

## Linking Business Account to User Account

1. Go to <https://aspen.munirevs.com/>
2. Log into your user account or register a new user account.
3. Once logged in, scroll to the section of your “Business Center” that says “Manage Your Account(s)”

a. **Manage Your Account(s)**

Print your License, or make account changes by clicking on your account(s) below.

- b. Under that, click “Add or Remove accounts from your user login by clicking here”.

► Add or remove accounts from your user login by clicking here.

- c. If you registered a new user account, you will be taken to this screen:

i.

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.

<b>Account Number</b> <small>Your 6-digit License Number</small>	AND	<b>MUNIREvs Activation Code</b> <small>Your 6-digit MUNIREvs Activation Code</small>	<b>Lookup</b>
<input type="text"/>		<input type="text"/>	

Connected Accounts:			
Business Name	Role	Assigned by	Date
<input type="text"/>			

**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.

4. If you do not know your account number and or your Munirevs activation code email [aspensalestax@aspen.gov](mailto:aspensalestax@aspen.gov).