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.
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.
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.
Step 5: Validation – Retype your taxpayer ID

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

Press the Tab key to move to the next field
Retype your taxpayer ID into the second field as a confirmation
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.
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.”
Step 7: Validation – Proceed to the next step
When you’re finished, click the blue **Next** button appearing halfway up the screen.
Step 8: Letter – Type a letter ID

On this screen you will enter a letter ID. All fields on this screen are required.
Type the letter ID into the first field. Be sure to include the letter “L” at the beginning of the ID.
Step 9: Letter – Retype the letter ID
Retype the letter ID into the second field to confirm it was entered correctly.
Step 10: Letter – Proceed to the next step

When you’re finished, click the blue **Next** button appearing halfway up the screen.
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.
In the first field type the username you would like to use to log into eBiz Tax.
Step 12: Login – Retype your chosen username

Retype your chosen username in the second field to confirm it was entered correctly.
Step 13: Login – Type your email address

Enter the email you want associated with your login in the next field.
Step 14: Login – Retype an email address

Retype the email in the following field to confirm it was entered correctly.
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.
Step 16: Login – Retype your chosen password

Retype your password in the following field to confirm it was entered correctly.
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.
Step 18: Login – Type your answer to your secret question

In the next field, enter your answer to the secret question you selected.
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.
Step 20: Login – Proceed to the next step

When you're finished, click the blue **Next** button appearing halfway up the screen.
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.
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.
Step 23: Identification – Type your primary phone number

Next, type your primary phone number.
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.
Step 25: Identification – Type your alternate phone number

Next, type your alternate phone number.
Step 26: Identification – Proceed to the next step
When you’re finished, click the blue Next button appearing halfway up the screen.
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.

If you need to make a change to any field before submitting your request, click the Change hyperlinks to return to a previous page.
A popup window will appear.
Make any necessary changes to the information.

Make your change. Here we're changing the phone number.
Click the OK button when you're finished.
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.
Step 29: Confirmation message

A confirmation message will display on the next screen which will include a confirmation number.
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.
Step 31: Logging into eBiz Tax for the first time – Type your password

Enter your password into the second field.
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: CBS Approved: Login Access to Denver's eBiz Tax Center on behalf of: 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

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.
Type the authorization code from your confirmation email into the last field.
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.
**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.