



## HOSPITALITY AND ACCOMMODATIONS TAX FILING/PAYMENT INSTRUCTONS

- Once logged in, click the Payment Portal tab to the right of the screen.
- Click the Business Tax tab to the right of the screen under the Payment Portal tab.
- Click Enter Filing for the account you want to make a payment for.
- Under Renewal Cycle, click [select](#) MONTHLY FEES.
- Select the appropriate month(s) that you would like to file and make a payment for.
- Enter the Gross Receipts for the month in which you are filing.
- Click Continue.
- Please review that the information is correct before submitting. If you need to make a change, click Revise this Filing. If the information is correct then click the File tab at the bottom.
- Click Add to Cart.
- At the top right of the screen click My Cart and then click Checkout.
- Select payment method
- Enter the payment information.
- Click Continue
- Enter your billing information **exactly** as it appears on your credit card or bank statement.
- Click Continue
- Review the information below. Make changes if necessary, then click Submit, to submit your payment request.
- Print your confirmation number.