

---

# Create an eBiz Tax Profile – Gaining Online Access to Denver’s eBiz Tax Center

---

Step-by-step instructions

---

Denver Treasury Division

---

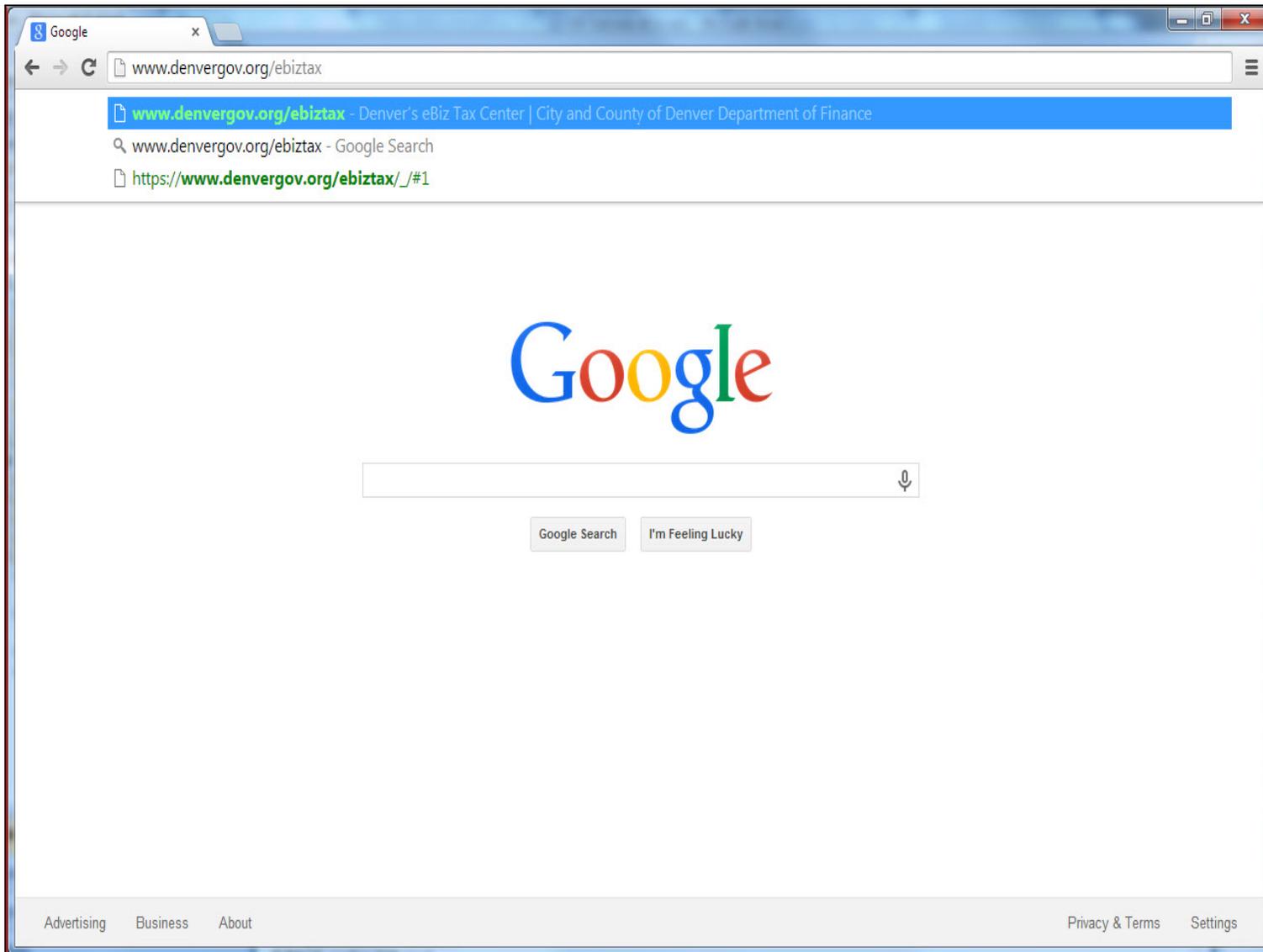
This handout gives step-by-step instructions on how to gain access to Denver’s eBiz Tax Center by creating a user profile.

If your business is already licensed and filing Denver business taxes follow these instructions.

If you need to register a new business with Denver please see the step-by-step instructions for registering a new business.

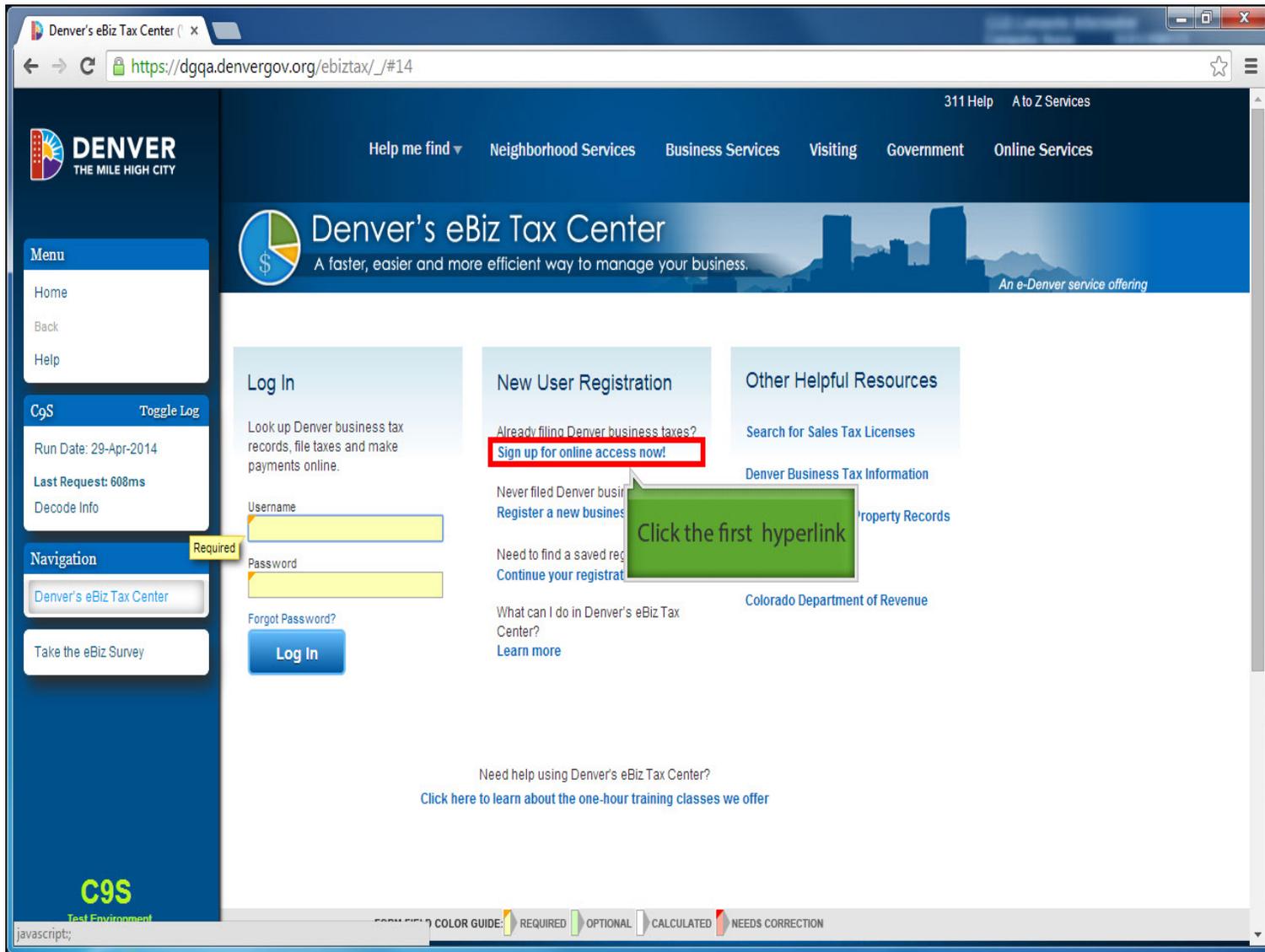
### Step 1: Navigate to the eBiz Tax Center login page

To begin, navigate to the eBiz Tax log in page by typing **www.denvergov.org/ebiztax** into your internet browser.



**Step 2: Click the 'Sign up for online access now!' hyperlink**

This is the eBiz Tax login page. In the center panel under "New User Registration," click the hyperlink, **Sign up for online access now!**



Use the **Previous** and **Next** buttons to navigate backwards and forwards through steps during the registration process – **DO NOT USE THE BACK AND FORWARD BUTTONS ON YOUR INTERNET BROWSER!** Also be aware that as you complete the registration you cannot move ahead to a successive step unless you have entered all required information on the page you're on.

The screenshot shows a web browser window titled "Denver's eBiz Tax Center" with the URL "https://dgqa.denvergov.org/ebiztax/\_/#15". The browser's back and forward buttons are crossed out with a red 'X'. A green callout box with a red arrow pointing to the browser buttons contains the text: "Do not use your back and forward buttons on your internet browser".

The page content includes a navigation menu on the left with options: Home, Back, Help, C9S (with a Toggle Log), Run Date: 29-Apr-2014, Last Request: 45ms, Decode Info, and a Navigation section with Denver's eBiz Tax Center and Request New eBiz Tax Registration.

The main content area features a "Validation" step with "Previous" and "Next" buttons highlighted by red boxes. A "Cancel" button is also visible. A green callout box with a red arrow pointing to the "Previous" and "Next" buttons contains the text: "Use the Previous and Next buttons to navigate between pages".

Below the callout, there is a form field for "Do you have a letter issued after" with a dropdown menu set to "Oct-29-2012?". A tooltip is visible over the form field, stating: "ing information to verify your business with the City and County of Denver. This is also the first Account ID."

At the bottom of the page, there is a "FORM FIELD COLOR GUIDE" with categories: REQUIRED (green), OPTIONAL (yellow), CALCULATED (grey), and NEEDS CORRECTION (red). Social media links for Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog are also present.

### Step 3: Validation – Make sure you have what you need to start creating an eBiz Tax profile

You will need two things to begin signing up for an eBiz Tax profile: **1) your taxpayer ID number, and 2) a letter ID** from a recent letter or return issued to the business within the last 18 months. If you do not have a letter ID to enter you can request one be mailed to you from this page. Upon receipt of a letter ID you can restart this profile creation process.

The screenshot shows the Denver's eBiz Tax Center website in a browser window. The URL is [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page is titled "Validation" and contains the following information:

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Navigation buttons: Previous, Validation, Next, Cancel.

**VALIDATION**

To register for Denver's eBiz Tax Center, you will need to provide the following information to verify your business with the City and County of Denver.

Taxpayer ID  Enter your six digit Taxpayer ID. This is also the first six digits of your Account ID.

Confirm

You will need a recent letter sent to your business from examples of letters include tax returns, welcome letters, ...

Do you have a letter issued after Oct-29-2012?

Click the for more information on what your taxpayer ID is

FORM FIELD COLOR GUIDE: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), NEEDS CORRECTION (red)

Footer: C9S Test Environment, [https://dgqa.denvergov.org/ebiztax/\\_/](https://dgqa.denvergov.org/ebiztax/_/), Twitter, YouTube, Flickr, Newsfeed, Open Data Catalog

## Step 4: Validation – Type your taxpayer ID

To create an eBiz Tax profile you will need to start by entering your six digit taxpayer ID number, which will verify that your business currently holds Denver excise tax licenses. This number is the first six digits of your account ID.

The screenshot shows the Denver's eBiz Tax Center website at the URL [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page is titled "Validation" and contains the following content:

- Denver's eBiz Tax Center** logo and navigation menu (Home, Back, Help).
- C9S** status: Run Date: 29-Apr-2014, Last Request: 45ms, Decode Info.
- Navigation** links: Denver's eBiz Tax Center, Request New eBiz Tax Registration.
- Validation Section:**
  - Text: "The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments."
  - Text: "If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center."
  - Text: "For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business."
  - Text: "If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400."
- Form Fields:**
  - Taxpayer ID:  (Required)
  - Confirm:
  - Do you have a letter issued after Oct-29-2012?
- Form Field Color Guide:** REQUIRED (orange), OPTIONAL (green), CALCULATED (grey), NEEDS CORRECTION (red).
- Footer:** Facebook, Twitter, YouTube, Flickr, Newsfeed, Open Data Catalog.

## Step 5: Validation – Retype your taxpayer ID

Retype your taxpayer ID number into the second field to confirm it was entered correctly.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 468ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Validation Next Cancel

**VALIDATION**

To register for Denver's eBiz Tax Center, you will need to provide the following information to verify your business with the City and County of Denver.

Taxpayer ID

Confirm ID

Required

You will need a recent letter examples of letters include

Do you have a letter issued after Oct-29-2012?

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

Retype your taxpayer ID into the second field as a confirmation

Press the Tab key to move to the next field

## Step 6: Validation – Indicate if you have a letter ID to enter

Next you will indicate if you have a letter ID to enter. It is an identification code beginning with the letter “L” and is typically located at the top right corner of most business tax returns and notices. A letter ID will appear on any correspondence regarding your excise tax licenses that was issued by Treasury Division of the City and County of Denver within the last 18 months. Examples of correspondence with a letter ID are tax returns, welcome letters and license renewal applications.

The screenshot shows the Denver's eBiz Tax Center website. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a blue sidebar with the Denver logo and navigation options: Menu (Home, Back, Help), C9S (Toggle Log, Run Date: 29-Apr-2014, Last Request: 57ms, Decode Info), and Navigation (Denver's eBiz Tax Center, Request: New eBiz Tax Registration). The main content area is titled "Validation" and contains the following text:

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Navigation buttons: Previous, Validation, Next, Cancel.

**VALIDATION**

To register for Denver's eBiz Tax Center, you will need to provide the following information to verify your business with the City and County of Denver.

Taxpayer ID: 203441

Confirm ID: 203441

You will need a recent letter sent to your business from the City and County of Denver, issued within the last 18 months. Some examples of letters include tax returns, welcome letters, and license renewal applications.

Do you have a letter issued after Oct-29-2012? [Dropdown menu]

Required [Yellow box]

Use your mouse to select the dropdown arrow [Green tooltip]

FORM FIELD COLOR GUIDE: REQUIRED (Yellow), OPTIONAL (Green), CALCULATED (Grey), NEEDS CORRECTION (Red)

Footer: C9S Test Environment, Facebook, Twitter, YouTube, Flickr, Newsfeed, Open Data Catalog.

If you do have a letter ID to enter you can select **Yes** from the dropdown menu. If you do not, select “No.” For the purpose of these instructions we are selecting “Yes.”

The screenshot shows the Denver's eBiz Tax Center registration process. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a left sidebar with the Denver logo and navigation options like 'Home', 'Back', 'Help', 'C9S', and 'Request New eBiz Tax Registration'. The main content area is titled 'Validation' and contains instructions for users. A form field for 'Do you have a letter issued after Oct-29-2012?' is highlighted in yellow, with a dropdown menu showing 'No' and 'Yes' options. A green callout box with a white border points to the 'Yes' option, containing the text: 'If you have a letter ID, select Yes using your mouse'. Below the form, a 'FORM FIELD COLOR GUIDE' indicates that yellow means 'REQUIRED', green means 'OPTIONAL', grey means 'CALCULATED', and red means 'NEEDS CORRECTION'. The footer includes social media icons for Facebook, Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog.

## Step 7: Validation – Proceed to the next step

When you're finished, click the blue **Next** button appearing halfway up the screen.

The screenshot shows the Denver's eBiz Tax Center website. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a dark blue sidebar on the left with the Denver logo and a menu containing 'Home', 'Back', and 'Help'. Below the menu is a 'C9S' section with 'Toggle Log' and 'Run Date: 29-Apr-2014'. The main content area is titled 'VALIDATION' and contains the following text:

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Navigation buttons include 'Previous', 'Validation', 'Next', and 'Cancel'. A green callout box with the text 'Use your mouse to click Next to move to the next page' points to the 'Next' button.

The 'VALIDATION' section includes the following text:

To register for Denver's eBiz Tax Center, you will need a recent letter issued with the City and County of Denver.

Taxpayer ID:  ⓘ

Confirm ID:

You will need a recent letter sent to your business from the City and County of Denver, issued within the last 18 months. Some examples of letters include tax returns, welcome letters, and license renewal applications.

Do you have a letter issued after Oct-29-2012?

At the bottom of the page, there is a 'FORM FIELD COLOR GUIDE' with categories: REQUIRED (orange), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). The footer includes social media icons for Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog.

## Step 8: Letter – Type a letter ID

On this screen you will enter a letter ID. All fields on this screen are required.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014

Last Request: 49ms

Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous  Next Cancel

**LETTER**

Enter the Letter ID from any piece of mail you have received from the City and County of Denver related to your tax accounts, issued within the last 18 months.

Letter ID

Required

Click the for more information on what a letter ID is and where you can find it

The Letter ID is the identification code beginning with the letter "L", located at the top right corner of most business tax returns and notices issued by the City and County of Denver. The Letter ID must have been issued within 18 months from today's date in order to be valid.

**FORM FIELD COLOR GUIDE:** REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

**C9S**  
Test Environment

https://dgqa.denvergov.org/ebiztax/\_/

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

**Stay Informed** **Apps & Tools** **Services** **Get Help**

- Connect Denver App
- Online Services

FOR INFORMATION &

Type the letter ID into the first field. Be sure to include the letter "L" at the beginning of the ID.

The screenshot shows a web browser window titled "Denver's eBiz Tax Center" with the URL [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a dark blue sidebar on the left with the Denver logo and navigation links. The main content area contains a green informational box with instructions on user access and registration. Below this is a form with "Previous", "Next", and "Cancel" buttons. The form title is "LETTER" and it asks for a Letter ID from a recent mail piece. Two input fields are shown: "Letter ID" containing "L0601393664" and "Confirm". A legend at the bottom indicates field requirements: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). The footer includes social media icons and contact information.

Denver's eBiz Tax Center

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 49ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Letter Next Cancel

**LETTER**

Enter the Letter ID from any piece of mail you have received from the City and County of Denver relating to your tax accounts, issued within the last 18 months.

Letter ID

Confirm

Type a letter ID into the first field

Press the Tab key to move to the next field

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

Stay Informed Apps & Tools Services Get Help

Connect with Denver Connect Denver App Online Services 911 FOR INFORMATION &

### Step 9: Letter – Retype the letter ID

Retype the letter ID into the second field to confirm it was entered correctly.

The screenshot shows the Denver's eBiz Tax Center registration process. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a left sidebar with a 'Menu' (Home, Back, Help), 'C9S' status (Run Date: 29-Apr-2014, Last Request: 859ms), and 'Navigation' (Denver's eBiz Tax Center, Request New eBiz Tax Registration). The main content area contains a green informational box with instructions on user access and a 'Letter' step. The 'Letter' step requires entering a Letter ID from a recent mail piece. The 'Letter ID' field contains 'L0601393664' and is highlighted in green. The 'Confirm Letter ID' field also contains 'L0601393664' and is highlighted in yellow. A yellow 'Required' label is positioned below the confirmation field. A green callout box with a white border and text reads: 'Retype the letter ID into the second field as a confirmation'. Below the form fields is a 'FORM FIELD COLOR GUIDE' with categories: REQUIRED (green), OPTIONAL (yellow), CALCULATED (grey), and NEEDS CORRECTION (red). The footer includes social media links for Facebook, Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog, along with sections for 'Stay Informed', 'Apps & Tools', 'Services', and 'Get Help'.

## Step 10: Letter – Proceed to the next step

When you're finished, click the blue **Next** button appearing halfway up the screen.

The screenshot shows the Denver's eBiz Tax Center website. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a dark blue sidebar on the left with the Denver logo and navigation links. The main content area is white with a light green background for the registration instructions. A green callout box with a white border and a pointer to the 'Next' button contains the text: "Use your mouse to click Next to move to the next page".

**Denver's eBiz Tax Center**  
THE MILE HIGH CITY

**Menu**  
Home  
Back  
Help

**C9S** Toggle Log  
Run Date: 29-Apr-2014  
Last Request: 59ms  
Decode Info

**Navigation**  
Denver's eBiz Tax Center  
Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Letter Next Cancel

**LETTER**  
Enter the Letter ID from any piece of mail you have received from the Department of Public Health and Environment, accounts,

Letter ID  ⓘ  
Confirm Letter ID

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

**C9S**  
Test Environment

Stay Informed Apps & Tools Services Get Help  
Connect Denver App Online Services

FOR INFORMATION &

## Step 11: Login – Type your chosen username

On this screen you will create your login profile. Additional users can be added after your eBiz Tax login has been created.

The screenshot displays the Denver's eBiz Tax Center login page. The browser address bar shows the URL: [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a blue sidebar with the Denver logo and navigation options. The main content area contains instructions for users and a login form.

**Denver's eBiz Tax Center**  
THE MILE HIGH CITY

**Menu**  
Home  
Back  
Help

**C9S** **Toggle Log**  
Run Date: 29-Apr-2014  
Last Request: 45ms  
Decode Info

**Navigation**  
Denver's eBiz Tax Center  
Request: New eBiz Tax Registration

**C9S**  
Test Environment  
[https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15)

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

**Previous**  **Next** **Cancel**

**LOGIN**  
Create your login profile.

Username  **Required** ⓘ You will use your username to log in to Denver's eBiz Tax Center.

Confirm Username

Email

Confirm Email

**Click the ⓘ icon for more information on what your**

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password  ⓘ

Confirm Password

In case you forget your password, select a question and answer only you will know and remember.

Secret Question

Secret Answer

How did you hear about Denver's e-Biz Tax Center?

In the first field type the username you would like to use to log into eBiz Tax.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 45ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username  ⓘ

Confirm Username  ⓘ **Required**

Email

Confirm Email

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password  ⓘ

Confirm Password

In case you forget your password, select a question and answer only you will know and remember.

Secret Question

Secret Answer

How did you hear about Denver's e-Biz Tax Center?

Type the username of your choice into the first field

Press the Tab key to move to the next field

## Step 12: Login – Retype your chosen username

Retype your chosen username in the second field to confirm it was entered correctly.

Denver's eBiz Tax Center

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 375ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username  ⓘ

Confirm Username  ⓘ

Email  ⓘ

Confirm Email  ⓘ

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password  ⓘ

Confirm Password  ⓘ

In case you forget your password, select a question and answer only you will know and remember.

Secret Question  ⌵

Secret Answer  ⓘ

How did you hear about Denver's e-Biz Tax Center?  ⌵

Retype your chosen username into the second field as a confirmation

Press the Tab key to move to the next field

### Step 13: Login – Type your email address

Enter the email you want associated with your login in the next field.

Denver's eBiz Tax Center

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 59ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username JANE ⓘ

Confirm Username JANE

Email WORLDCLASSCITYLLC@GMAIL.COM ⓘ

Confirm Email Required

Choose a password. It must contain 8-16 characters, have at least 1

Password ⓘ

Confirm Password

In case you forget your password, select a question and answer only you will know and remember.

Secret Question

Secret Answer

How did you hear about Denver's e-Biz Tax Center?

Type the email you want associated with your login into the next field

Press the Tab key to move to the next field

## Step 14: Login – Retype an email address

Retype the email in the following field to confirm it was entered correctly.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 73ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username  ⓘ

Confirm Username

Email

Confirm Email  ⓘ

Required

Choose a password. It must contain 8-16 characters, have at least 1

Password  ⓘ

Confirm Password

In case you forget your password, select a question and answer only you will know and remember.

Secret Question

Secret Answer

How did you hear about Denver's e-Biz Tax Center?

Retype your email into the second field as a confirmation

Press the Tab key to move to the next field

### Step 15: Login – Type your chosen password

Enter a password of your choice that you will use to log into eBiz. It must have at least 1 number, 1 letter, 1 upper case letter and be 8-16 characters.

The screenshot shows the Denver's eBiz Tax Center login page. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features a dark blue sidebar with the Denver logo and a menu containing 'Home', 'Back', and 'Help'. Below the menu, there are sections for 'C9S' (with a 'Toggle Log' button) and 'Navigation' (with links for 'Denver's eBiz Tax Center' and 'Request New eBiz Tax Registration').

The main content area contains a green box with the following text:  
The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.  
If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.  
For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.  
If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Below the green box are 'Previous', 'Login', 'Next', and 'Cancel' buttons. The 'Login' button is highlighted.

The 'LOGIN' section is titled 'Create your login profile.' and contains the following fields:  
Username: JANE  
Confirm Username: JANE  
Email: WORLDCLASSCITYLLC@GMAIL.COM  
Confirm Email: WORLDCLASSCITYLLC@GMAIL.COM

Below these fields is a password requirement: 'Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.' The Password field is highlighted in yellow and has a tooltip that says 'You will use your password to log in to Denver's eBiz Tax Center.' Below the Password field is a 'Confirm Password' field, also highlighted in yellow.

A green tooltip is visible over the Password field, stating: 'Click the [info icon] for more information on what your tapayer ID is'. Below this tooltip is the text 'you will know and remember.'

The 'Secret Question' and 'Secret Answer' fields are also highlighted in yellow. The 'Secret Question' field has a dropdown arrow. Below these fields is a dropdown menu for 'How did you hear about Denver's e-Biz Tax Center?'.

At the bottom of the page, there is a 'C9S Test Environment' logo and the URL [https://dgqa.denvergov.org/ebiztax/\\_/](https://dgqa.denvergov.org/ebiztax/_/).

Denver's eBiz Tax Center ( x )

← → ↻ [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15) ☆ ☰

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014

Last Request: 47ms

Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

**C9S**  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#)  [Next](#) [Cancel](#)

**LOGIN**

Create your login profile.

Username	<input type="text" value="JANE"/>
Confirm Username	<input type="text" value="JANE"/>
Email	<input type="text" value="WORLDCLASSCITYLLC@GMAIL.COM"/>
Confirm Email	<input type="text" value="WORLDCLASSCITYLLC@GMAIL.COM"/>

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password	<input type="password" value="....."/>
Confirm Password	<input type="password"/>

Type the password of your choice into the first field

Press the Tab key to move to the next field

In case you forget your password, select

Secret Question	<input type="text"/>
Secret Answer	<input type="text"/>
How did you hear about Denver's e-Biz Tax Center?	<input type="text"/>

## Step 16: Login – Retype your chosen password

Retype your password in the following field to confirm it was entered correctly.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 780ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#)  [Next](#) [Cancel](#)

**LOGIN**

Create your login profile.

Username  ⓘ

Confirm Username

Email

Confirm Email

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password  ⓘ

Confirm Password

In case you forget your password, select

Secret Question

Secret Answer

How did you hear about Denver's e-Biz Tax Center?

Retype your chosen password into the second field as a confirmation

## Step 17: Login – Select your secret question

Using the dropdown arrow, **select a secret question**. In case you forget your password, you will be asked to answer this question.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 64ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username JANE ⓘ

Confirm Username JANE

Email WORLDCLASSCITYLLC@GMAIL.COM

Confirm Email WORLDCLASSCITYLLC@GMAIL.COM

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password ..... ⓘ

Confirm Password .....

In case you forget your password, select a question and answer only you will know and remember.

Secret Question [Dropdown]

Secret Answer **Required** [Dropdown]

How did you hear about Denver's e-Biz Tax Center? [Dropdown]

Use your mouse to select the dropdown arrow

Denver's eBiz Tax Center ( x )  
https://dgqa.denvergov.org/ebiztax/\_/#15

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014  
Last Request: 64ms  
Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request: New eBiz Tax Registration

**C9S**  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#)  [Next](#) [Cancel](#)

**LOGIN**

Create your login profile.

Username  ⓘ  
Confirm Username   
Email   
Confirm Email

**Choose a password. It must contain:** 8 characters, 1 number, 1 letter, and 1 upper case character.

What city was your first job located in?  
What is your father's middle name?  
What is your favorite book?  
What is your favorite movie?  
What is your mother's middle name?  
What was your high school mascot?

**In case you forget your password, you will know and remember.**

Secret Question   
Secret Answer **Required**   
How did you hear about Denver's e-Biz Tax Center?

Use your mouse to make a selection

## Step 18: Login – Type your answer to your secret question

In the next field, enter your answer to the secret question you selected.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 68ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

C9S  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Login Next Cancel

**LOGIN**

Create your login profile.

Username JANE ⓘ

Confirm Username JANE

Email WORLDCLASSCITYLLC@GMAIL.COM

Confirm Email WORLDCLASSCITYLLC@GMAIL.COM

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password ..... ⓘ

Confirm Password .....

In case you forget your password, select a question and answer only you will know and remember.

Secret Question What city was your first job located in? ▾

Secret Answer DENVER

How did you hear a Required

Denver's e-Biz Tax Center?

Type the answer to your secret question

## Step 19: Login – Tell us how you heard about Denver’s eBiz Tax Center?

Using the dropdown arrow, select how you heard about eBiz Tax.

The screenshot shows a web browser window with the URL [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15). The page features the Denver logo and a navigation menu. A modal dialog box titled "How did you hear about Denver's e-Biz Tax Center?" is overlaid on the page. The dialog contains a list of hyperlinks with descriptions:

<a href="#">City Announcement</a>	An announcement made by the City and County of Denver. This could be an e-mail, flyer, piece of mail, etc.
<a href="#">City Employee</a>	A City and County of Denver employee.
<a href="#">DenverGov.org Website</a>	The City and County of Denver web site.
<a href="#">Other</a>	*Other
<a href="#">Taxpayer</a>	Another City and County of Denver taxpayer.

Below the list, a green box contains the text: "Make a selection by clicking one of the hyperlinks". The background page shows a "LOGIN" section with fields for Username, Confirm User, Email, Confirm Email, Password, and Confirm Password. A "Secret Question" dropdown is set to "What city was your first job located in?" with the answer "DENVER" entered. The "How did you hear about Denver's e-Biz Tax Center?" dropdown is currently empty.

## Step 20: Login – Proceed to the next step

When you're finished, click the blue **Next** button appearing halfway up the screen.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014  
Last Request: 59ms  
Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

**C9S**  
Test Environment

javascript;

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) [Login](#) [Next](#) [Cancel](#)

**LOGIN**

Create your login profile.

Username: JANE  
Confirm Username: JANE  
Email: WORLDCLASSCITYLLC@GMAIL.COM  
Confirm Email: WORLDCLASSCITYLLC@GMAIL.COM

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password: \*\*\*\*\*  
Confirm Password: \*\*\*\*\*

In case you forget your password, select a question and answer only you will know and remember.

Secret Question: What city was your first job located in?  
Secret Answer: DENVER  
How did you hear about Denver's e-Biz Tax Center?: City Announcement

Use your mouse to click Next to move to the next page

## Step 21: Identification – Type your name

On this screen you will enter your contact information. Additional users can be added after your eBiz Tax login has been created. Start by typing your name.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 125ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Identification Next Cancel

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name

Primary Phone

Primary Phone

Alternate Phone Type

Alternate Phone

Type your name into the first field

Press the Tab key to move to the next field

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

javascript;

## Step 22: Identification – Select your primary phone number type

Using the dropdown arrow, select a phone type your primary phone number, which you will enter in the next field.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 56ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) **Identification** [Next](#) [Cancel](#)

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name

Primary Phone Type   
Required

Primary Phone

Alternate Phone Type

Alternate Phone

Use your mouse to select the dropdown arrow

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

Denver's eBiz Tax Center ( x )

← → ↻ [https://dgqa.denvergov.org/ebiztax/\\_/#15](https://dgqa.denvergov.org/ebiztax/_/#15) ☆ ☰

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014

Last Request: 56ms

Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

**C9S**  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) **Identification** [Next](#) [Cancel](#)

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name: JANE DOE

Primary Phone Type:

Primary Phone:  **Required**

Alternate Phone Type:

Alternate Phone:

- Business Phone
- Cell Other
- Cell Phone
- Fax - Business
- Fax - Home
- Home Phone
- Pager
- Toll Free

Make a selection using your mouse

FORM FIELD COLOR GUIDE: █ REQUIRED █ OPTIONAL █ CALCULATED █ NEEDS CORRECTION

[Facebook](#) [Twitter](#) [YouTube](#) [Flickr](#) [Newsfeed](#) [Open Data Catalog](#)

## Step 23: Identification – Type your primary phone number

Next, type your primary phone number.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 67ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Identification Next Cancel

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name

Primary Phone Type

Primary Phone

Required

Format: ( ) \_ - \_

Type the phone number into the next field

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

## Step 24: Identification – Select your alternate phone number type

Using the dropdown arrow select a phone type for your alternate phone number, which you will enter in the next field.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 185ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) [Identification](#) [Next](#) [Cancel](#)

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name:

Primary Phone Type:

Primary Phone:

Alternate Phone Type:

Alternate Phone:

Use your mouse to select the dropdown arrow

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

Denver's eBiz Tax Center ( x )  
https://dgqa.denvergov.org/ebiztax/\_/#15

**Menu**

- Home
- Back
- Help

**C9S** Toggle Log

Run Date: 29-Apr-2014

Last Request: 185ms

Decode Info

**Navigation**

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

**C9S**  
Test Environment

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any question, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) [Identifi](#) [Cancel](#)

**IDENTIFICATION**

Enter the contact information for the business. (Business Phone may be added later.)

Name

Primary Phone Type

Primary Phone

Alternate Phone Type

Alternate Phone

- Business Phone
- Cell Other
- Cell Phone
- Fax - Business
- Fax - Home
- Home Phone
- Pager
- Toll Free

Make a selection using your mouse

FORM FIELD COLOR GUIDE: ■ REQUIRED ■ OPTIONAL ■ CALCULATED ■ NEEDS CORRECTION

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

## Step 25: Identification – Type your alternate phone number

Next, type your alternate phone number.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 558ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Identification Next Cancel

**IDENTIFICATION**

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name: JANE DOE

Primary Phone Type: Business Phone

Primary Phone: (720)913-9300

Alternate Phone Type: Cell Phone

Alternate Phone: (720)913-1311

Required

Format: ( ) - -

Type the phone number into the last field

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

## Step 26: Identification – Proceed to the next step

When you're finished, click the blue **Next** button appearing halfway up the screen.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#15

**DENVER**  
THE MILE HIGH CITY

Menu

- Home
- Back
- Help

C9S Toggle Log

Run Date: 29-Apr-2014

Last Request: 60ms

Decode Info

Navigation

- Denver's eBiz Tax Center
- Request New eBiz Tax Registration

The first person registering a business for Denver's eBiz Tax Center will have master access. The master will have authorization to all available actions. Any subsequent registrations for the same business will have account manager access. Account managers will only have authorization to file returns and make payments.

If you have master access for a business, you can set up new users as account managers by clicking on the 'Add New User Login' link on the left side panel after logging in – you will need a valid username that isn't already registered for Denver's eBiz Tax Center. You can also set up existing users as account managers by clicking on the 'Add Third Party Login' link on the left side panel after logging in – you will need the username that this person is registered under for Denver's eBiz Tax Center.

For multiple businesses, if you have mistakenly registered a business with master access, you can cancel the online access by clicking on the 'Manage My Profile' link on the left side panel after logging in, and clicking on the 'Cancel My Online Access' link at the top right side of the screen. You can then use the same email to register a different business.

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) [Identification](#) [Next](#) [Cancel](#)

**IDENTIFICATION**

Enter the contact information for the user responsible

Name: JANE DOE

Primary Phone Type: Business Phone

Primary Phone: (720)913-9300

Alternate Phone Type: Cell Phone

Alternate Phone: (720)913-1311

Use your mouse to click Next to move to the next page

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

C9S  
Test Environment

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

javascript;

## Step 27: Confirmation – Changing information

On this screen you will review the information you entered to confirm it was entered correctly. To change a value in a field, click the **Change** hyperlink to the right of the section containing the value you want to change.

Denver's eBiz Tax Center

https://dgqa.denvergov.org/ebiztax/\_/#16

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

[Previous](#) [Confirmation](#) [Next](#) [Submit](#) [Cancel](#)

**VALIDATION**

Taxpayer ID:  [Change](#)

Letter ID:

**LOGIN**

Username:  [Change](#)

Email:

Secret Question:

Secret Answer:

**IDENTIFICATION**

Name:  [Change](#)

Primary Phone Type:

Primary Phone:

Alternate Phone Type:

Alternate Phone:

If you need to make a change to any field before submitting your request, click the Change hyperlinks to return to a previous page.

FORM FIELD COLOR GUIDE: ■ REQUIRED ■ OPTIONAL ■ CALCULATED ■ NEEDS CORRECTION

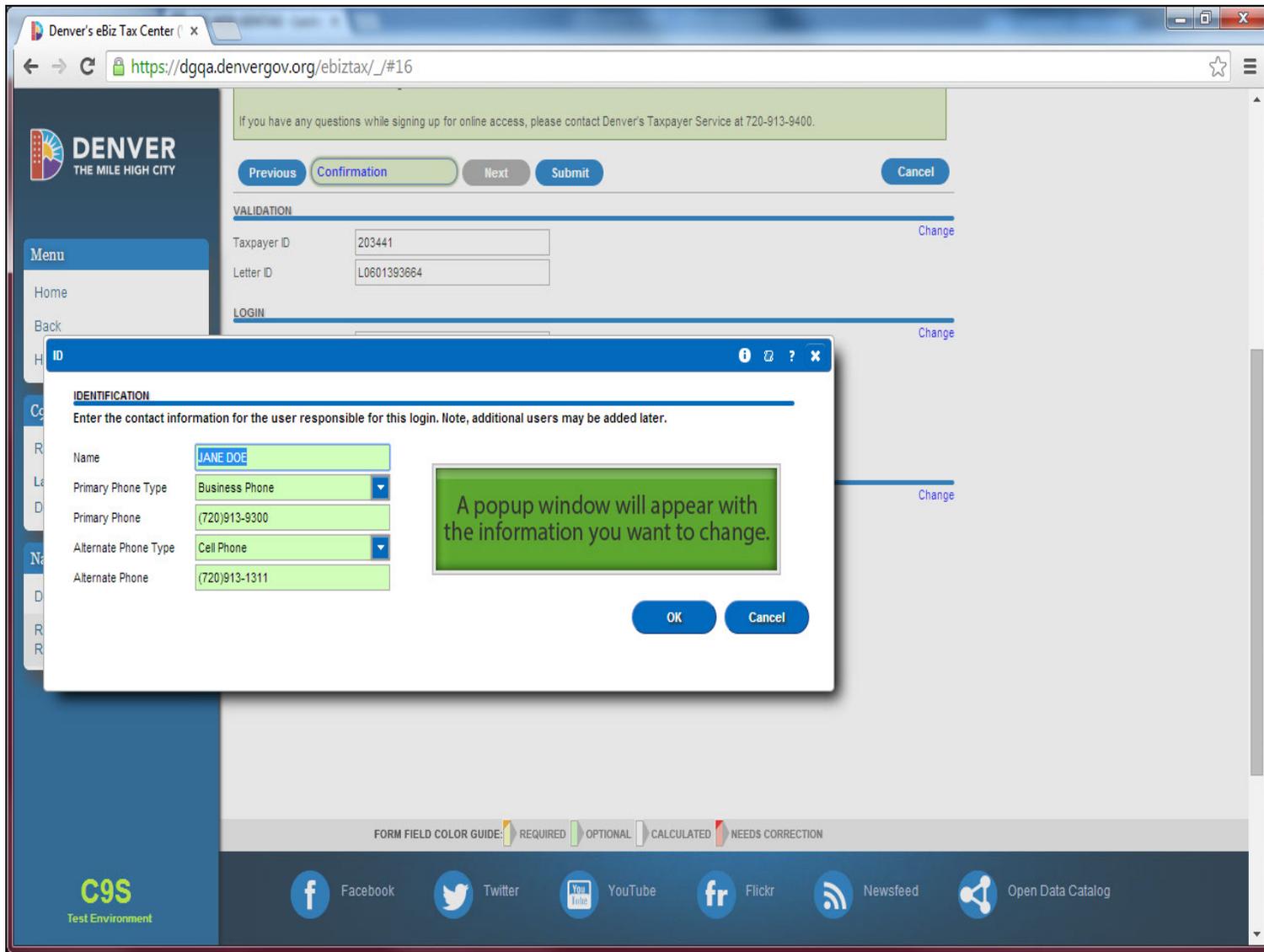
**C9S** Test Environment

Run Date: 29-Apr-2014  
Last Request: 132ms  
Decode Info

Denver's eBiz Tax Center  
Request New eBiz Tax Registration

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

A popup window will appear.



Make any necessary changes to the information.

The screenshot shows the Denver's eBiz Tax Center interface. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#16](https://dgqa.denvergov.org/ebiztax/_/#16). The page header includes the Denver logo and the text "DENVER THE MILE HIGH CITY". A navigation menu on the left lists "Home", "Back", and "H". The main content area features a "Confirmation" step in a sequence of buttons: "Previous", "Confirmation", "Next", "Submit", and "Cancel". A green message box at the top states: "If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400." Below this, the "VALIDATION" section shows "Taxpayer ID" as 203441 and "Letter ID" as L0601393664, with "Change" links. The "LOGIN" section is partially visible. A modal dialog titled "ID" is open, titled "IDENTIFICATION", with the instruction: "Enter the contact information for the user responsible for this login. Note, additional users may be added later." The form fields are: "Name" (JANE DOE), "Primary Phone Type" (Business Phone), "Primary Phone" ((720)913-9400), "Alternate Phone Type" (Cell Phone), and "Alternate Phone" ((720)913-1311). A green callout box points to the "Primary Phone" field with the text "Make your change. Here we're changing the phone number". "OK" and "Cancel" buttons are at the bottom of the modal. At the bottom of the page, a "FORM FIELD COLOR GUIDE" indicates: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). The footer includes the "C9S Test Environment" logo and social media links for Facebook, Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog.

Click the **OK** button when you're finished.

The screenshot shows the Denver's eBiz Tax Center website. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#16](https://dgqa.denvergov.org/ebiztax/_/#16). The page header includes the Denver logo and the text "DENVER THE MILE HIGH CITY". A navigation menu on the left lists "Home", "Back", and "H". The main content area has a green banner with the text: "If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400." Below this are navigation buttons: "Previous", "Confirmation" (highlighted), "Next", "Submit", and "Cancel".

The "VALIDATION" section contains two input fields: "Taxpayer ID" with the value "203441" and "Letter ID" with the value "L0601392664". Each field has a "Change" link to its right. Below this is the "LOGIN" section, which is partially obscured by a modal window.

The modal window, titled "ID", contains the following text: "IDENTIFICATION" and "Enter the contact information for the user responsible for this login. Note, additional users may be added later." It features several input fields: "Name" (JANE DOE), "Primary Phone Type" (Business Phone), "Primary Phone" ((720)913-9400), "Alternate Phone Type" (Cell Phone), and "Alternate Phone" ((720)913-1311). A green callout box with a white border and a pointer to the "OK" button contains the text: "Click the OK button when you're finished making your changes". At the bottom of the modal are "OK" and "Cancel" buttons.

At the bottom of the page, there is a "FORM FIELD COLOR GUIDE" with four categories: REQUIRED (orange), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red). Below this is a footer with social media icons for Facebook, Twitter, YouTube, Flickr, Newsfeed, and Open Data Catalog. The footer also includes the text "C9S Test Environment" and "javascript;".

## Step 28: Confirmation – Submitting your request for an eBiz Tax online profile

Once you have verified the information displayed is correct, click the **Submit** button appearing halfway up the screen.

Denver's eBiz Tax Center ( x )  
https://dgqa.denvergov.org/ebiztax/\_/#17

If you have any questions while signing up for online access, please contact Denver's Taxpayer Service at 720-913-9400.

Previous Confirmation Next Submit Cancel

**VALIDATION**

Taxpayer ID: 203441  
Letter ID: L0601393664

**LOGIN**

Username: JANE [Change](#)  
Email: WORLDCLASSCITYLLC@GMAIL.COM  
Secret Question: What city was your first job located in  
Secret Answer: DENVER

**IDENTIFICATION**

Name: JANE DOE [Change](#)  
Primary Phone Type: Business Phone  
Primary Phone: (720)913-9400  
Alternate Phone Type: Cell Phone  
Alternate Phone: (720)913-1311

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

**C9S** Test Environment  
Toggle Log  
Run Date: 29-Apr-2014  
Last Request: 174ms  
Decode Info

**Navigation**  
Denver's eBiz Tax Center  
Request: New eBiz Tax Registration

Facebook Twitter YouTube Flickr Newsfeed Open Data Catalog

## Step 29: Confirmation message

A confirmation message will display on the next screen which will include a confirmation number.

The screenshot shows a web browser window displaying the Denver's eBiz Tax Center confirmation page. The browser's address bar shows the URL [https://dgqa.denvergov.org/ebiztax/\\_/#18](https://dgqa.denvergov.org/ebiztax/_/#18). The page features a dark blue header with the Denver logo and navigation links: "Help me find", "Neighborhood Services", "Business Services", "Visiting", "Government", and "Online Services". A secondary navigation bar includes "311 Help" and "A to Z Services". The main content area has a blue banner with the text "Denver's eBiz Tax Center" and the tagline "A faster, easier and more efficient way to manage your business." Below the banner, a message states: "Your new login request has been submitted. You will receive an email shortly regarding your request." A confirmation number, "2-128-613-376", is displayed in a red-bordered box. A green callout box contains the text: "This is the confirmation page. A confirmation email will follow." In the bottom right corner, another green callout box says: "To return to the eBiz Tax Center login page, click the Ok button" with an "Ok" button below it. The footer includes a "C9S Test Environment" logo and a "COLOR GUIDE" with categories: REQUIRED, OPTIONAL, CALCULATED, and NEEDS CORRECTION.

### Step 30: Logging into eBiz Tax for the first time – Type your username

Once your request for an eBiz Tax profile has been processed you will receive an email with an authorization code. Return to the eBiz Tax login page (www.denvergov.org/ebiztax). Start by typing your username into the first field.

Denver's eBiz Tax Center

311 Help A to Z Services

Help me find ▾ Neighborhood Services Business Services Visiting Government Online Services

**Denver's eBiz Tax Center**  
A faster, easier and more efficient way to manage your business.  
*An e-Denver service offering*

**Log In**  
Look up Denver business tax records, file taxes and make payments online.

Username  
JANE

Password

Forgot Pas

**Log In** Learn more

**New User Registration**  
Already filing Denver business taxes?  
[Sign up for online access now!](#)

Never filed Denver business taxes?  
[Register a new business](#)

**Other Helpful Resources**  
[Search for Sales Tax Licenses](#)  
[Denver Business Tax Information](#)  
[Business Personal Property Records](#)

Once you receive your confirmation email, return to the eBiz Tax Center log in page and type your username into the first field

Press the Tab key to move to the next field

Need help using Denver's eBiz Tax Center?  
[Click here to learn about the one-hour training classes we offer](#)

**C9S**  
Test Environment

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

### Step 31: Logging into eBiz Tax for the first time – Type your password

Enter your password into the second field.

The screenshot shows the Denver's eBiz Tax Center website. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#1](https://dgqa.denvergov.org/ebiztax/_/#1). The page header includes the Denver logo and navigation links: "Help me find", "Neighborhood Services", "Business Services", "Visiting", "Government", and "Online Services". The main content area features a "Log In" section with the following fields and instructions:

- Username:** JANE
- Password:** [Redacted] (Callout: "Type your password into the second field")
- Authorization Code:** [Redacted] (Callout: "Press the Tab key to move to the next field")

Below the fields is a "Log In" button. The page also includes a "New User Registration" section with the text "Already filing Denver business taxes? Sign up for online access now!" and "Other Helpful Resources" such as "Search for Sales Tax Licenses" and "Denver Business Tax Information". The footer contains a "FORM FIELD COLOR GUIDE" with categories: REQUIRED (yellow), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red).

**Step 32: Logging into eBiz Tax for the first time – Type your authorization code**

Enter the authorization code from your confirmation email into the last field. This will be the only time you will need to enter the authorization code.

**From:** eBiz Tax - Do Not Reply [<mailto:do-not-reply@denvergov.org>]

**Sent:** Tuesday, April 29, 2014 2:04 PM

**To:** GenTax Production Support

**Subject:** Testing: C95 Approved: Login Access to Denver's eBiz Tax Center on behalf of: [worldclasscityllc@gmail.com](mailto:worldclasscityllc@gmail.com)

Dear Taxpayer:

Welcome to the City and County of Denver's eBiz Tax Center. A convenient, one-stop service for managing and filing your business taxes online.

**Your request for access has been approved!**

You may get started in two simple steps:

1) Go to [www.DenverGov.org/eBizTax](http://www.DenverGov.org/eBizTax)

2) Enter the following authorization code: **7tpbj3**.

(For added security, the first time you log in you will need to enter this code.)

Please keep this confirmation number for your records: **2-128-613-376**.

Denver's eBiz Tax Center ( x )  
https://dgqa.denvergov.org/ebiztax/\_/#1

311 Help A to Z Services

Help me find ▾ Neighborhood Services Business Services Visiting Government Online Services

**DENVER**  
THE MILE HIGH CITY

Denver's eBiz Tax Center  
A faster, easier and more efficient way to manage your business.  
*An e-Denver service offering*

**Menu**  
Home  
Back  
Help

**C9S** [Toggle Log](#)  
Run Date: 01-May-2014  
Last Request: 59ms  
[Decode Info](#)

**Navigation**  
[Denver's eBiz Tax Center](#)  
[Take the eBiz Survey](#)

**Log In**  
Look up Denver business tax records, file taxes and make payments online.

Username  
JANE

Password  
\*\*\*\*\*

Authorization Code  
7tpbj3

This code is required in for the first time

[Forgot Password?](#)

**Log In**

**New User Registration**  
Already filing Denver business taxes?  
[Sign up for online access now!](#)

Never filed Denver business taxes?  
[Register a new business](#)

Need to find a saved registration?  
[Continue your registration](#)

What can I do in Denver's eBiz Tax Center?  
[Learn more](#)

**Other Helpful Resources**  
[Search for Sales Tax Licenses](#)  
[Denver Business Tax Information](#)  
[Business Personal Property Records](#)  
[Treasury Division](#)  
[Colorado Department of Revenue](#)

**C9S**  
Test Environment

FORM FIELD COLOR GUIDE: REQUIRED OPTIONAL CALCULATED NEEDS CORRECTION

### Step 33: Logging into eBiz Tax for the first time – Click the Log In button

Click the **Log In** button at the bottom when you're finished to proceed to your home screen.

The screenshot shows a web browser window displaying the Denver's eBiz Tax Center login page. The browser's address bar shows the URL [https://dgqa.denvergov.org/ebiztax/\\_/#1](https://dgqa.denvergov.org/ebiztax/_/#1). The page header includes the Denver logo and navigation links such as "Help me find", "Neighborhood Services", "Business Services", "Visiting", "Government", and "Online Services". The main content area is titled "Denver's eBiz Tax Center" and features three primary sections: "Log In", "New User Registration", and "Other Helpful Resources".

The "Log In" section contains the following fields and text:

- Username: JANE
- Password: [Redacted]
- Authorization Code: 7tpbj3
- Text: "This code is required when logging in for the first time"
- Text: "Forgot Password?"
- Text: "What can I do in Denver's eBiz Tax Center? Learn more"
- Text: "Look up Denver business tax records, file taxes and make payments online."
- Text: "Already filing Denver business taxes? Sign up for online access now!"
- Text: "Never filed Denver business taxes? Register a new business"
- Text: "Need to find a saved registration? Continue your registration"

The "Other Helpful Resources" section lists links for "Search for Sales Tax Licenses", "Denver Business Tax Information", "Business Personal Property Records", "Treasury Division", and "Colorado Department of Revenue".

A green callout box with the text "Click the Log In button" points to the "Log In" button. A yellow "Required" label is positioned above the Authorization Code field.

The footer of the page includes the "C9S Test Environment" logo and a "FORM FIELD COLOR GUIDE" with categories: REQUIRED (orange), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red).

### Step 34: Home screen

You will be directed to your home screen where you can access all your excise tax accounts in order to file returns, pay your taxes and request refunds.

The screenshot shows the Denver's eBiz Tax Center home screen. The browser address bar displays [https://dgqa.denvergov.org/ebiztax/\\_/#2](https://dgqa.denvergov.org/ebiztax/_/#2). The page features a dark blue header with the Denver logo and navigation links: "Help me find", "Neighborhood Services", "Business Services", "Visiting", "Government", and "Online Services". A secondary navigation bar includes "311 Help" and "A to Z Services".

The main content area is titled "Denver's eBiz Tax Center" with the tagline "A faster, easier and more efficient way to manage your business." Below this, there are sections for "TEST ACCOUNT" and "NAMES AND ADDRESSES".

**TEST ACCOUNT**

Taxpayer Id	203441	Location Address	201 W COLFAX AVE DENVER CO 37141	Make a Payment
Balance	\$275,919.18	Mailing Address	201 W COLFAX AVE # 405 DENVER CO 8	Create a Payment Voucher

**NAMES AND ADDRESSES**

**I WANT TO...** Profile

Below these sections are tabs for "ACCOUNTS<sup>5</sup>", "REQUESTS<sup>0</sup>", "MESSAGES<sup>3</sup>", and "LETTERS<sup>158</sup>". A "MY ACCOUNTS<sup>5</sup>" section is highlighted.

**MY ACCOUNTS**

Account Id	Account Type	Name	Frequency	Address	Balance
203441-070042	License	TEST ACCOUNT	Biennial	201 W COLFAX AVE DENVER C	100.00
203441-010062	Sales Tax	TEST ACCOUNT	Monthly	201 W COLFAX AVE DENVER C	39,928.00
203441-030051	OPT Tax	TEST ACCOUNT	Monthly	201 W COLFAX AVE DENVER C	8,504.20
203441-040036	Lodger's Tax	TEST ACCOUNT	Monthly	201 W COLFAX AVE DENVER C	227,386.98
203441-020076	Use Tax	TEST ACCOUNT	Monthly	201 W COLFAX AVE DENVER C	0.00

A green box at the bottom center of the page contains the text "This is the home screen".

The footer includes a "FORM FIELD COLOR GUIDE" with icons for REQUIRED (orange), OPTIONAL (green), CALCULATED (grey), and NEEDS CORRECTION (red).