Registering a New Business through Denver’s eBiz Tax Center

Step-by-step instructions

Denver Treasury Division

This handout gives step-by-step instructions on how to register your business, apply for business excise taxes and create an eBiz Tax profile.

If you need to register a new business with Denver follow these instructions.

If your business is already licensed and filing Denver business taxes please see the step-by-step instructions for gaining online access/creating a user profile.
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 ‘Register a new business!’ hyperlink
This is the eBiz Tax log in page. In the center panel under “New User Registration,” click the hyperlink, Sign up for online access now!
There are eight steps to register a new business in eBiz Tax. The eBiz application will track your progress through the eight steps and display your progress along the top of the screen.
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: Login – Type your chosen username

On this screen you will create your login profile and contact information for this profile. Additional users can be added after your eBiz Tax login has been created. Start by typing the username you would like to use to log into eBiz Tax in the first field.
Type the username of your choice into the first field
Press the Tab key to move to the next field
Step 4: Login – Retype your chosen username

Retype your chosen username in the second field to confirm it was entered correctly.
Step 5: Login – Type your email address
Enter the email you want associated with your login in the next field.

Type the email you want associated with your login into the next field
Press the Tab key to move to the next field
Step 6: Login – Retype your email address

Retype your email in the following field to confirm it was entered correctly.
Step 7: 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.
If you have any questions during the new business registration process, please contact Denver's Taxpayer Service at 720-813-9400.

DENVER'S eBiz Tax CENTER LOGIN

Create your login profile. You will use this to file returns and make payments online. Once your application is approved, you will be notified via email.

Username: JOE
Confirm Username: JOE
Email: WORLDCLASSCITYLLC@GMAIL.COM
Confirm Email: WORLDCLASSCITYLLC@GMAIL.COM
Choose Password: ********
Confirm Password: ********

Select Secret Question:
Secret Answer:
Confirm Answer:

USER INFORMATION

Enter your contact information. This will only be used for correspondence relating to your login profile.

Name:
Primary Phone Type:
Primary Phone:
Alternate Phone Type:
Step 8: Login – Retype your chosen password

Retype your password in the following field to confirm it was entered correctly.
Step 9: 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.
If you have any questions during the new business registration process, please contact Denver’s Taxpayer Service at 720-813-9400.

DENVER’S eBIZ TAX CENTER LOGIN
Create your login profile. You will use this to file returns and make payments online. Once your application is approved, you will be notified via email.

- Username: JOE
- Confirm Username: JOE
- Email: WORLDCLASS3LLC@GMAIL.COM
- Confirm Email: WORLDCLASS3LLC@GMAIL.COM
- Choose Password: ********
- Confirm Password: ********
- Select Secret Question: [Dropdown]
- Secret Answer:
- Confirm Answer:

USER INFORMATION
Enter your contact information. This will only be used for correspondence relating to your login profile.

- Name:
- Primary Phone Type: [Dropdown]
- Primary Phone:
- Alternate Phone Type: [Dropdown]
- Alternate Phone:

Use your mouse to select the dropdown arrow.
Step 10: Login – Type your answer to your secret question

In the next field, enter your answer to the secret question you selected.
Step 11: Login – Retype your answer to your secret question

Retype your answer in the following field to confirm it was entered correctly.
Step 12: User Information – Type your name

In this field you will enter your name.
Step 13: User Information – 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.
If you have any questions during the new business registration process, please contact Denver's Taxpayer Service at 720-813-5400.

DENVER'S EBIZ TAX CENTER LOGIN
Create your login profile. You will use this to file returns and make payments online. Once your application is approved, you will be notified via email.

- Username: JOE
- Confirm Username: JOE
- Email: WORLDCLASSCITYLLC@GMAIL.COM
- Confirm Email: WORLDCLASSCITYLLC@GMAIL.COM
- Choose Password: ********
- Confirm Password: ********

Select Secret Question:
- Business Phone
- Cell Other
- Cell Phone
- Fax - Business
- Fax - Home

USER INFORMATION:
Enter your contact information:
- Name: 
- Primary Phone: 
- Primary Phone Type: Required
- Alternate Phone: 
- Alternate Phone Type: 
- How did you hear about Denver's eBiz Tax Center?

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

Make a selection using your mouse
Step 14: User Information – Type your primary phone number
Next, type your primary phone number.
Step 15: User Information – Select your alternate phone number type

Using the dropdown arrow select a phone type for your alternate phone number, if applicable, which you will enter in the next field.
Step 16: User Information – Type your alternate phone number

Next, type your alternate phone number.
Step 17: User Information – Tell us how you heard about Denver’s eBiz Tax Center?
Select how you heard about eBiz Tax from the dropdown menu or by clicking one of the hyperlinks.

Use your mouse to select the dropdown arrow or click the link for more information on the choices listed.
Use your mouse to make a selection by clicking one of the hyperlinks.
Step 18: User Information – Proceed to the next step
When you’re finished, click the blue **Next** button appearing halfway up the screen.
Step 19: Business Information – Select organization type

On this page you will enter information about the business you are registering. Start by selecting the organization type.
Make a selection using your mouse.
Please note that for all organization types other than sole proprietor, you must enter the legal name of the business you are registering. If you choose **sole proprietor** as the organization type then you must enter the first and last name of the sole proprietor into the required fields.
Step 20: Business Information – Prior Denver licenses

Next select ‘yes’ or ‘no’ using the dropdown arrow regarding if the business has been licensed or registered in Denver in the past.
If you have any questions during the new business registration process, please contact Denver's Taxpayer Service at 720-913-9400.

Make a selection using your mouse.
Step 21: Business Information – Type prior license number

If you selected ‘yes’ another field will appear below requesting the former account number. Type the account number into this field if it is known.
Step 22: Business Information – Type legal name for business

If you selected any organization type other than sole proprietor, type the legal name of your business into the next field.
Type the legal name of your business in this field.

Press the Tab key to move to the next field.
Step 23: Business Information – Type trade name for business

If you selected any organization type other than sole proprietor, type the trade name of your business into the next field. Proceed to step 27 of this guide.
If you have any questions during the new business registration process, please contact Denver’s Taxpayer Service at 720-913-9400.

**BUSINESS INFORMATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Organization Type</td>
<td>LLC</td>
</tr>
<tr>
<td>Has the business been licensed or registered in Denver under your ownership in the past?</td>
<td>Yes</td>
</tr>
<tr>
<td>If yes, please enter your old account number (if known)</td>
<td>123456789</td>
</tr>
<tr>
<td>Legal Name</td>
<td>WORLD CLASS CITY LLC</td>
</tr>
<tr>
<td>Trade Name</td>
<td>WORLD CLASS CITY</td>
</tr>
</tbody>
</table>

**Note:** Type the trade name of your business in this field.
Step 24: Business Information – Type last name for sole proprietor

If you selected sole proprietor as the organization type you will be required to type the last name of the sole proprietor in this field.
Step 25: Business Information – Type first name of sole proprietor

If you selected sole proprietor as the organization type you will be required to type the first name of the sole proprietor in this field.

Type the sole proprietor's first name in this field

Press the Tab key to move to the next field
Step 26: Business Information – Type middle initial of sole proprietor

If you selected sole proprietor as the organization type, enter the middle initial of the sole proprietor in this field.
Step 27: Business Information – Type FEIN # for business

Type the FEIN number for your business into the next field.
Step 28: Business Information – Type State sales tax # for business

Type the State sales tax number for your business, if your business has one, into the next field.
Step 29: Business Information – Proceed to the next step

When you’re finished, click the blue Next button appearing halfway up the screen.
Step 30: Business Contact Information – Type phone number for business

On this page you will enter contact and location information for the business you are registering. Start by typing the main phone number for your business into the first field.
Step 31: Business Contact Information – Type fax number for business

Type the fax number for your business into the next field.
Step 32: Business Contact Information – Type email address for business

Next, type the email address for your business into the next field.
Step 33: Business Location Information – Select country in which your business is physically located

By default, ‘USA’ is selected. If you need to change the selection, use your mouse to select the dropdown arrow and make your country selection from the dropdown menu.
Step 34: Business Location Information – Type street address in which your business is physically located

Type the street address of your business’ main location.

Type the street address for the physical location of your business into this field.
Step 35: Business Location Information – Select unit type in which your business is physically located

If applicable, use your mouse to select the type of unit of your business’ main location in the next field. If this is not applicable for your business then leave this field blank.
Make a selection using your mouse

Use your mouse to scroll through the list using the bar or the arrows
Step 36: Business Location Information – Select unit number in which your business is physically located

If you indicated a unit type in the previous field, type the unit number of your business’ main location in the next field.
Step 37: Business Location Information – Type city in which your business is physically located

Type the city in which your business is physically located.
Step 38: Business Location Information – Select the state/province

By default, “Colorado” is selected. If you need to change the selection, use your mouse to select the dropdown arrow and make your selection of a state/province from the dropdown menu.
Step 39: Business Location Information – Type zip code
Type the zip code in which your business is physically located.
Step 40: Business Location Information – Select the county

If applicable, use your mouse to select the county in which your business is physically located. Otherwise, leave it blank.
Use your mouse to scroll through the list using the bar or the arrows.

Use your mouse to make a selection.
Step 41: Business Location Information – Type a contact name

If necessary, type the name of a person at the physical business location to which correspondence should be addressed. Otherwise, leave it blank.
Step 42: Business Location Information – Indicate a mailing address other than the physical location address

If the mailing address for your business is different than your business location address, use your mouse to insert a check mark in the box. Another section will appear at the bottom of the page: “Business Mailing Information.” If the mailing address for your business is the same as the physical location then leave this box unchecked and proceed to step 52 of this manual.
Step 43: Business Mailing Information – Select country in which your business is physically located

By default, ‘USA’ is selected. If you need to change the selection, use your mouse to select the dropdown arrow and make your selection of a country from the dropdown menu.
Step 44: Business Mailing Information – Type street address in which your business is physically located

Type the street address for your business’ mailing location.
Step 45: Business Mailing Information – Select unit type in which your business is physically located

If applicable, use your mouse to select the type of unit for your business’ mailing location in the next field. If this is not applicable for your business then leave this field blank.
Step 46: Business Mailing Information – Select unit number in which your business is physically located

If you indicated a unit type in the previous field, type the unit number for your business’ mailing location in the next field.
Step 47: Business Mailing Information – Type city in which your business is physically located

Type the city for your business’ mailing location.
Step 48: Business Mailing Information – Select the state/province

Use your mouse to click the dropdown arrow and make your selection of the state/province for your business’ mailing location from the dropdown menu.
Use your mouse to scroll through the list using the bar or the arrows.

Use your mouse to make a selection.
Step 49: Business Mailing Information – Type zip code

Type the zip code for your business’ mailing location.
Step 50: Business Mailing Information – Select the county

If applicable, use your mouse to select the county for your business’ mailing location. Otherwise, leave this field blank.
Step 51: Business Mailing Information – Type a contact name

If necessary, type the name of a person at your business’ mailing location to which correspondence should be addressed. Otherwise, leave this field blank.
Step 52: Business Mailing Information – Proceed to the next step

When you’re finished, click the blue **Next** button appearing halfway up the screen.
Step 53: Owner/officer Information – Type name

On this page you will enter name and contact information for the owners/officers for the business you are registering. There is room for two owners/officers on this page. Start by typing the full name of the first owner/officer for your business into the first field.
**Step 54: Owner/officer Information – Select title**

Using your mouse select the title for the owner/officer from the dropdown menu or by clicking one of the hyperlinks in the popup window.

Click the ![icon](image) for a descriptive list of titles.
Use your mouse to scroll through the list using the bar or the arrows.

Use your mouse to make a selection by clicking one of the hyperlinks.
Step 55: Owner/officer Information – Type primary business phone number

Type the primary business phone number for the owner/officer in the next field.
Step 56: Owner/officer Information – Type phone number extension
If applicable, type the extension for the primary phone number you entered in the previous field. Otherwise, leave this field blank.
Step 57: Owner/officer Information – Type secondary business phone, extension, fax and home phone number

If needed, you can enter a secondary business phone number, extension, fax or home phone number for the owner/officer in the fields that follow. Otherwise, leave these fields blank.
Step 58: Owner/officer Information – Select the country

By default, ‘USA’ is selected. If you need to change the selection, use your mouse to select the dropdown arrow and make your country selection from the dropdown menu.
If you have any questions during the new business registration process, please contact Denver’s Taxpayer Service at 720-913-9400.

Use your mouse to scroll through the list using the bar or the arrows.

Use your mouse to make a selection.
Step 59: Owner/officer Information – Type the street address

Type the street address for the owner/officer.
Step 60: Owner/officer Information – Select the unit type

If applicable, use your mouse to select the type of unit for the owner/officer in the next field. If this is not applicable for the owner/officer then leave this field blank.

Use your mouse to select the dropdown arrow
Step 61: Owner/officer Information – Select the unit number

If you indicated a unit type in the previous field, type the unit number for the owner/officer in the next field.
Step 62: Owner/officer Information – Type the city
Type the city for the owner/officer.
Step 63: Owner/officer Information – Select the state/province

Use your mouse to click the dropdown arrow and make your selection of the state/province for the owner/officer from the dropdown menu.
Step 64: Owner/officer Information – Type zip code

Type the zip code for the owner/officer.
Step 65: Owner/officer Information – Select the county

If applicable, use your mouse to select the county for the owner/officer. Otherwise, leave this field blank.
Step 66: Owner/officer Information – Type the email

Type the email for the owner/officer in the last field.
Step 67: Owner/officer Information
Repeat steps 53 through 66 for a second owner/officer, if applicable. Otherwise, leave these fields blank.

Step 68: Owner/officer Information – Proceed to the next step
When you’re finished, click the blue Next button appearing halfway up the screen.
Step 69: Business Start Up Information – Obtain a certificate of taxes due

On this page you will enter the start up information and classification for the business you are registering. If your business was acquired from another owner you may be liable for outstanding taxes. To obtain a certificate of taxes due (CTD), click the hyperlink for the Denver Treasury website. Denver’s eBiz Tax will timeout after 15 minutes so it is advised you save your registration if you need to leave eBiz Tax to obtain a CTD from the Treasury website.
A new internet tab will open with the Treasury website where you can obtain a CTD.
Step 70: Business Start Up Information – Select the first date of business

Use your mouse to select the calendar icon.
Using your mouse, select the appropriate month and year using the sideways arrows or the dropdown arrows.
Then use your mouse to select the day.
Step 71: Business Start Up Information – Select business start up type

Use your mouse to make a selection from the dropdown menu or by clicking one of the hyperlinks in the popup window. If you select ‘Other,’ proceed to step 75 of this manual. If you selected either ‘New Start Up’ or ‘Relocation/Expansion,’ proceed to step 76.

Use your mouse to select the dropdown arrow.
Click the icon for descriptions of the business types.
Step 72: Business Start Up Information – Select date of sale

If you selected ‘business acquisition’ for the start up type you will be required to enter the date the business was sold. Use your mouse to select the calendar icon.
Using your mouse, select the appropriate month and year using the sideways arrows or the dropdown arrows.
If using the dropdown arrows, use your mouse to select the appropriate month and/or year from the dropdown menu.
Then use your mouse to select the day.
Step 73: Business Start Up Information – Type total purchase amount

If you selected ‘business acquisition’ for the start up type you will be required to enter the total purchase amount for the business.
Step 74: Business Start Up Information – Type total purchase for furniture, fixtures and equipment

If you selected ‘business acquisition’ for the start up type you will be required to enter the total purchase price for any furniture, fixtures and equipment that was purchased in the acquisition.
Step 75: Business Start Up Information – Explaining ‘Other’ for business start up type

If you selected ‘Other’ for the business type, an additional field will appear. In the field, type an explanation of how the business began.
Step 76: Business Start Up Information – Select business type

Use your mouse to make a selection from the dropdown menu or by clicking one of the hyperlinks in the popup window.
Use your mouse to make a selection by clicking one of the hyperlinks.
Step 77: Business Start Up Information – Nature of business

Type a description of the nature of the business in the next field.

**Example:**

SELL STUFF
For easier entry, click the icon for the field to enlarge.
If you have any questions during the new business registration process, please contact Denver's Taxpayer Service at 720-913-9400.

**BUSINESS START UP INFORMATION**

If business acquisition is selected, be aware that all outstanding taxes are due. Important Information regarding Certificate of Taxa Due (CTD) and Personal Property can be found at www.denvergov.org/treasury.

<table>
<thead>
<tr>
<th>Date First doing business in Denver</th>
<th>01-Apr-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Start Up</td>
<td>Business Acquisition</td>
</tr>
<tr>
<td>Date of Sale</td>
<td>03-Feb-2014</td>
</tr>
<tr>
<td>Total Purchase Amount</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Furniture, Fixtures &amp; Equipment Purchase Price</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>Business Type</td>
<td>Retail Sales</td>
</tr>
<tr>
<td>Description</td>
<td>SELL STUFF PEOPLE REALLY WANT TO BUY</td>
</tr>
<tr>
<td>Number of Employees Working in Denver</td>
<td></td>
</tr>
</tbody>
</table>

**CLASSIFICATION**

<table>
<thead>
<tr>
<th>Please select one or all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other</td>
</tr>
<tr>
<td>NACS</td>
</tr>
<tr>
<td>Cab Driver (Only For Sale Proprietor)</td>
</tr>
<tr>
<td>Mobile Cart Vendor</td>
</tr>
<tr>
<td>Medical Marijuana</td>
</tr>
<tr>
<td>Retail Marijuana</td>
</tr>
<tr>
<td>Medical Marijuana Infused Products</td>
</tr>
<tr>
<td>Medical Marijuana Dispensary Operations</td>
</tr>
<tr>
<td>Medical Marijuana Taster</td>
</tr>
</tbody>
</table>
Step 78: Business Start Up Information – Number of employees

Enter the number of employees working in Denver.
Step 79: Classification – Select classification

Use your mouse to insert a check in the boxes to all classifications that apply for your business.
If you select ‘Other’ for the classification, next enter the NAICS code in the next field. If you do not know the NAICS code for your business, click the information icon. Denver’s eBiz Tax will timeout after 15 minutes so it is advised you save your registration if you need to leave eBiz Tax to obtain the NAICS code for your business.
A popup window will appear. Click the hyperlink for the NAICS lookup website.
The NAICS lookup webpage will open in a new internet tab. Conduct your research through this page. Once you have found your NAICS code, return to the eBiz Tax Center.
Use your mouse to click the OK button.
Type the NAICS code for your business.
Step 80: Classification – Proceed to the next step
When you’re finished, click the blue **Next** button appearing halfway up the screen.
Step 81: Tax Type Information – Selecting tax accounts

On this page you will select the taxes for which your business is applying. By default, occupational privilege tax is already selected. To unselect this tax type, use your mouse to uncheck the box.
To find out more information about a particular tax type, click the information icons and a popup description will appear. You can also read the Denver tax guide on a particular tax type by clicking the **Click here** hyperlink embedded within the popup description.
Denver’s eBiz Tax will timeout after 15 minutes so it is advised you save your registration if you need to leave eBiz Tax to obtain more information about a particular tax type.
A new internet tab will appear containing the tax guide.

City and County of Denver, Colorado

TAX GUIDE

Topic No. 70

SALES TAX

The Denver Revised Municipal Code (DRMC) imposes a 3.62% sales tax on the purchase price paid or charged on retail sales, leases or rentals of tangible personal property, and on certain services. Taxable services include, but are not limited to, the sale or furnishing of telephone and certain telecommunication services, electricity, steam and natural gas for energy producing purposes, informational, and entertainment services.

Any person making taxable retail sales in Denver is required to be licensed to collect and remit sales tax. Sales tax returns are required to be filed with remittance on or before the 20th day of the month following the close of the taxable period.

Sales tax license applications may be obtained by registering online through Denver’s eBiz Tax Center at www.denvergov.org/ebiztax, from www.denvergov.org/treasury, or from the Taxpayer Service Unit of the Treasury Division at 720-913-9400.

The purpose of the sales tax is to generate funds for the payment of expenses of operating and improving the City and its facilities and for the payment of principal and interest due on certain municipal bonds.

A retailer holds sales taxes in trust for the City. These taxes are public funds and the property of the City in the hands of the retailer until paid over to the City.

SPECIAL RATES

The DRMC imposes special tax rates for the following sales at retail:

A. A four percent (4%) tax rate is imposed on the sale of taxable food and beverages. Such taxable sales include food and beverages served or furnished by or in any establishment which prepares or serves the food and beverages for immediate consumption.

B. A four cent ($0.04) per gallon tax rate is imposed on the sale of aviation fuel.

C. A seven and one quarter percent (7.25%) tax rate is imposed on the rental of automotive vehicles for a period of thirty (30) days or less.

RELATED TAX GUIDE TOPIC

Click the tab for Denver’s eBiz Tax Center to return to continue your new business registration.
Use your mouse to click the x to minimize the popup window.
Use your mouse to select the other tax accounts for which you are applying.
Step 82: Tax Type Information – Selecting the filer

In the first field for each tax type you will be asked who will file the returns – either a third party or the business itself. Use your mouse to make a selection from the dropdown menu or by clicking one of the hyperlinks in the popup window.
Use your mouse to click the icon for descriptions of the menu choices.
If you have any questions during the new business registration process, please contact Denver’s Taxpayer Service at 720-913-8400.

Who will file returns?

Select the option that applies to your situation.

- Business
- Third Party

Select if taxes filed by self, Accountant, Payroll Company or Other entity are filing taxes on your behalf.

Use your mouse to make a selection by clicking one of the hyperlinks.
Note that for occupational privilege tax *only*, if you select ‘Third party’ the filing frequency will default to ‘Monthly.’ You CANNOT change the filing frequency to quarterly if ‘Third party’ is selected.
If you select 'Business' an additional field will display showing the number of employees – either ‘10 or more employees’ or ‘Less than 10 employees.’ The selection is based upon the number of employees you entered on the previous screen. The filing frequency will also default according to the number of employees you entered on the previous screen. You CANNOT change the number of employees or the filing frequency if ‘Business’ is selected.
Step 83: Tax Type Information – Selecting the filing frequency

In the second field for each tax type indicate the filing frequency of the returns. Use your mouse to make a selection from the dropdown menu or by clicking one of the hyperlinks in the popup window.
Use your mouse to click the icon to find out more information about which filing frequency to select.
<table>
<thead>
<tr>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales Annually</td>
<td>Less than $15k/Month in Taxes</td>
</tr>
<tr>
<td>Sales Monthly</td>
<td>$300k/Month or More in Taxes</td>
</tr>
<tr>
<td>Sales Quarterly</td>
<td>Less than $300k/Month in Taxes</td>
</tr>
</tbody>
</table>

Use your mouse to make a selection by clicking one of the hyperlinks.
Step 84: Tax Type Information – Selecting to receive returns electronically or in hard copy

In the last field, indicate if you want to receive returns electronically. By default, ‘Yes,’ is selected. To change the selection, use your mouse to select ‘No.’ Returns will be sent to you via regular mail.
Make a selection using your mouse.
Step 85: Classification – Proceed to the next step
When you’re finished, click the blue Next button appearing halfway up the screen.
Step 86: Additional Contacts and Addresses – Contact person’s name

The information on this page is only needed if the contact person, phone or mailing address for the tax licenses for which the business is applying is different than that of the main business contact you entered on page three. Start by typing the full name of the contact person in the first field.
Step 87: Additional Contacts and Addresses – Contact person’s title

Use your mouse to make a selection from the dropdown menu or by clicking one of the hyperlinks in the popup window.
Use your mouse to scroll through the list using the bar or the arrows.

Use your mouse to make a selection by clicking one of the hyperlinks.
Step 88: Additional Contacts and Addresses – Contact person’s phone number

Type the phone number for this contact person in the next field.

Type the phone number in this field

Press the Tab key to move to the next field
Step 89: Additional Contacts and Addresses – Contact person’s mailing address

If the mailing address for a particular tax type is different from the mailing address for the business that you stated on page three then enter it in the bottom section. Use the same techniques as previously described to enter the information.
Step 90: Additional Contacts and Addresses – Proceed to the next step

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

Use your mouse to click **Next** to move to the next page.
Step 91: License fees, renewal periods and fee schedule

The first section of this page explains license fees and renewal periods. Any license fees owed by the business and the amount of each license fee will be listed in the second section.

[Image of a computer screen showing a website for Denver's eBiz Tax Center.]

Explanation of license fees and detail of license fees due.
Step 92: Accept Terms – E-signature

In this section you will type your legal name into the field as an electronic signature (e-signature).
Step 93: Accept Terms – Certification

Use your mouse to insert a checkmark into the box.
Step 94: Accept Terms – Submitting your new business registration

When you’re finished, click the blue Submit button appearing halfway up the screen.
Step 95: Confirmation message

A confirmation message will display on the next screen which will include a confirmation number.
Step 96: 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 97: Logging into eBiz Tax for the first time – Type your password

Enter your password into the second field.
Step 98: 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.

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From: eBiz Tax - Do Not Reply [mailto:do-not-reply@denvergov.org]
Sent: Thursday, May 01, 2014 2:54 PM
To: GenTax Production Support
Subject: Testing: CYS Approved: New Business Registration / 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 new business application has been approved!**

You may now log in and pay the business licensing fees associated with your new business registration:

1) Go to [www.DenverGov.org/eBizTax](http://www.DenverGov.org/eBizTax) to pay your license fee.
(Please note that you will not receive your license until your license fee has been paid in full.)

2) Enter the following authorization code: S9p8g4.
(For added security, the first time you log in you will need to enter this code.)

Please keep this confirmation number for your records: 0-568-332-288.

Taxpayer Service
Treasury Division
City and County of Denver
[www.DenverGov.org/eBizTax](http://www.DenverGov.org/eBizTax)
Type the authorization code from your confirmation email into the last field.
Step 99: 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 100: 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.