

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 website interface. At the top left is the City of Aspen logo. The main heading is "Welcome to MUNIREvs". Below this, a message states: "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 sections: "New Users" and "Existing Users". Under "New Users", there is a "Register" link and a green "Go" button with an orange arrow, which is circled in red. Under "Existing Users", there is a "Log In" link and a green "Go" button with an orange arrow. At the bottom, there are links for "Terms of Use" and "Contact Us", and a copyright notice for 2023.

- 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 registration process on the MUNIREvs website. At the top right is a "Welcome | Log In" link. The City of Aspen logo is on the left. A progress bar at the top indicates the steps: "Register" (active), "Validate Email", "User Info", and "Business License". Below the progress bar, a message states: "To register for MUNIREvs, or register a new email address, please complete these steps:". The steps are listed as follows:

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.

A red note below the steps says: "If you are changing your email address, please enter the NEW email address you would like to register below." Below this, there is a form titled "Email Address" with a label "Email Address (Required)". The email address "tyler.stoltman@aspen.gov" is entered in the text field. 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)

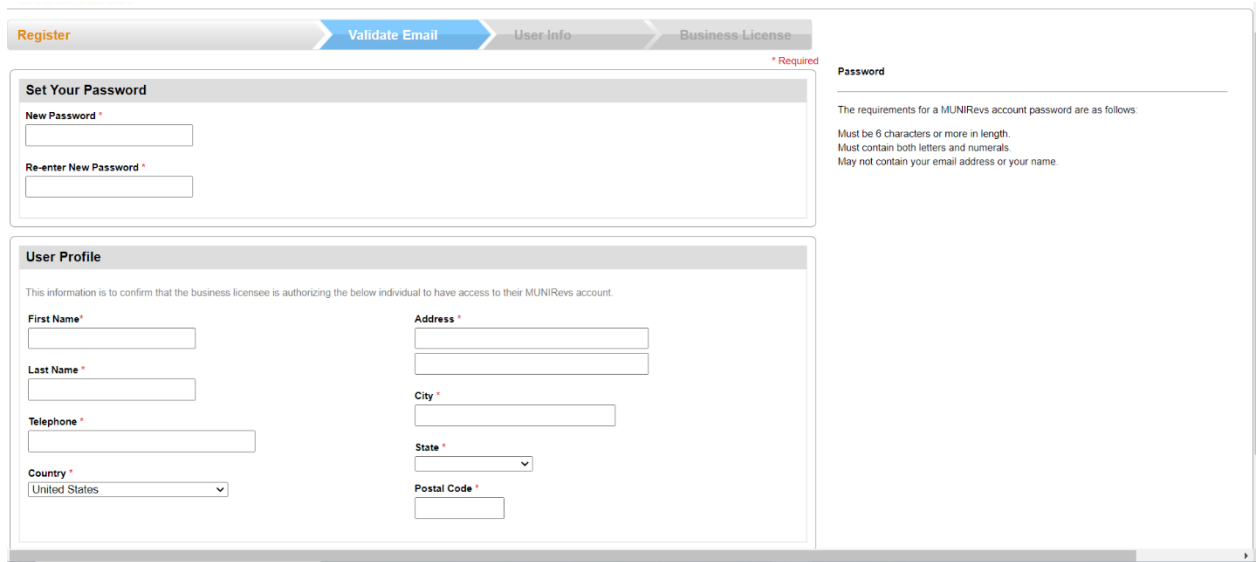


Thank you for registering. To complete the registration process and activate your account we ask that you complete your registration by confirming your account information at https://aspen.munirevs.com/verify/?verify=24870_e396b2d2a0cb7bf2d81a93d8abcde4b52a2f9bb1

If you experience issues, you may generate a new [confirmation email](#) or [contact us](#) for assistance.

- 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)



- 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