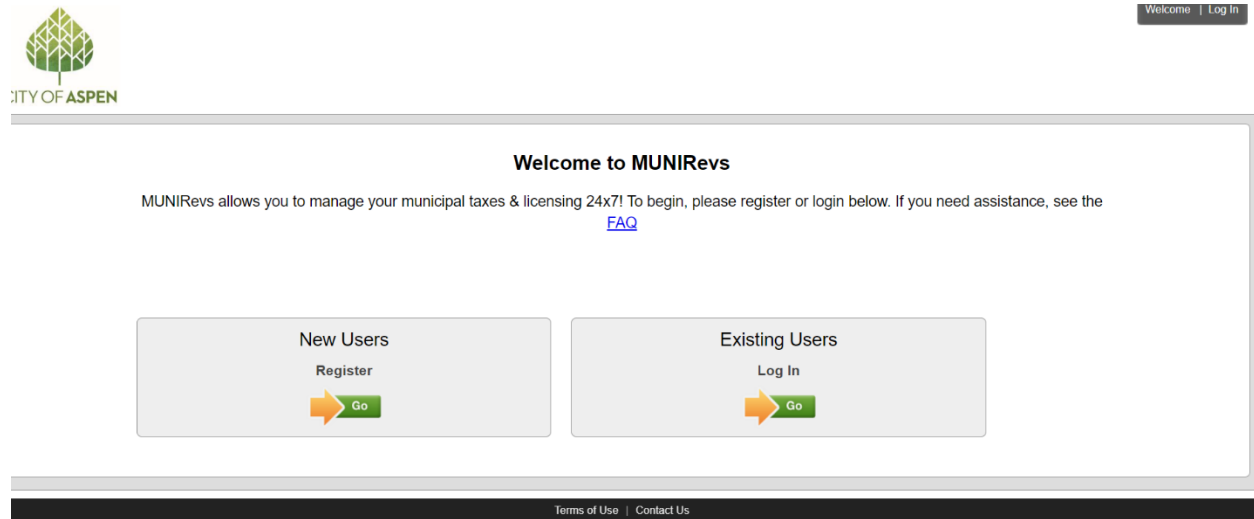


Applying for a Business License on Munirevs-SOP

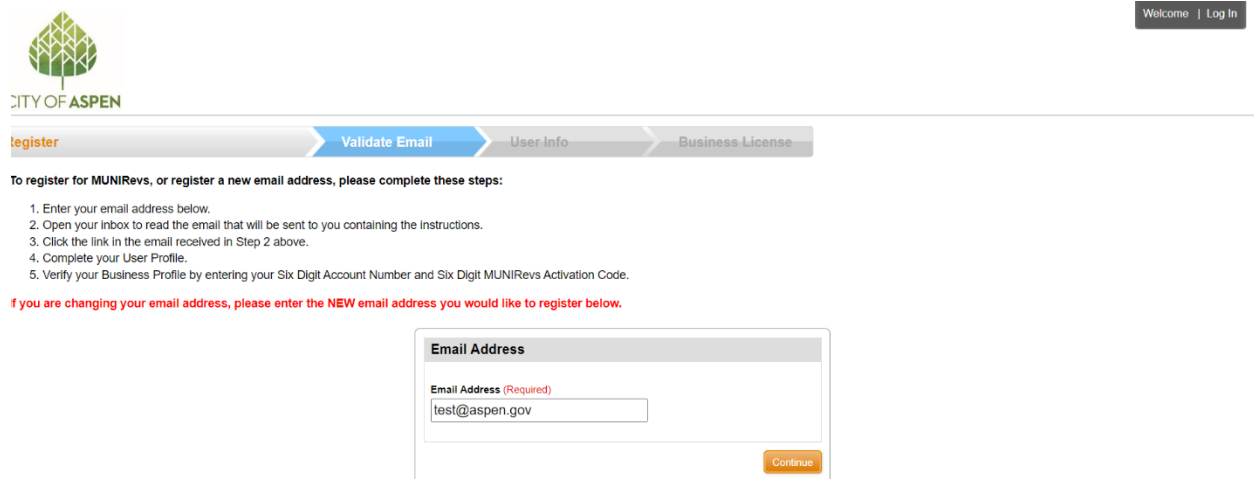
1. Go to <https://aspen.munirevs.com/>
 - a. For **new users** click “Go” under the **New user section**.
 - b. For **existing users** click “Go” under the **Existing user section**.



The screenshot shows the MUNIREvs login page for the City of Aspen. At the top left is the City of Aspen logo. At the top right are links for 'Welcome' and 'Log In'. 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 buttons: 'New Users' with a 'Register' link and a green 'Go' button, and 'Existing Users' with a 'Log In' link and a green 'Go' button. At the bottom, there are links for 'Terms of Use' and 'Contact Us'.

2. New Users

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



The screenshot shows the registration process for MUNIREvs. At the top left is the City of Aspen logo. At the top right are links for 'Welcome' and 'Log In'. Below the logo is a progress bar with four steps: 'register' (highlighted), '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:'. There are five numbered 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 the steps, a red message states: 'If you are changing your email address, please enter the NEW email address you would like to register below.'. There is a form titled 'Email Address' with a text input field labeled 'Email Address (Required)' containing the text 'test@aspen.gov'. A green 'Continue' button is at the bottom right of the form.

- 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.

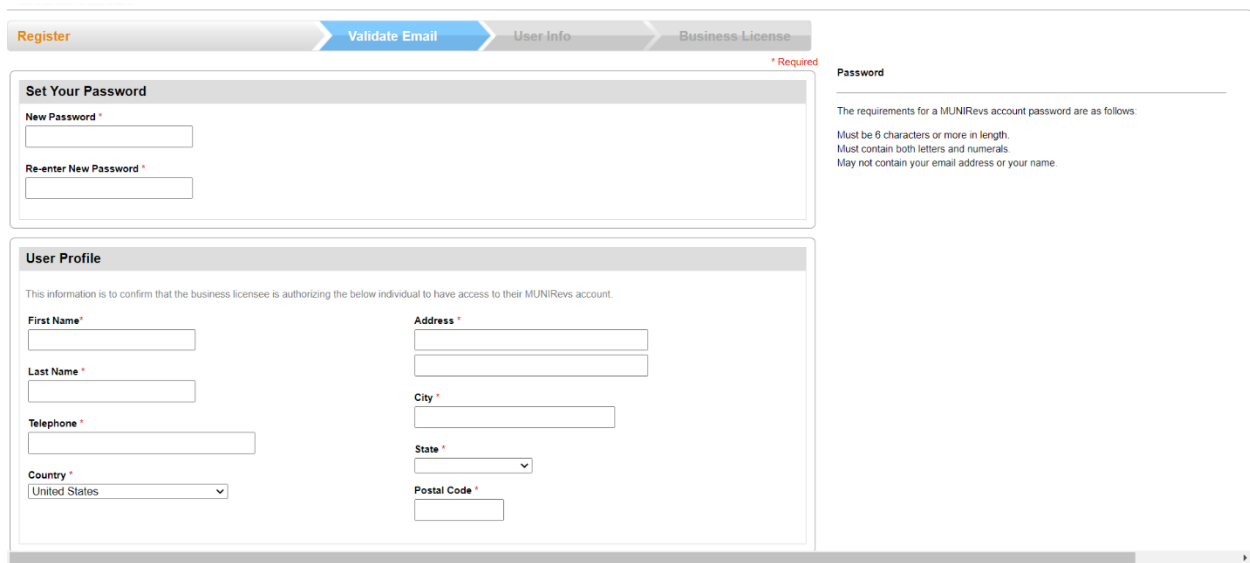
- c. Click the link sent to your email address you are attempting to register.



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.



The screenshot displays the Munirevs registration interface. At the top, a progress bar shows four steps: 'Register' (highlighted in orange), 'Validate Email' (highlighted in blue), 'User Info', and 'Business License'. Below the progress bar, the 'Set Your Password' section is active, featuring two input fields: 'New Password *' and 'Re-enter New Password *'. To the right of this section, a 'Password' requirements box states: '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.' Below the password section, the 'User Profile' section is visible. It includes a sub-header 'User Profile' and a note: 'This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNiRevs account.' The form contains several input fields: 'First Name *', 'Last Name *', 'Telephone *', 'Country *' (a dropdown menu currently showing 'United States'), 'Address *', 'City *', 'State *' (a dropdown menu), and 'Postal Code *'.

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.**
- For users with a current business license, you can email the Sales Tax team:
aspensalestax@aspen.gov
 - 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 <input type="text"/>	AND	MUNIREvs Activation Code Your 6-digit MUNIREvs Activation Code <input type="text"/>	<input type="button" value="Lookup"/>
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Connected Accounts:			
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	
<input type="text"/>	
Business Type	Your Role
<input type="text" value="Please choose"/>	<input type="text" value="Please choose"/>

- 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 *				
<input type="text"/>				
DBA name (Doing Business As) *				
<input type="text"/>				
Mailing Address *	Mailing Unit	Mailing City *	Mailing State *	Mailing Postal *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Person Name *	Contact Phone Number *	Contact Email Address *	Contact Work Phone Number	Contact Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Business Start Date *				
<input type="text" value="Date"/>				
Physical Address *	Property Unit	Physical City *	Physical State *	Physical Postal *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Description of Business *				
<input type="text"/>				

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 displays the Aspen Business Center interface. The left sidebar contains navigation links for Messages, Alerts, Open Tasks, Manage Your Account(s), and Manage Your User Account. The main content area is divided into several sections:

- MESSAGES:** A link to click here for FAQs and contact information for aspen.salestax@aspen.gov.
- ALERTS:** A notification stating "You have 1 Task to complete".
- OPEN TASKS:** A list of tasks including "T1 Test" and "Bank / Finance".
- Manage Your Account(s):** A table showing account details for "T1 Test".
- Manage Your User Account:** Instructions for updating email addresses and removing accounts.
- Activity:** A section for viewing business activity, currently showing "No Business Activity Found".

Account Name	DBA	Lic #	Code
T1 Test	T1	087224	SLTQ7V

- b. Read and submit all of the forms and submit payment for the Business license.
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