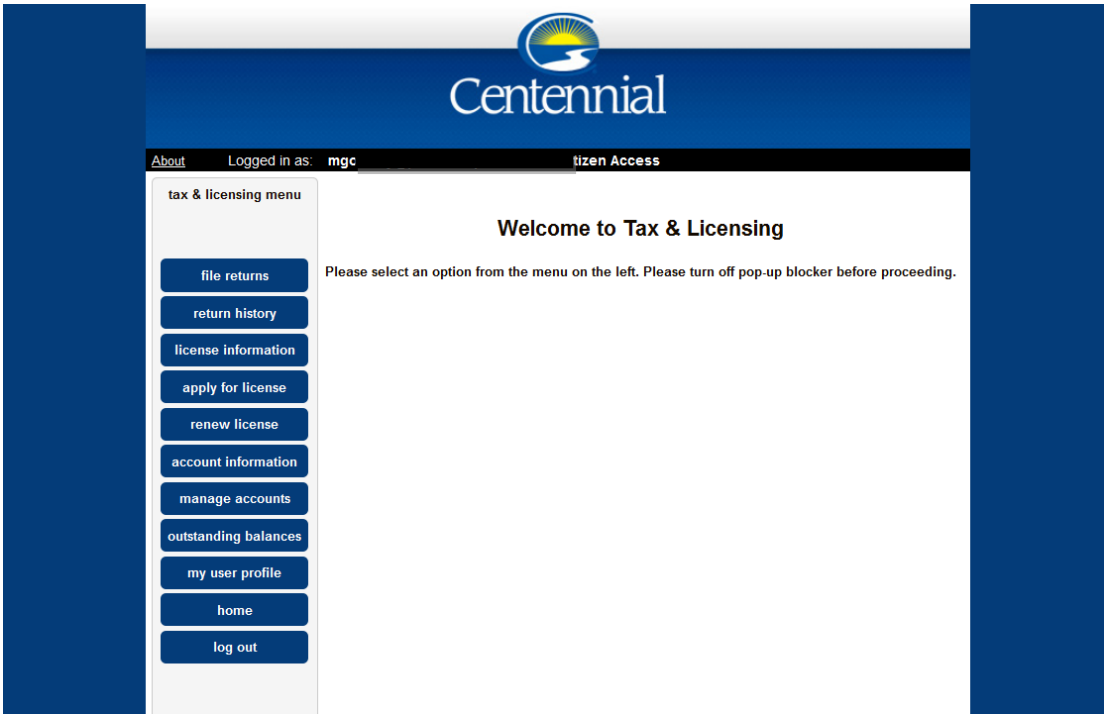
CITIZEN ACCESS INSTRUCTIONS

The following instructions are provided to aid taxpayers with the secure online filing and payment portal provided by the City of Centennial. These instructions cover the following topics:

HOW TO REGISTER FOR ONLINE FILING
HOW TO LINK A TAX ACCOUNT
HOW TO FILE & PAY

Additionally, by utilizing the side menu options displayed below, the secure online filing portal can be used to:

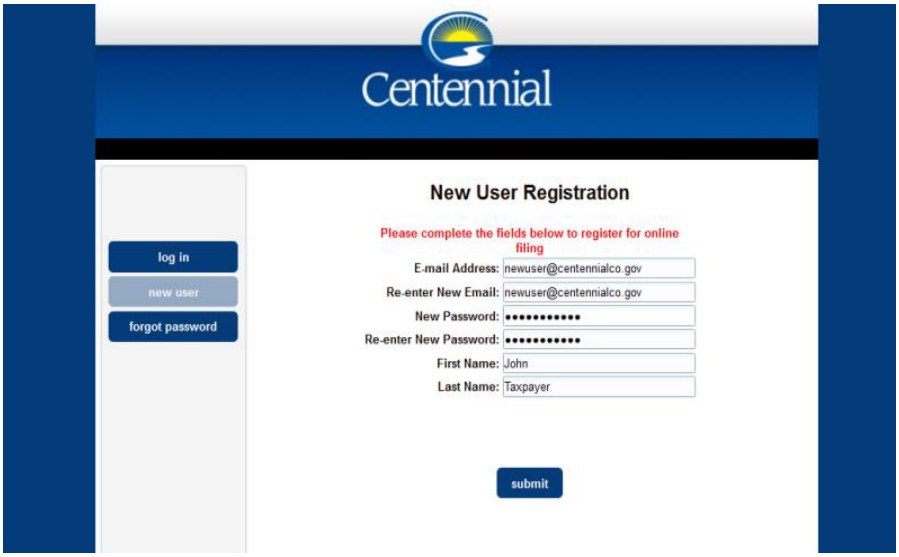
Review and print previously filed returns
Print a copy of a license using the "License Information" menu option
Apply for a new license
Renew a license
Pay outstanding balances using the "Outstanding Balances" menu option



You can access the City's Citizen Access portal for online filing via the City's website at www.centennialco.gov/filesalestax or directly at https://centennial.premacorp.com/citizenaccess/.

HOW TO REGISTER FOR ONLINE FILING

From the login page, select "new user" on the left and complete the fields required to register. Then click "submit".

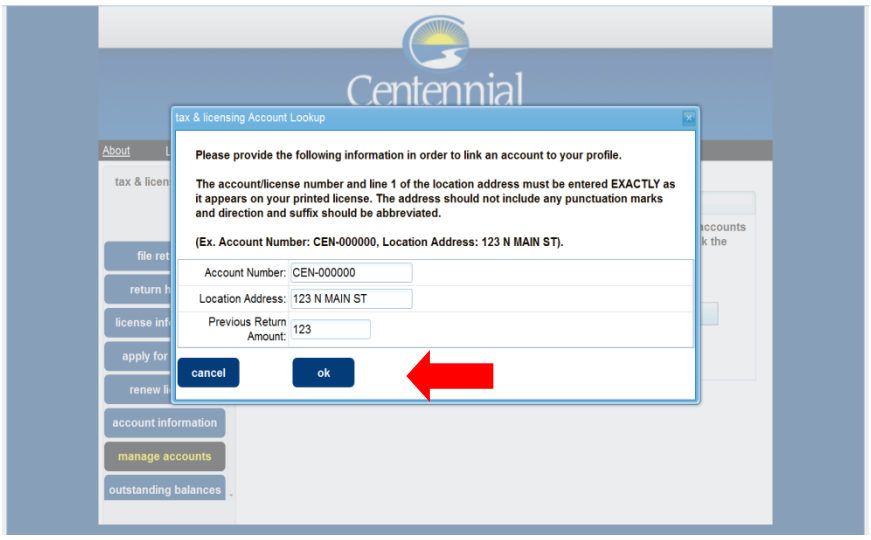


A confirmation email will be sent to the e-mail address provided containing a link to validate the account. Follow the link and a login screen will appear. Activate the account by logging in.

HOW TO LINK YOUR TAX ACCOUNT

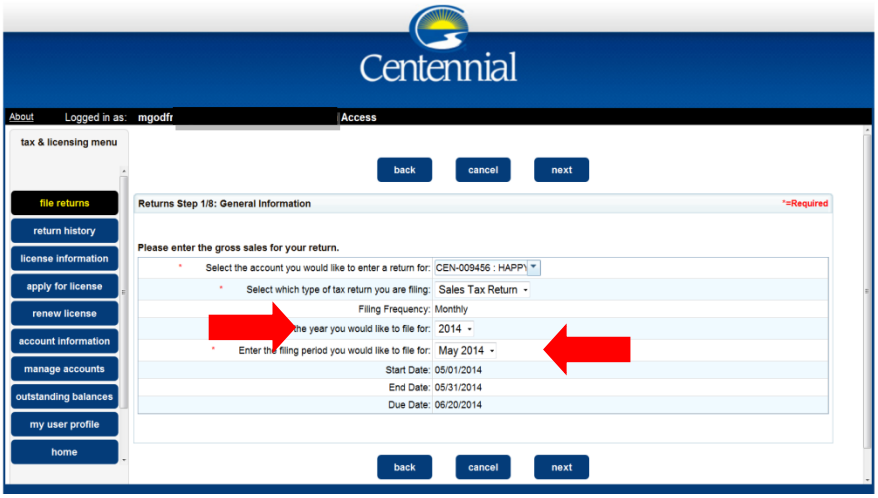
After registering and accessing the online filing portal, you will be prompted to link your City tax account to your newly created username. To link your account go to "manage accounts" and select "add account" to lookup your account.

You will then be prompted to enter your tax account License number (CEN-000000), the business location address line 1 as it appears on your license, as well as the most recently filed return tax amount. If you have not yet filed a return this amount will be $0. Once you have entered this information, select "ok" to link the account.



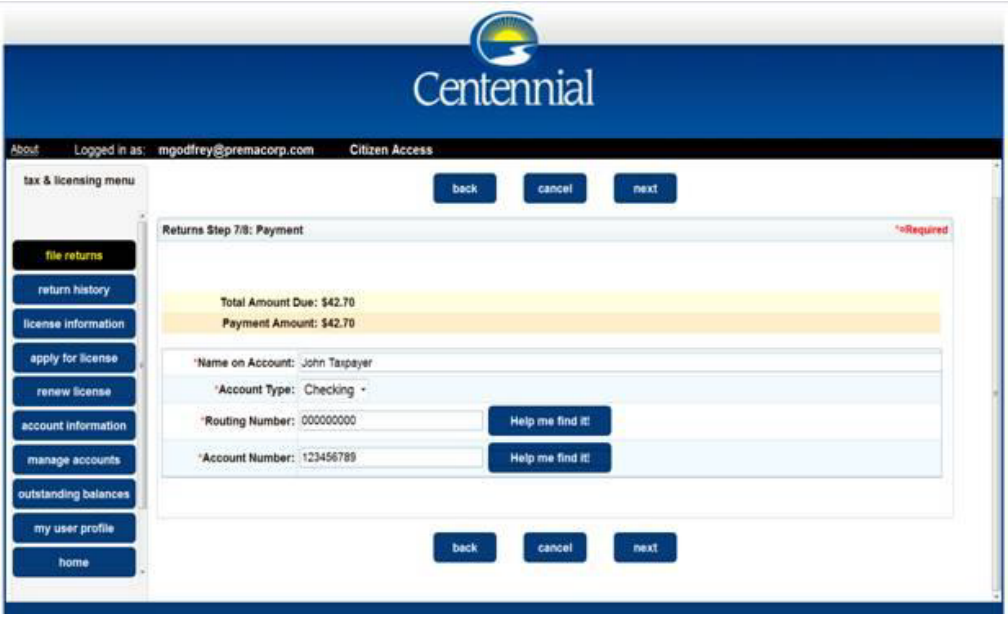
HOW TO FILE & PAY

1. FILE & PAY - Select "file returns" from the side Menu. On the following page, select the year and period you are filing for and select "next" to continue.

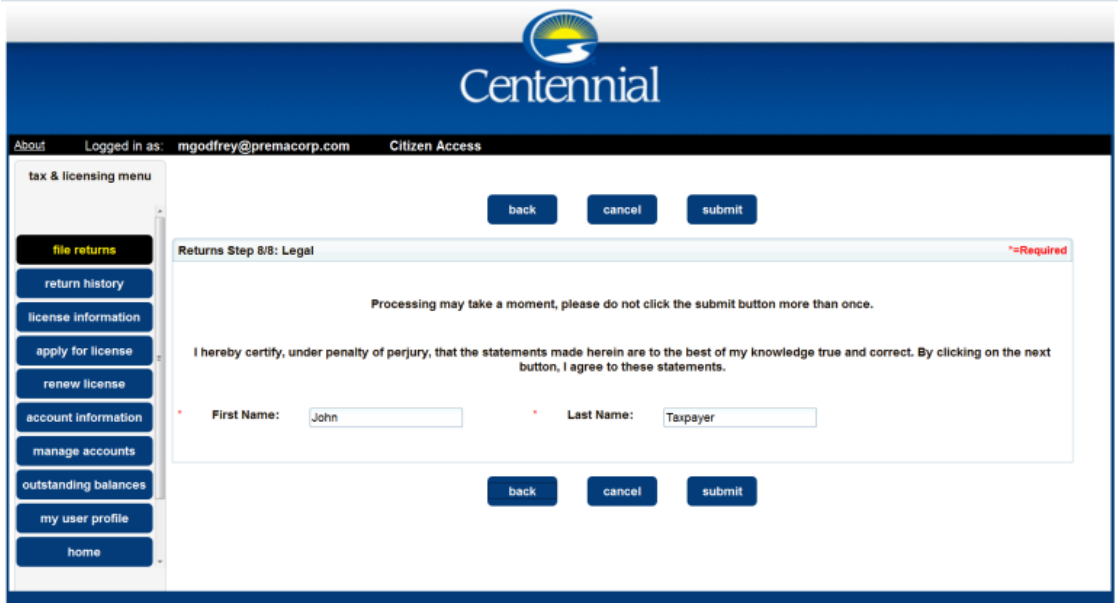
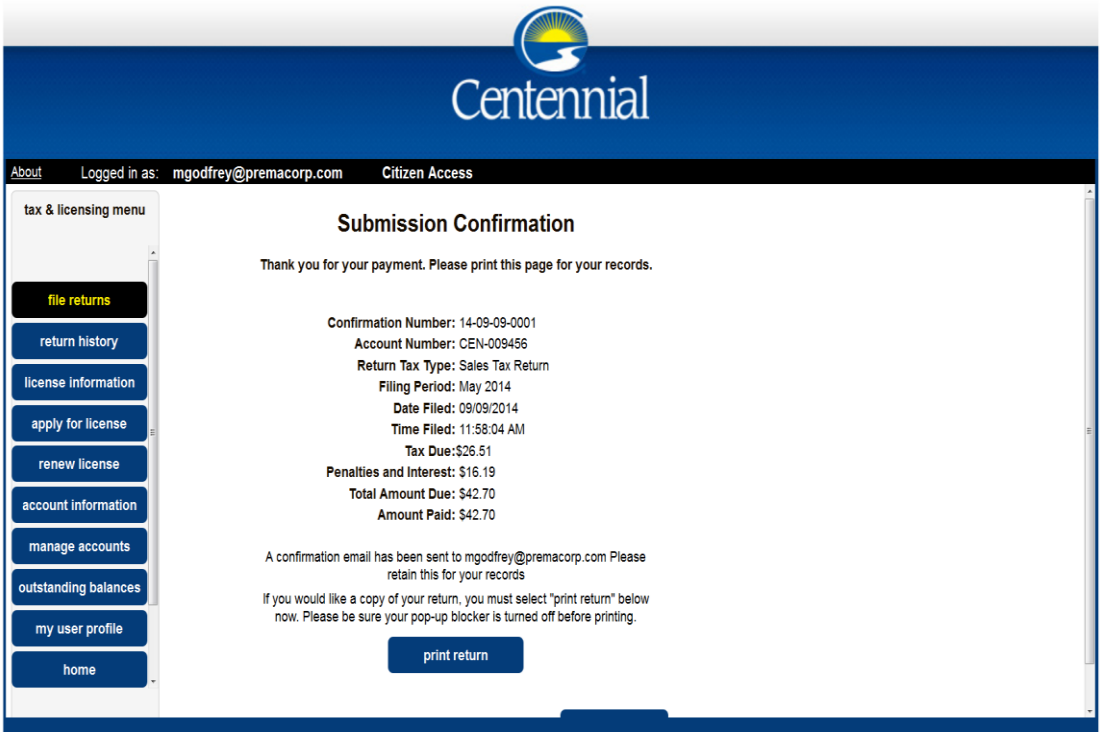


2. ENTER THE RETURN - You will then be prompted to enter information into each of the fields from the tax return (gross sales & service, bad debts, deductions, etc.), selecting "next" after completing the information on each page. After entering all information, a summary will be provided. You may select "back" at any time to make changes.

3. PAY & SIGN - Next, you will be prompted to enter payment information (if applicable) and sign your return. On the payment screen, enter the checking account and routing number for the checking account being used to pay the total tax due.



On the Legal screen, type your first and last name to certify that the return is legal and valid.



4. CONFIRMATION - Your return is now filed. A submission confirmation page will appear and a confirmation email with a copy of the filed return will be sent.