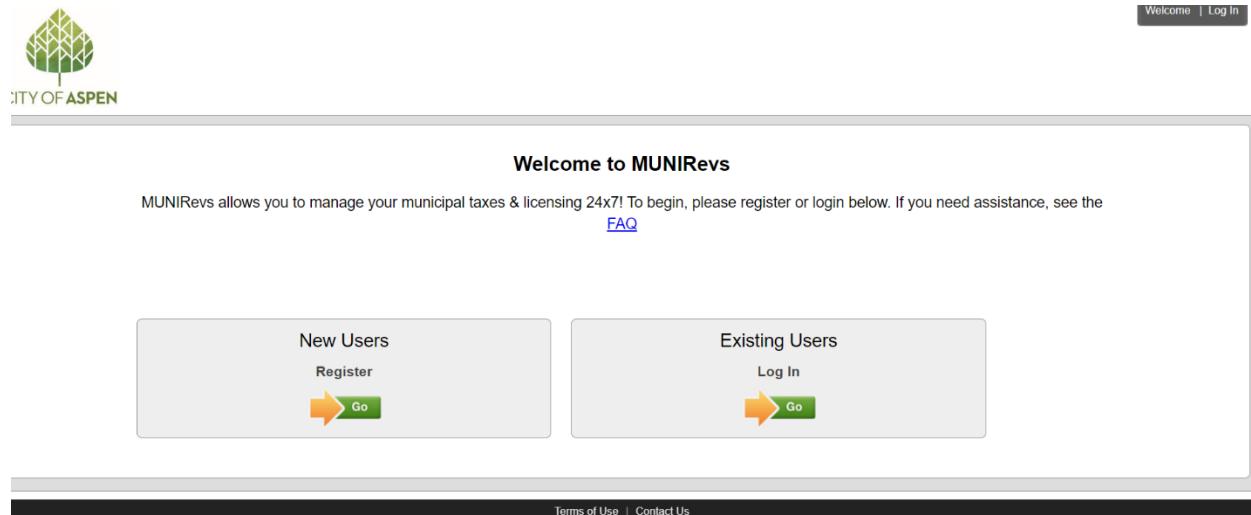


Applying for a Business License on Munirevs-SOP

1. Go to <https://aspen.munirevs.com/>

- a. For **new users** click “Go” under the **New user section**.
- b. For **existing users** click “Go” under the **Existing user section**.



Welcome to MUNIRevs

MUNIRevs allows you to manage your municipal taxes & licensing 24x7! To begin, please register or login below. If you need assistance, see the [FAQ](#)

New Users

Register

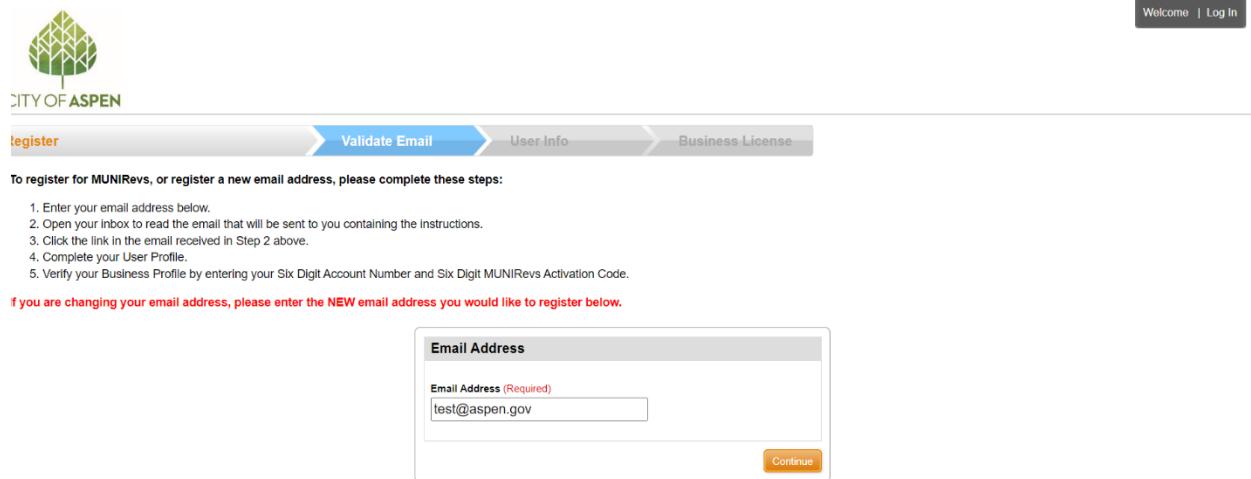
Existing Users

Log In

Terms of Use | Contact Us

2. New Users

- a. Enter a **Valid** email address



To register for MUNIRevs, or register a new email address, please complete these 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.

If you are changing your email address, please enter the NEW email address you would like to register below.

Email Address

Email Address (Required)
test@aspen.gov

Continue

- b. You will be prompted to go to your Email’s inbox to confirm your email address.

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.

- c. Click the link sent to your email address you are attempting to register.



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.

- d. The link will take you back to Munirevs and ask you to set a password and set up your user profile.

- 3. Once you have registered your User Account, you will be asked if you **Have a business license or if you have a New business and need to apply.**

- a. For users with a current business license, you can email the Sales Tax team:
aspensalestax@aspen.gov
- b. to get either: your **Account number** and or the **Munirevs activation code**.

Please choose one of the following: *

I already have an existing business license.
If you have already been issued a license and/or you have been paying taxes in this jurisdiction, choose this option. **NEW BUSINESSES**, please scroll down to the bottom of this page for the option "I have a new business and need to apply for a license."

To connect to your existing business record(s), please provide the following identifying information.
If you do not have this information, please contact **MUNIRevs Support**. In your email request, please be sure to include the 6 Digit Account Number, Business Name, and Business Address so that we may promptly authenticate you for the requested account.

Account Number Your 6-digit License Number	AND	MUNIRevs Activation Code Your 6-digit MUNIRevs Activation Code	<input type="button" value="Lookup"/>				
Connected Accounts: <table border="1"> <thead> <tr> <th>Business Name</th> <th>Role</th> <th>Assigned by</th> <th>Date</th> </tr> </thead> </table>				Business Name	Role	Assigned by	Date
Business Name	Role	Assigned by	Date				
<input type="button" value="Go to Business Center"/>							

I have a new business and need to apply for a license.
Please do NOT choose this option if you have an existing license as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "I already have an existing license." above and use the link to contact **MUNIRevs Support**.

Please do NOT choose this option if you are an existing short term rental and need to meet the new license requirement. Aspen MUNIRevs will send you a registration letter with an account number and activation code as the account in MUNIRevs has already been created for you.

c. New business will select "**I have a new business and need to apply**"

i. You will then be prompted to enter your business' name, type of business, and your role in the business.

I have a new business and need to apply for a license.
Please do NOT choose this option if you have an existing license as it will create a new business and related tax forms for you to manage. If you are having difficulty attaching to an existing business, please select "I already have an existing license." above and use the link to contact **MUNIRevs Support**.

Please do NOT choose this option if you are an existing short term rental and need to meet the new license requirement. Aspen MUNIRevs will send you a registration letter with an account number and activation code as the account in MUNIRevs has already been created for you.

Business Name		
Business Type	Your Role	
<input type="text" value="Please choose"/>	<input type="text" value="Please choose"/>	<input type="button" value="Continue"/>

d. Once you have entered that information and clicked continue, you will be taken to the business license application. There you will enter the information about your business and click submit.

> Business Center > Task

THE CITY OF ASPEN
Business License Application

TJ Test
Period: 08/01/2022 Due: 09/29/2022 Current Time: 09/19/2022 09/19/2022 Late: NO

Name of Business *				
DBA name (Doing Business As) *				
Mailing Address *	Mailing Unit	Mailing City *	Mailing State *	Mailing Postal *
Contact Person Name *	Contact Phone Number *	Contact Email Address *	Contact Work Phone Number	Contact Fax Number
Business Start Date *				
Physical Address *	Property Unit	Physical City *	Physical State *	Physical Postal *
Description of Business *				

4. Once you have submitted your Business license application, the Aspen Sales Tax team will review it, and assigned you the necessary forms for you to fill out and then pay for your business license.
 - a. These will appear on your “**Business Center**” page on munirevs under the “**Open Tasks**” section.

The screenshot shows the Aspen Business Center interface. On the left, there are sections for 'MESSAGES' (with a red dot), 'ALERTS' (with a red dot), and 'OPEN TASKS' (with a red dot). The 'OPEN TASKS' section is expanded, showing a task for 'TJ Test' under 'Bank / Finance' with the sub-task 'Read Bank / Finance (new)'. Below this, there are sections for 'Manage Your Account(s)' and 'Manage Your User Account'. The 'Manage Your Account(s)' section shows an account for 'TJ Test' with details: Account Name (TJ Test), DBA (T3), Lic# (087234), and Code (8U7Q7Y). The 'Manage Your User Account' section contains instructions for updating email and removing accounts. At the bottom right, there are links for 'Terms of Use' and 'Contact Us'.

5. Once you have submitted all of the forms and paid for the Business license, the Aspen Sales Tax team will review and approve the application (it could take 3-7 business days).
6. Questions ? Contact : aspensalestax@aspen.gov