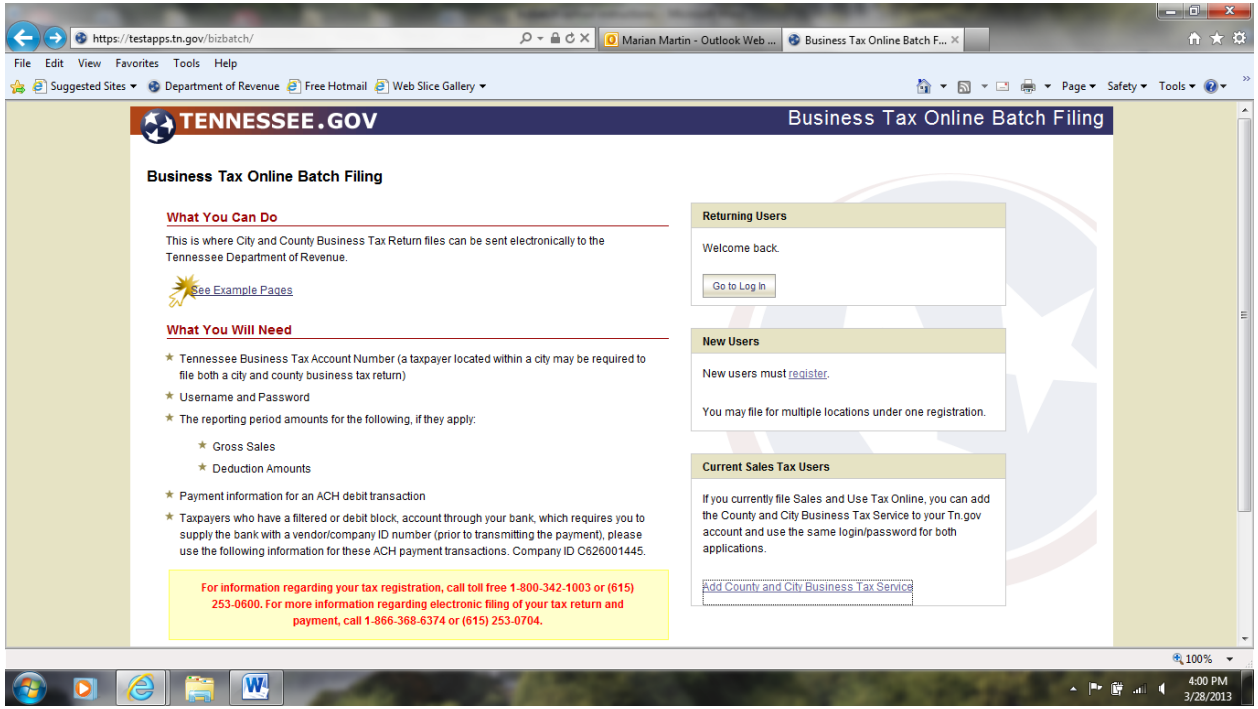


- Enter Primary Legal Name and ID Number.

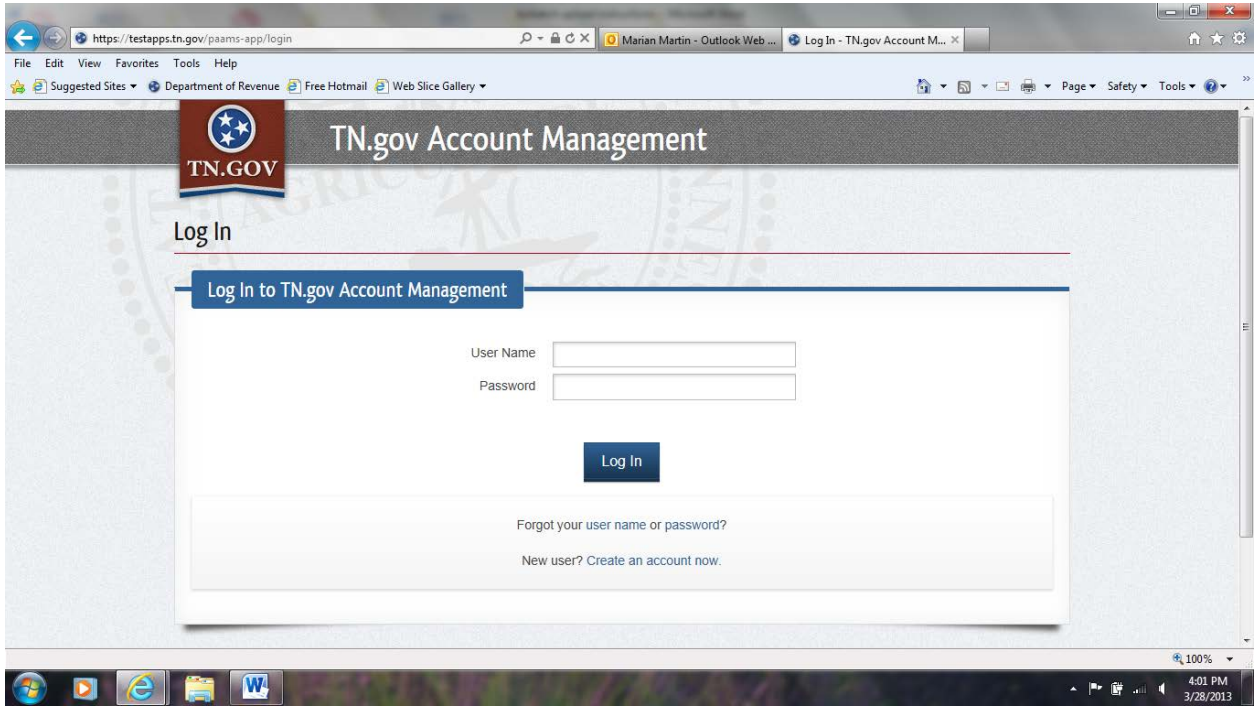
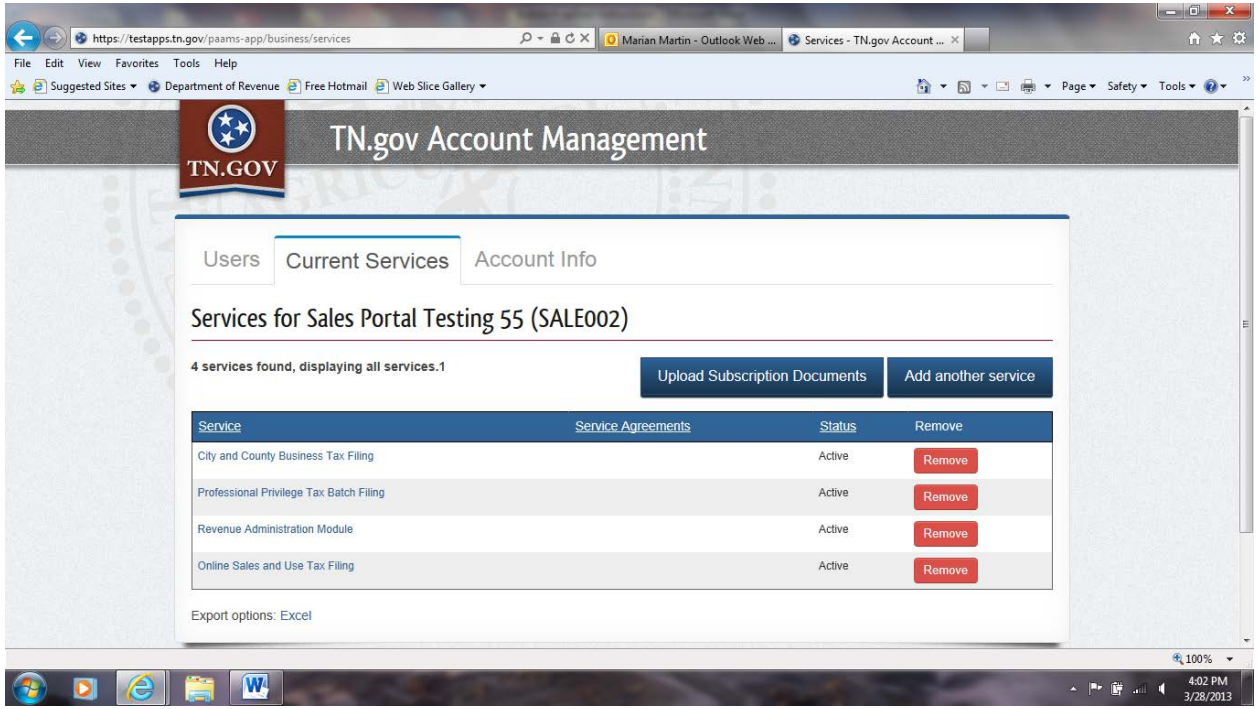


- Then enter contact information and choose a username and password.

- If you already have a Sales Tax username/password, then choose Current Sales Tax Users Add County and City Business Tax Service.



- Log In using User Name and Password for Sales Tax Portal.



- Click on Current Services tab at the top and then click Add another service.