

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”.

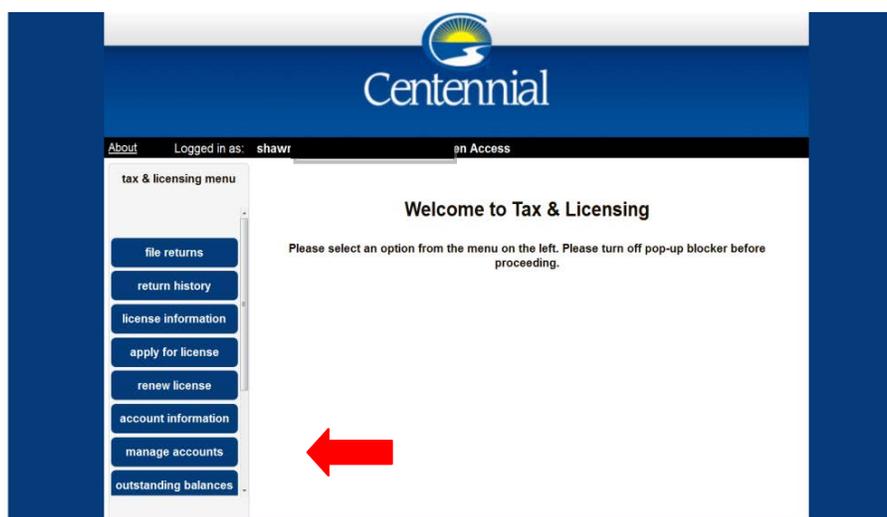


The screenshot shows the Centennial website's New User Registration page. On the left side, there is a vertical menu with three buttons: "log in", "new user", and "forgot password". The "new user" button is highlighted. The main content area is titled "New User Registration" and contains a red instruction: "Please complete the fields below to register for online filing". Below this instruction are several input fields: "E-mail Address" (containing "newuser@centennialco.gov"), "Re-enter New Email" (containing "newuser@centennialco.gov"), "New Password" (with masked characters), "Re-enter New Password" (with masked characters), "First Name" (containing "John"), and "Last Name" (containing "Taxpayer"). A "submit" button is located at the bottom center of the form area.

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.

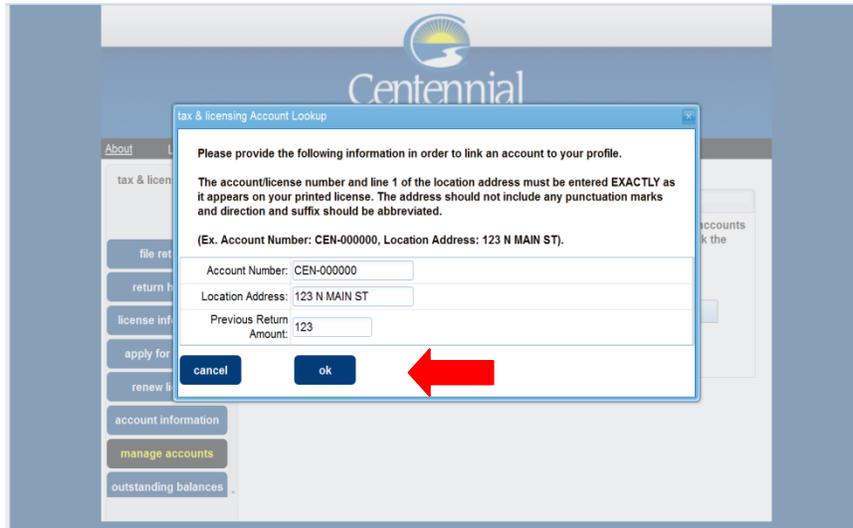
HOW TO LINK YOUR TAX ACCOUNT

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.



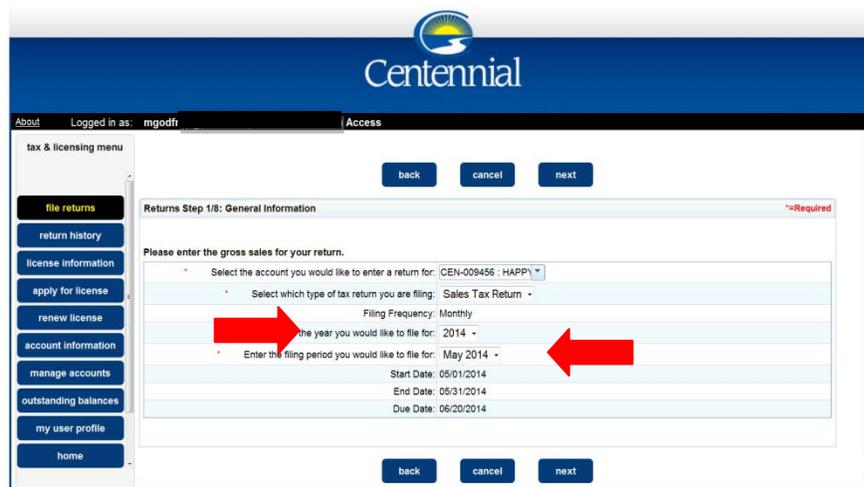
The screenshot shows the Centennial website's Tax & Licensing page. At the top, there is a navigation bar with "About", "Logged in as: shawr", and "gn Access". Below this is a "tax & licensing menu" on the left side with several buttons: "file returns", "return history", "license information", "apply for license", "renew license", "account information", "manage accounts", and "outstanding balances". The "manage accounts" button is highlighted with a red arrow. The main content area is titled "Welcome to Tax & Licensing" and contains a message: "Please select an option from the menu on the left. Please turn off pop-up blocker before proceeding."

You will then be prompted to enter your tax account License number (CEN-000000), the first business location address line 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.

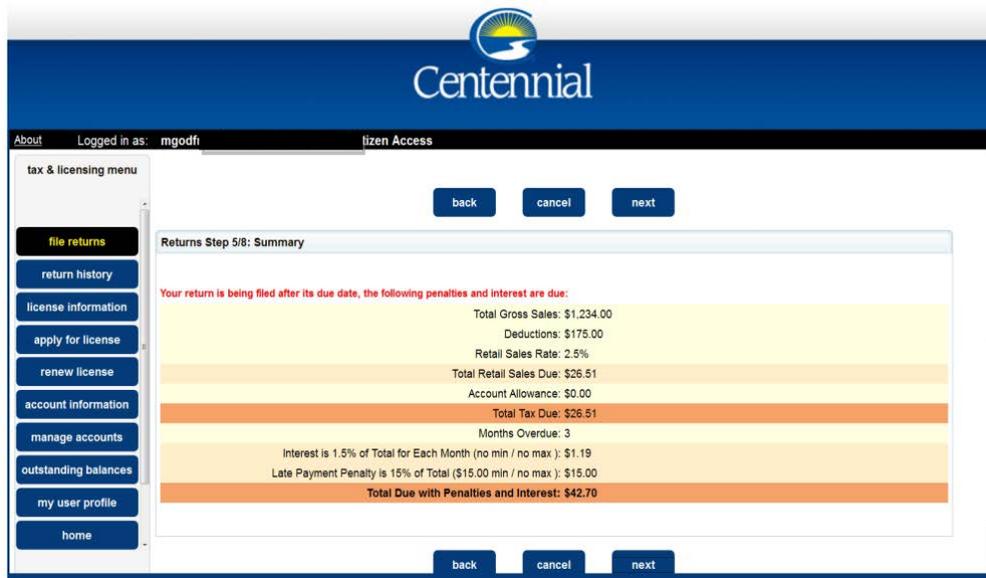


HOW TO FILE & PAY

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.



- 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.



Centennial

About Logged in as: mgodfrt Citizen Access

tax & licensing menu

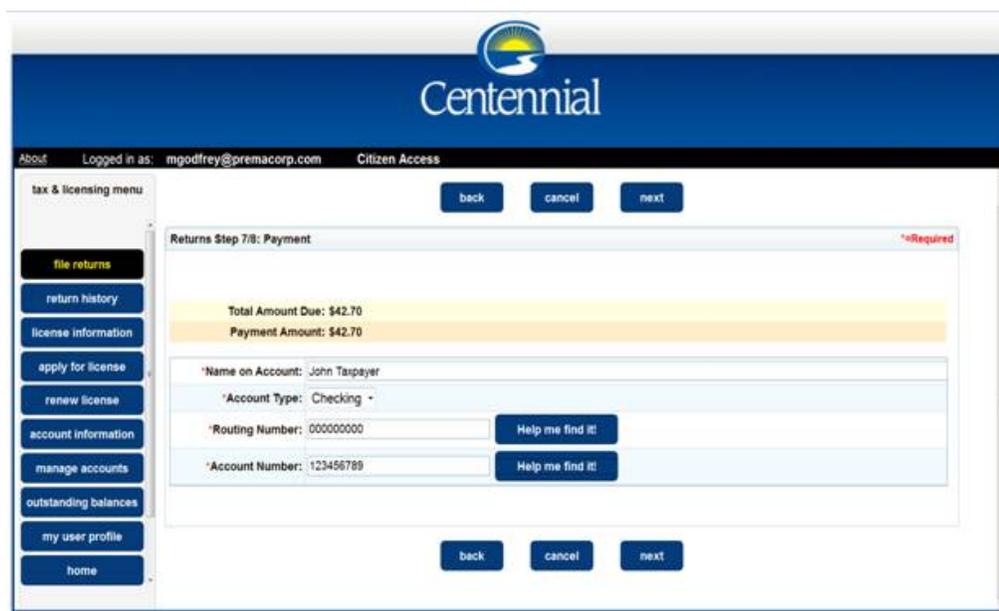
- file returns
- return history
- license information
- apply for license
- renew license
- account information
- manage accounts
- outstanding balances
- my user profile
- home

Returns Step 5/8: Summary

Your return is being filed after its due date, the following penalties and interest are due:

Total Gross Sales:	\$1,234.00
Deductions:	\$175.00
Retail Sales Rate:	2.5%
Total Retail Sales Due:	\$26.51
Account Allowance:	\$0.00
Total Tax Due:	\$26.51
Months Overdue:	3
Interest is 1.5% of Total for Each Month (no min / no max):	\$1.19
Late Payment Penalty is 15% of Total (\$15.00 min / no max):	\$15.00
Total Due with Penalties and Interest:	\$42.70

- 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.



Centennial

About Logged in as: mgodfrey@premacorp.com Citizen Access

tax & licensing menu

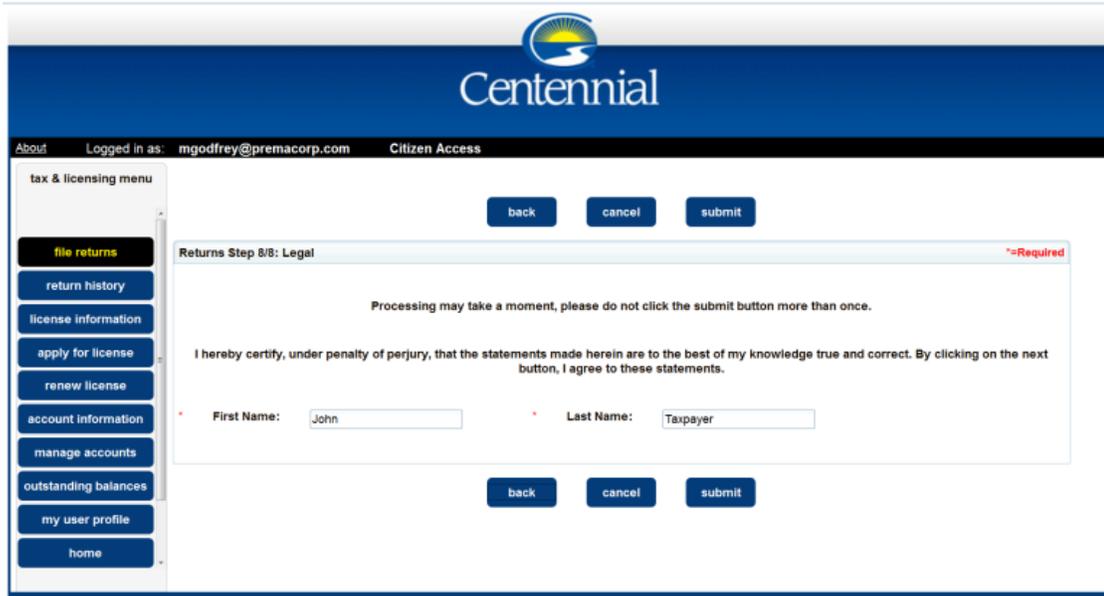
- file returns
- return history
- license information
- apply for license
- renew license
- account information
- manage accounts
- outstanding balances
- my user profile
- home

Returns Step 7/8: Payment *Required

Total Amount Due: \$42.70
Payment Amount: \$42.70

*Name on Account: John Taspayer
*Account Type: Checking -
*Routing Number: 000000000
*Account Number: 123456789

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.

