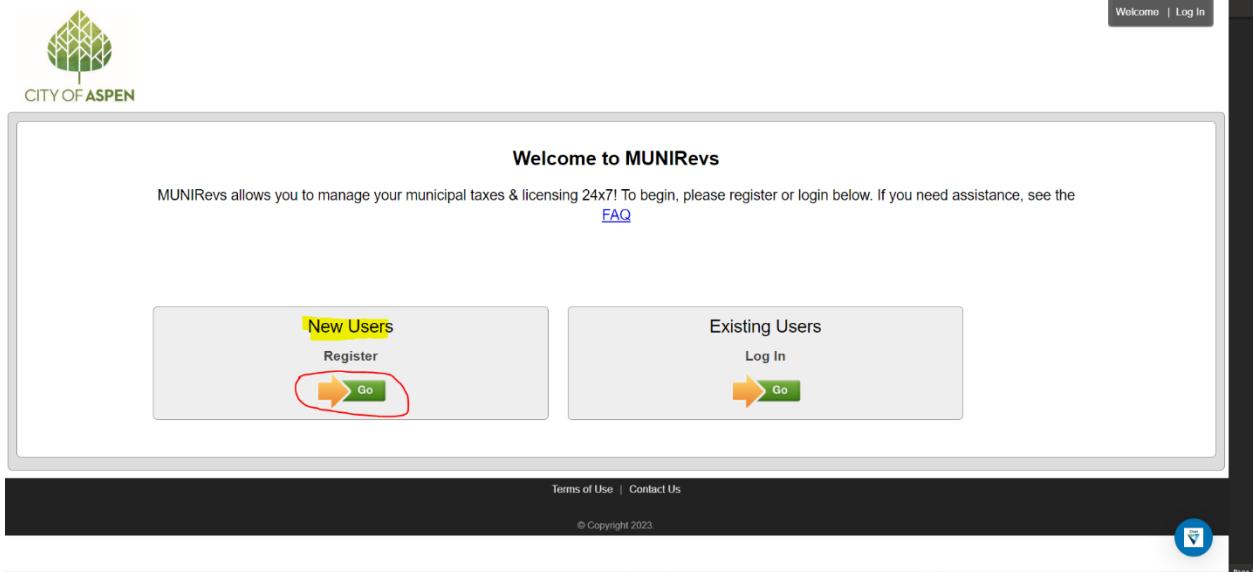


Creating User account on Munirevs

- 1) Go to <https://aspen.munirevs.com/>
- 2) Select “Go” under the “New Users” section.

a)



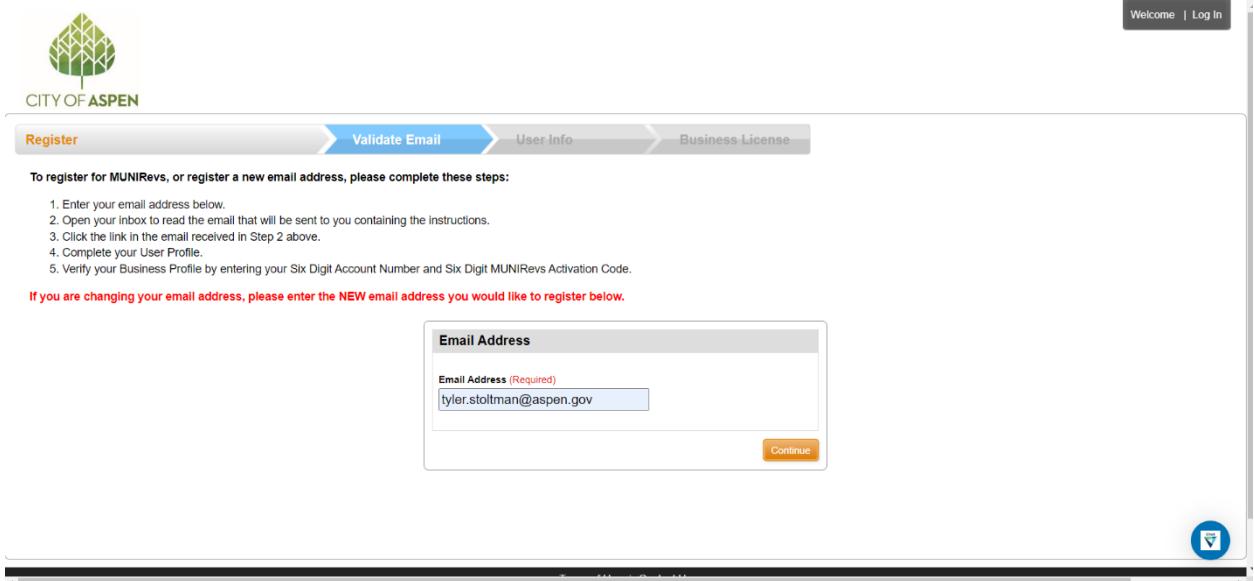
The screenshot shows the Munirevs homepage. At the top right, there are 'Welcome' and 'Log In' buttons. The main content area has a 'CITY OF ASPEN' logo at the top left. Below it, a large box contains the text 'Welcome to MUNIRevs' and 'MUNIRevs allows you to manage your municipal taxes & licensing 24x7! To begin, please register or login below. If you need assistance, see the [FAQ](#)'. There are two main buttons: 'New Users' (with 'Register' and a 'Go' button) and 'Existing Users' (with 'Log In' and a 'Go' button). The 'Go' button in the 'New Users' section is circled in red.

- 3) Enter the email address you will use to register your account.
- a) You will be sent an email from Munirevs that you **MUST** open and click the link they sent.

i)

If you do not, your account will not work!

b)



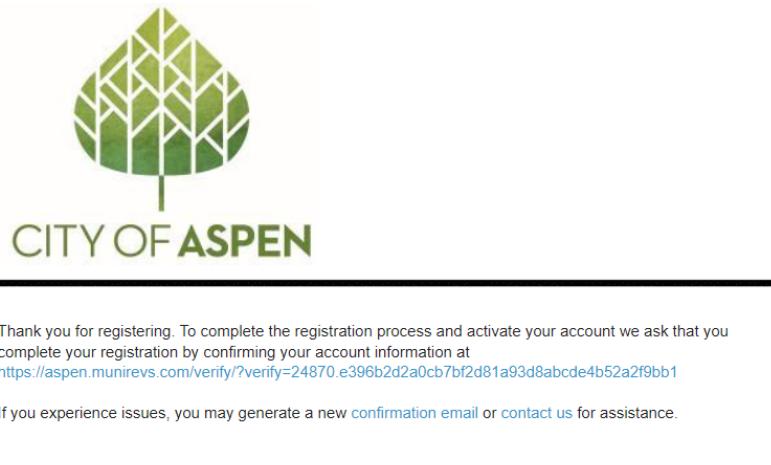
The screenshot shows the 'Register' step of the registration process. At the top right, there are 'Welcome' and 'Log In' buttons. The main content area has a 'CITY OF ASPEN' logo at the top left. Below it, a horizontal navigation bar shows 'Register' (highlighted in orange), 'Validate Email', 'User Info', and 'Business License'. The main area contains instructions: 'To register for MUNIRevs, or register a new email address, please complete these steps:'. It lists five steps: 1. Enter your email address below. 2. Open your inbox to read the email that will be sent to you containing the instructions. 3. Click the link in the email received in Step 2 above. 4. Complete your User Profile. 5. Verify your Business Profile by entering your Six Digit Account Number and Six Digit MUNIRevs Activation Code. Below these instructions, a red note says 'If you are changing your email address, please enter the NEW email address you would like to register below.' A form field labeled 'Email Address' contains 'tyler.stoltzman@aspen.gov'. A 'Continue' button is at the bottom right of the form.

- 4) You will be prompted to go to your email.
- a)

Confirmation Email Sent.

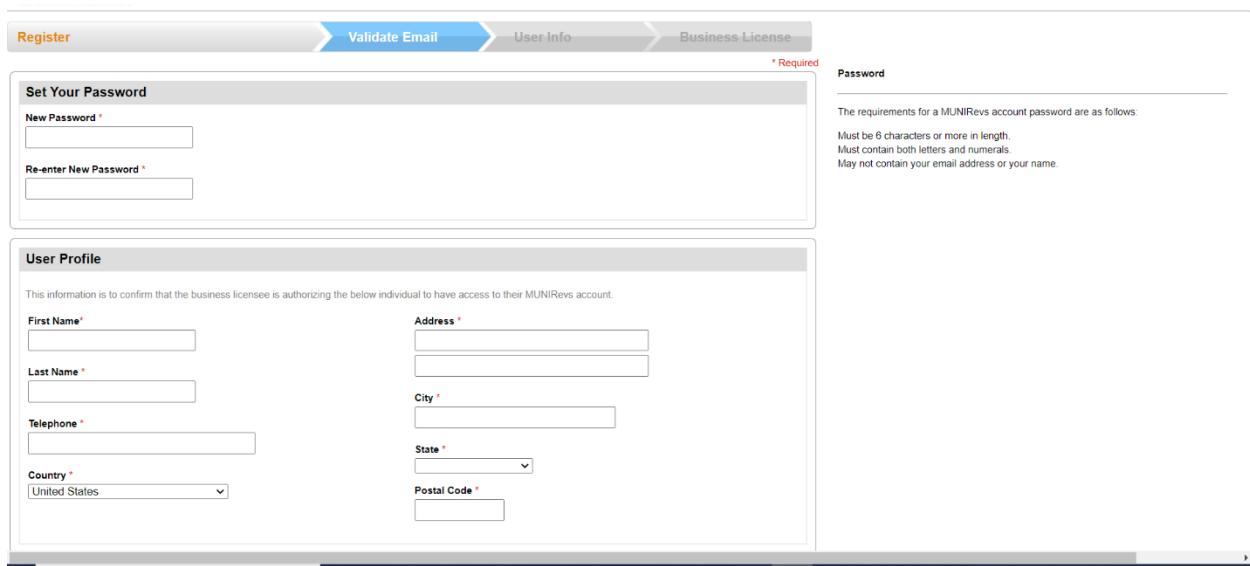
Confirm your email address by following the instructions that have been sent to [REDACTED].
If you do not receive a confirmation email, you can [generate another one](#) or [contact us](#) if you need assistance.

b) Click the link: If you did it correctly you will get this message:
i)



5) Click the link in the confirmation message and you will be taken back to Munirevs to set up a password and finish your profile.

a)



The image shows a screenshot of the Munirevs user account setup process. The top navigation bar has tabs: 'Register' (highlighted in orange), 'Validate Email' (highlighted in blue), 'User Info', and 'Business License'. A red asterisk with 'Required' indicates that the 'New Password' field is mandatory. The 'Set Your Password' section contains two input fields: 'New Password' and 'Re-enter New Password'. To the right of this section is a 'Password' requirements box: 'The requirements for a MUNIREvs account password are as follows: Must be 6 characters or more in length. Must contain both letters and numerals. May not contain your email address or your name.' The 'User Profile' section contains fields for 'First Name', 'Last Name', 'Telephone', 'Country' (set to 'United States'), 'Address', 'City', 'State' (a dropdown menu), and 'Postal Code'. A note above the profile section states: 'This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIREvs account.'

6) Once you finished creating your user account, you will be asked if you have a Business license or a new business and need to apply.
7) Questions? Contact: Aspensalestax@aspen.gov