



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:

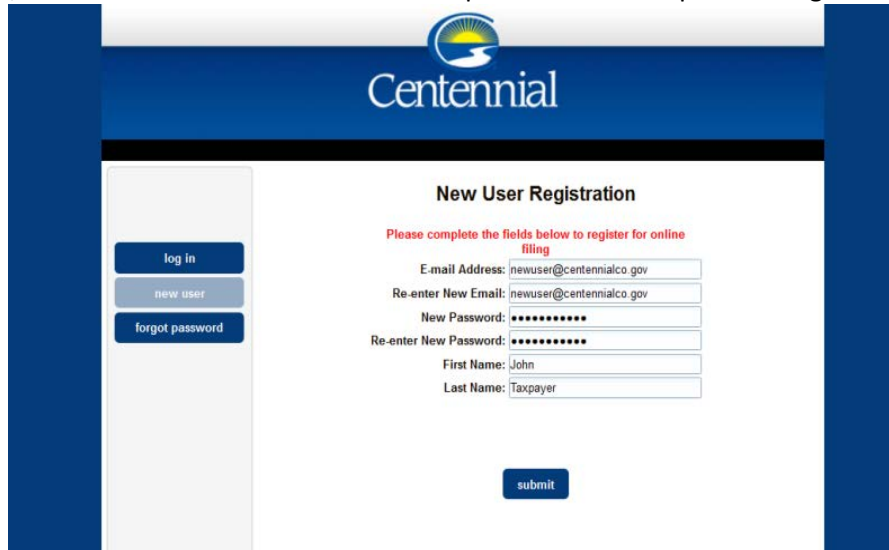
- Review and print previously filed returns
- Print a copy of a license using the “License Information” menu option
- Apply for a new license
- Renew a license
- Pay outstanding balances using the “Outstanding Balances” menu option



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.citysuite.io/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 image shows the 'New User Registration' page of the Centennial online filing portal. The page has a blue header with the Centennial logo. On the left, there is a sidebar with buttons for 'log in', 'new user', and 'forgot password'. 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, there are input fields for 'E-mail Address' (pre-filled with 'newuser@centennialco.gov'), 'Re-enter New Email' (pre-filled with 'newuser@centennialco.gov'), 'New Password' (masked with dots), 'Re-enter New Password' (masked with dots), 'First Name' (pre-filled with 'John'), and 'Last Name' (pre-filled with '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 image shows the 'Welcome to Tax & Licensing' page of the Centennial online filing portal. The page has a blue header with the Centennial logo. Below the header, there is a navigation bar with 'About', 'Logged in as: shawr', and 'on Access'. On the left, there is a 'tax & licensing menu' with buttons for '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' button. 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 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.

tax & licensing Account Lookup

Please provide the following information in order to link an account to your profile.

The account/license number and line 1 of the location address must be entered EXACTLY as it appears on your printed license. The address should not include any punctuation marks and direction and suffix should be abbreviated.

(Ex. Account Number: CEN-000000, Location Address: 123 N MAIN ST).

Account Number:

Location Address:

Previous Return Amount:

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.

Centennial

About Logged in as: mgodfr 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

back cancel next

Returns Step 1/8: General Information **Required

Please enter the gross sales for your return.

Select the account you would like to enter a return for:

Select which type of tax return you are filing:

Filing Frequency:

the year you would like to file for:

Enter the filing period you would like to file for:

Start Date: 05/01/2014
End Date: 05/31/2014
Due Date: 06/20/2014

back cancel next

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.



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tax & licensing menu

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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

back cancel next

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.



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

tax & licensing menu

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Returns Step 7/8: Payment *Required

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

*Name on Account: John Taxpayer

*Account Type: Checking

*Routing Number: 000000000 [Help me find it!](#)

*Account Number: 123456789 [Help me find it!](#)

back cancel next

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

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back cancel submit

Returns Step 8/8: Legal *Required

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: John * Last Name: Taxpayer

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.

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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