Follow This Easy 5-Step Registration to Sign Up for Your Online Filing Account

Begin by clicking the link to **Sign Up: Business Account** on the homepage of www.SalesTaxOnline.com.

1. **Sign Up:** Begin by creating the username and password for your online filing account and entering your contact information. Click the **Sign Up** button to create your online filing account. Be sure to store your username and password in a safe place.

2. **Business Information:** Enter the information of the business you are filing for. This information will appear on the returns you file online. If you are filing returns for multiple business locations, you will be prompted add them later in the registration process. Click the **Next** button to continue.

3. **Security Question:** Click the link next to a question to use that question or type in your own question. Enter the answer to your question. Click the **Next** button to save and continue. If you forget your password, we will ask you the answer to your secret question and email you a new password.

4. **Location Information:** This screen allows you add multiple Business Locations, if necessary. Click the **Yes** button at the top of the screen to continue past this page or when you are finished adding Business Locations.

5. **Return Setup:** This is the step where you will set up the returns you want to file with their corresponding account numbers. Select options from the drop-down menus. Click the **Add Return** button. The return appears in a table at the bottom of the screen with the account number that you typed in. Add as many returns as you would like to file by selecting options from the drop-down menus. Click the **Yes** button at the top of the screen when you are finished setting up your returns to continue to the home page in your account.

6. **Congratulations!** Your Online Filing account is complete. You are ready to begin filing returns.

A Few Commonly Asked Questions about Online Filing Accounts:

What is an Authority Account Number?
Since our website allows you to file returns to many different taxing authorities, it's likely that those taxing authorities have each assigned a unique account number to your business. Make sure that when you're setting up returns, that you are using the account number assigned to you by that taxing authority. The best way to tell is to find some documentation from the taxing authority that has your account number printed on it – then you will know which account number goes with each return. Can't find your account number or not sure you have one? Contact the taxing authority directly.

What if I don't have an Authority Account Number?
Our website will currently allow you to apply for an account number for all parishes in Louisiana and a number of cities and counties in Alabama, Arizona, and Colorado. For Kansas, you should contact the taxing authority directly for more information on applying for an account number.

Any questions? Call **1-800-227-7059** (toll-free) to speak to a Technical Support representative.

Filing Online Made Simple – 5 Steps to Filing Your First Return

Begin by clicking **File a New Return** from the Quick Links section of the Home page or by clicking **Create Return** on the main menu bar.

1. **Selection:** To begin filing a return, select options from the drop-down menus. Click the **Next** button.

2. **Prepare:** The electronic return appears. Select a File Date. Complete the electronic return. Click the **Next** button. If you have filed a return with a zero balance, you will go to Step 4.

3. **Payment:** Enter your routing number, bank account number, and the address associated with your bank account. The website will save your information for you so you won't have to type it each time you make a payment. Credit card payments are not currently accepted. Click the **Next** button to continue.

4. **File:** Review the information on the File Summary page. If the return or payment information is **incorrect**, click the **Back** button. If the information is **correct**, click the **File Return** button.

5. **Confirmation:** A page with a success message and your Confirmation Number appears. The Confirmation Number indicates that your return and payment information will be made available to the tax authority on the File Date you selected. Click the link to View/Print your Return.

Click the available links to remain on SalesTaxOnline.com or click the **Log Off** button to end your session.

Any questions? Call **1-800-227-7059** (toll-free) to speak to a Technical Support representative.