



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:

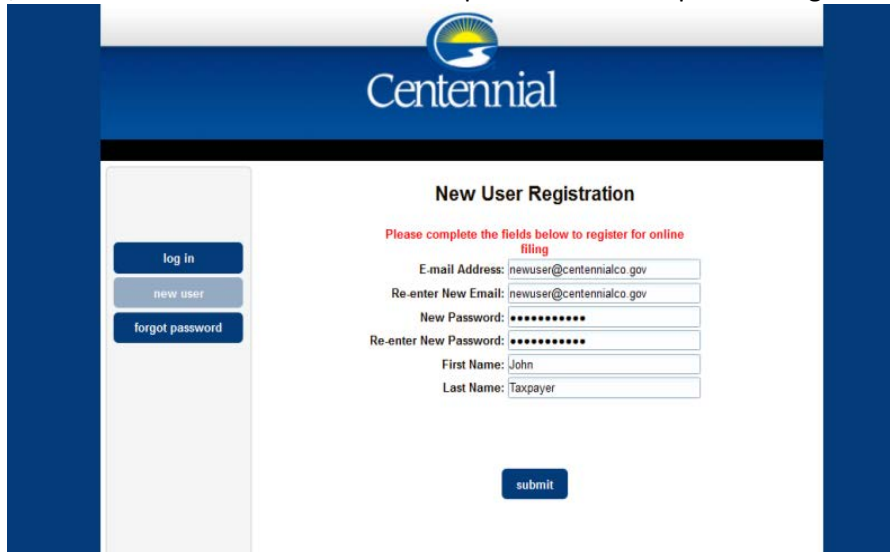
- Review and print previously filed returns
- Print a copy of a license using the “License Information” menu option
- Apply for a new license
- Renew a license
- Pay outstanding balances using the “Outstanding Balances” menu option



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. At the top, the Centennial logo is displayed. Below the logo, there are 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" (containing "*****"), "Re-enter New Password" (containing "*****"), "First Name" (containing "John"), and "Last Name" (containing "Taxpayer"). A "submit" button is located at the bottom right of the form.

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.

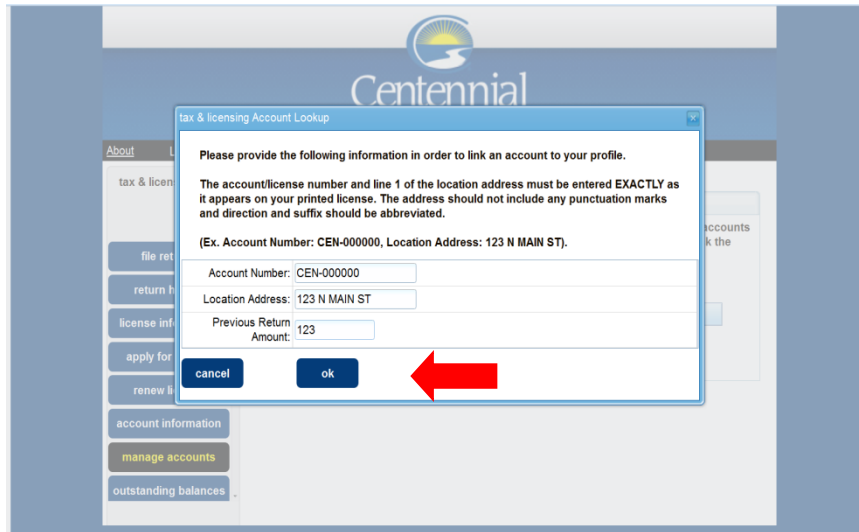
HOW TO LINK YOUR TAX ACCOUNT

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.



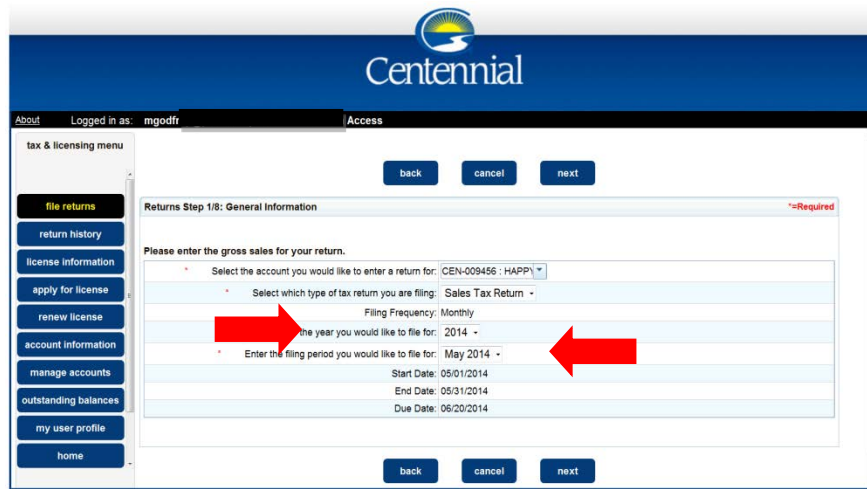
The screenshot shows the Centennial website's "Tax & Licensing" page. At the top, the Centennial logo is displayed. Below the logo, there is a navigation bar with "About", "Logged in as: shawr", and "My Access". The main content area is titled "Welcome to Tax & Licensing" and contains a red instruction: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

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.

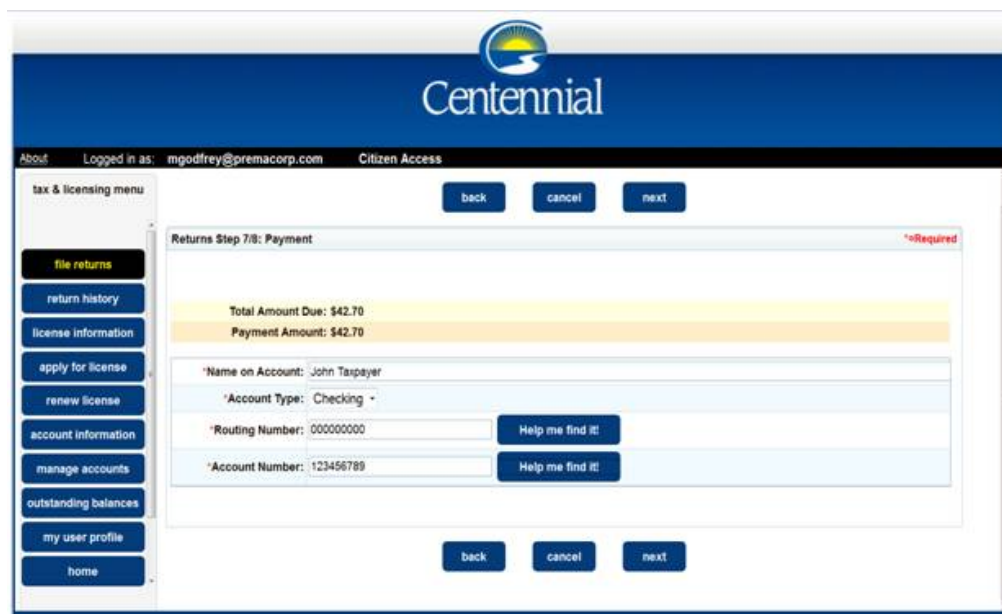


2. ENTER THE RETURN - You will then be prompted to enter information into each of the fields from the tax return (gross sales & service, bad debts, deductions, etc.), selecting "next" after completing the information on each page. After entering all information, a summary will be provided. You may select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

NOTE: If paying via ACH Credit, rather than ACH Debit, on step 6 of 8 of the online filing process, zero out the payment amount and continue with signing and submitting the return (you will not be prompted to enter in banking information for payment). Submit payment via ACH Credit per the City's ACH Credit Payment Instructions.



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

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 8/8: Legal *Required

back cancel submit

Processing may take a moment, please do not click the submit button more than once.

I hereby certify, under penalty of perjury, that the statements made herein are to the best of my knowledge true and correct. By clicking on the next button, I agree to these statements.

* First Name: * Last Name:

back cancel submit

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.

Centennial

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tax & licensing menu

file returns
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license information
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account information
manage accounts
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home

Submission Confirmation

Thank you for your payment. Please print this page for your records.

Confirmation Number: 14-09-09-0001
Account Number: CEN-009456
Return Tax Type: Sales Tax Return
Filing Period: May 2014
Date Filed: 09/09/2014
Time Filed: 11:58:04 AM
Tax Due: \$26.51
Penalties and Interest: \$16.19
Total Amount Due: \$42.70
Amount Paid: \$42.70

A confirmation email has been sent to mgodfrey@premacorp.com Please retain this for your records

If you would like a copy of your return, you must select "print return" below now. Please be sure your pop-up blocker is turned off before printing.

print return