

Localgov Tax Administration User Support Manual



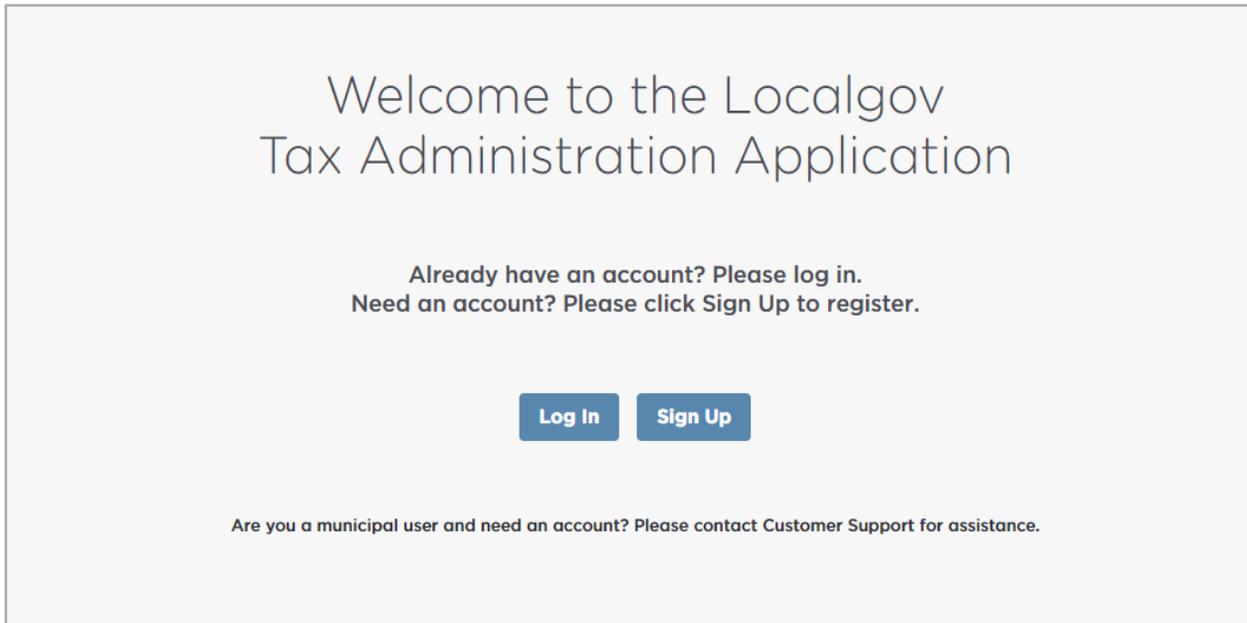
Localgov Tax Administration Support Manual

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How do I log into Localgov?

To access Localgov Tax Administration, go to **lata.localgov.org**. Here, you can log in with an existing account or create a new one.

To create a new account, click **Sign Up** on the **Welcome** screen. You will then be directed to the **Create Account** page.



Note: If your networking and security policies require Localgov traffic to flow through a proxy server, make sure that the following domains/URLs are whitelisted:

localgov.org (all Localgov apps)

api.fuzespace.com (payment)

How do I create a new account?

To create your account, enter the requested information and click **SUBMIT**. Please note that your password and security answers are case sensitive.



Create Account

Welcome to the Localgov Account Creation page. Please complete the form below to create a user account.
If you already have an account, [sign in here](#).

Basic Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Security

Password *

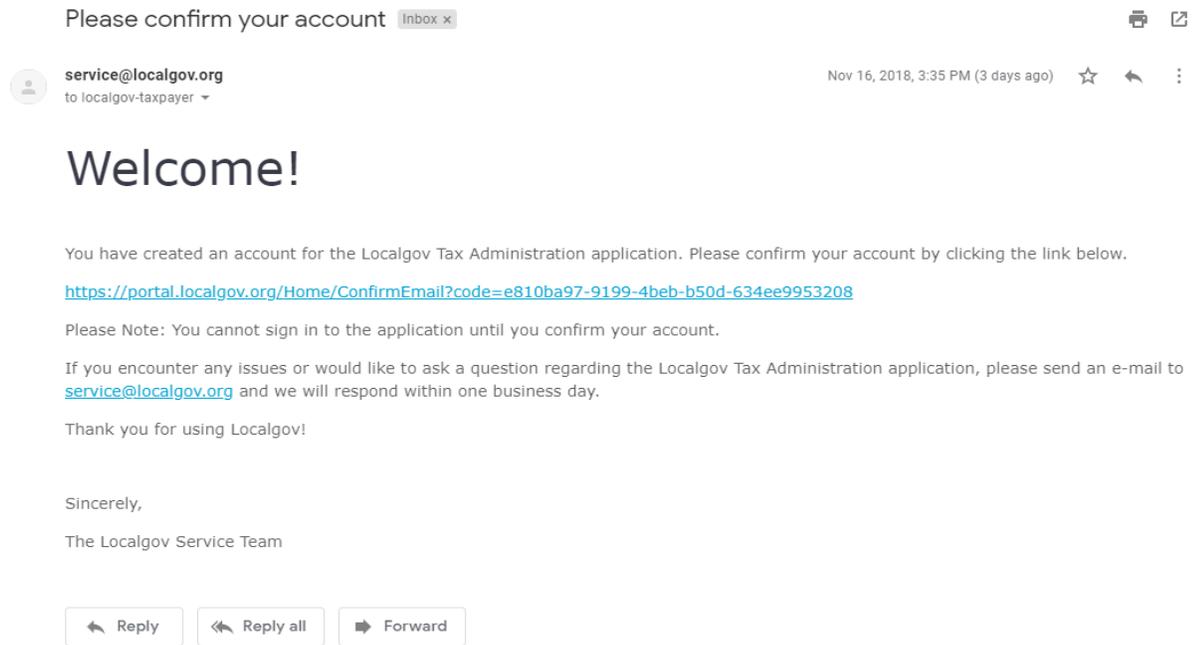
Retype Password *

Passwords must be at least 8 characters long, contain at least one lower case character, at least one upper case character and at least one number.

Security Question #1 *

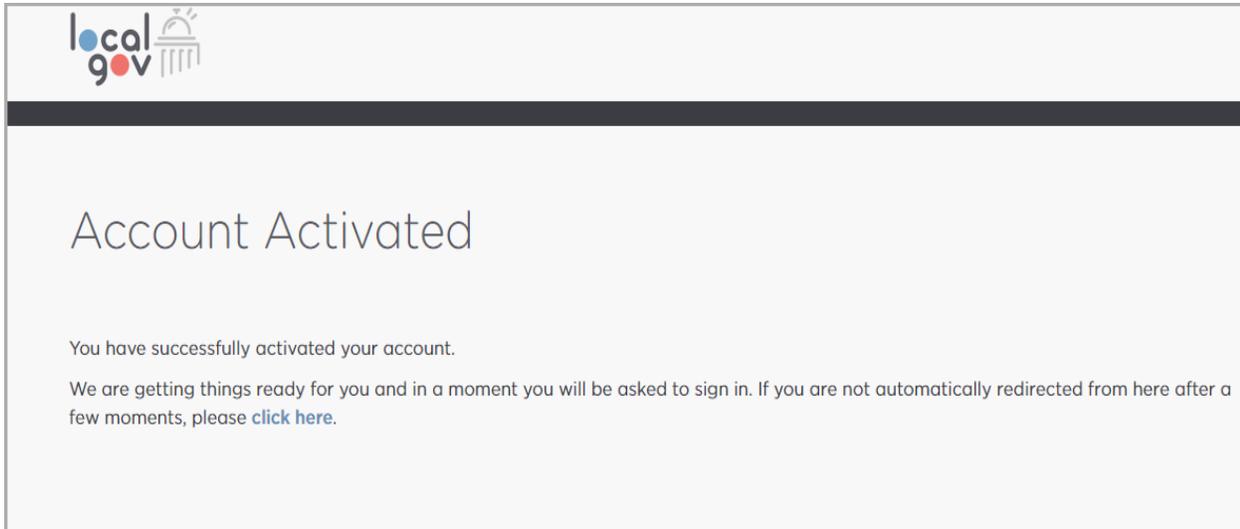
Security Answer #1 *

How do I confirm my new account?



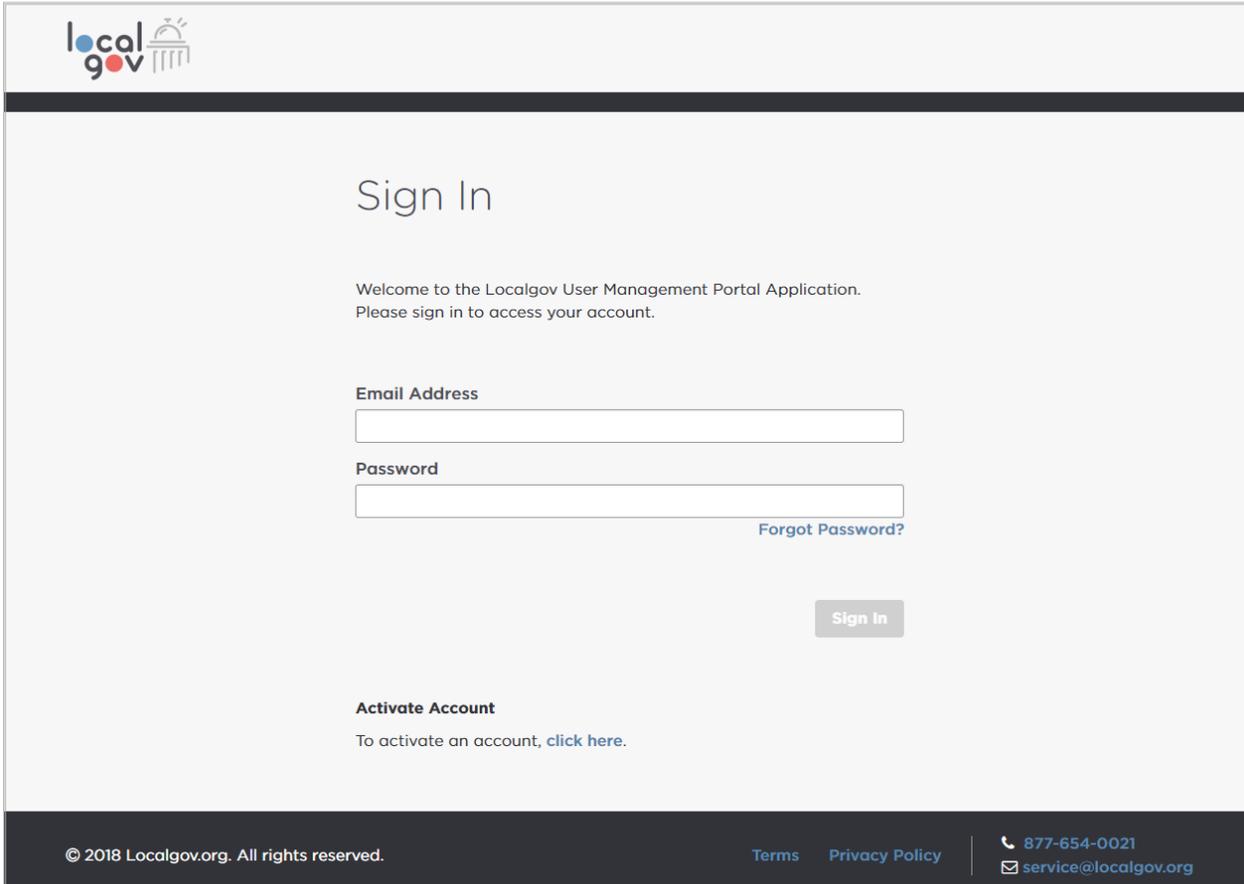
Once you've created your account, you will receive an email message from **techsupport@localgov.org** prompting you to confirm your new account. To do so, open the message and click the provided link. If you do not see this email message in your **Inbox**, please check your **Spam/Junk** folder, or check with your IT administrator to ensure Localgov is accepted by your mail server.

How will I know my account has been activated?



Once you've activated your account, you will see a **SUCCESS** message before being redirected to the Localgov sign-in page.

How do I sign in to my account?



The screenshot shows the Localgov Sign In page. At the top left is the Localgov logo. The main heading is "Sign In". Below it is a welcome message: "Welcome to the Localgov User Management Portal Application. Please sign in to access your account." There are two input fields: "Email Address" and "Password". To the right of the Password field is a link for "Forgot Password?". Below the input fields is a "Sign In" button. At the bottom left, there is an "Activate Account" section with the text "To activate an account, click here." The footer contains copyright information: "© 2018 Localgov.org. All rights reserved." and links for "Terms", "Privacy Policy", "877-654-0021", and "service@localgov.org".

To sign into your account, enter the email address and password associated with your account, then click **SIGN IN**. If you forgot your password, you can reset it by clicking the Forgot Password link and following the instructions provided.

How are the Localgov features organized?



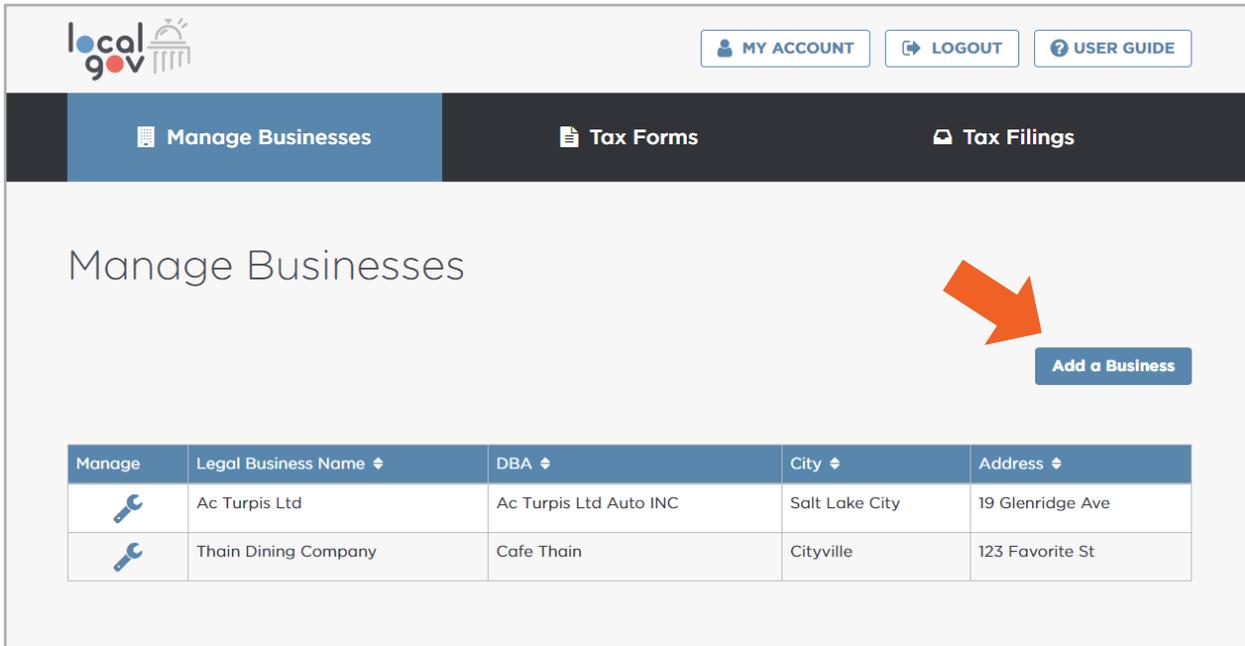
Localgov Tax Administration is organized into three sections, which you'll find along the top of your screen:

Manage Businesses Create a new business or edit an existing one

Tax Forms File a tax form for a municipality of your choosing

Tax Filings Display all previous tax filings and payments

How do I add a business in Localgov?



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MY ACCOUNT LOGOUT USER GUIDE

Manage Businesses Tax Forms Tax Filings

Manage Businesses

Add a Business

Manage	Legal Business Name	DBA	City	Address
	Ac Turpis Ltd	Ac Turpis Ltd Auto INC	Salt Lake City	19 Glenridge Ave
	Thain Dining Company	Cafe Thain	Cityville	123 Favorite St

To set up your business for the first time, click on **Manage Businesses** from the main navigation menu and then click the **Add a Business*** button.

The screenshot shows the 'Add a Business' form in the Localgov portal. The page has a dark blue header with the 'local gov' logo and navigation buttons for 'MY ACCOUNT', 'LOGOUT', and 'USER GUIDE'. Below the header is a dark navigation bar with 'Manage Businesses', 'Tax Forms', and 'Tax Filings'. The main content area is titled 'Add a Business' and contains a form with two sections: 'Basic Business Information' and 'Local Address'. The 'Basic Business Information' section includes fields for 'Legal Business Name *', 'DBA *', 'Municipal Business License Number' (Optional), 'State Tax Id Number *', and 'Federal EIN' (Optional). The 'Local Address' section includes fields for 'Address 1 *', 'Address 2' (Optional), 'City *', 'State *' (a dropdown menu with 'Select an Option'), and 'Zip Code *'.

From the **Add a Business** page, enter required information about your business. Required fields are marked with a red asterisk. Before you get started, you'll want to have your **State Tax ID Number** and **Federal Employer Identification Number (FEIN or SSN)**, depending on your business structure). If you have a **Business License Number** provided by your municipality you can enter that now as well. Some municipalities require them while others do not. You can usually find this number on your business license or license renewal letter.

When finished, click **SAVE**, or **SAVE AND ADD ANOTHER** if you wish to add an additional business.

How do I edit information for a business?

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MY ACCOUNT LOGOUT USER GUIDE

Manage Businesses Tax Forms Tax Filings

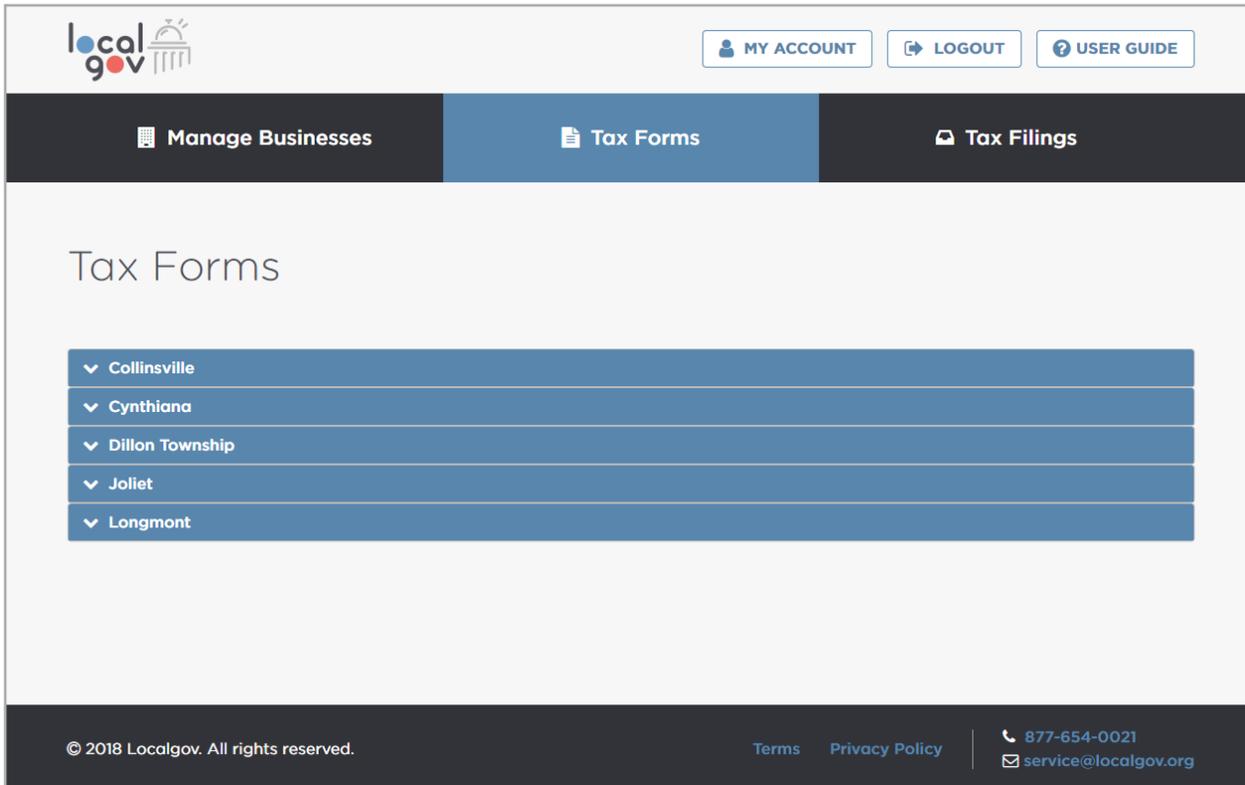
Manage Businesses

Add a Business

Manage	Legal Business Name	DBA	City	Address
	Ac Turpis Ltd	Ac Turpis Ltd Auto INC	Salt Lake City	19 Glenridge Ave
	Thain Dining Company	Cafe Thain	Cityville	123 Favorite St

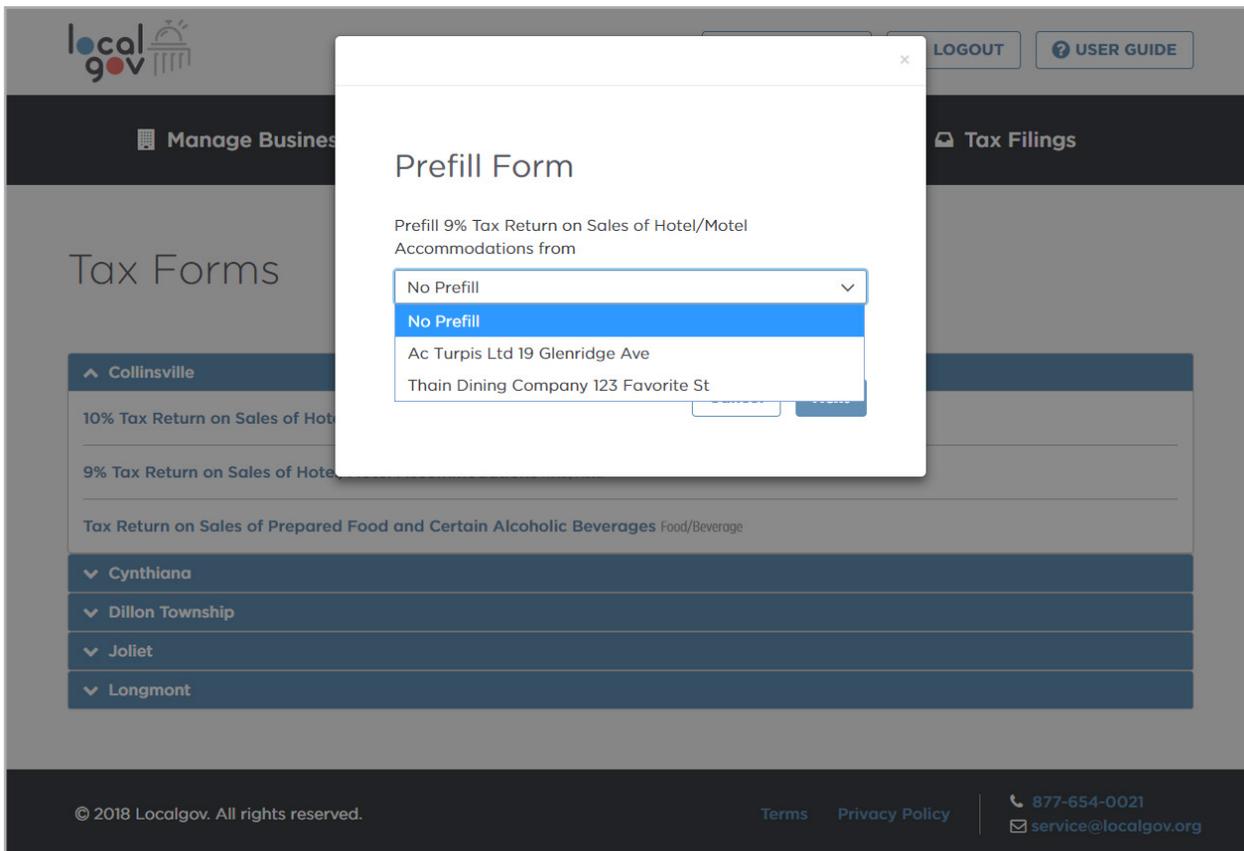
To edit information for a business, click its corresponding wrench icon* from the **Manage** column on the **Manage Businesses** page.

Where can I find tax forms for filing?



To begin filing your taxes, you will first need to locate the appropriate tax form for the municipality for which you are filing. Click on **Tax Forms** in the main navigation to display the available tax forms grouped by municipality. Click a municipality to load its available tax forms, then, click your desired tax form.

How do I fill out my tax form?



A **Prefill Form** window will open, where you can select the business you'd like prefilled on the tax form. This will automatically prefill your business information into the form so you do not have to manually enter. Select **No Prefill** if you'd rather manually enter your business information.

Click **DONE** to proceed to the tax form.

If you did not select the prefill option, you can go back to the previous page to do so or manually enter the information into the form.

All non-shaded fields in the form are required information necessary to complete your filing. The shaded fields cannot be edited.

When finished, click **PREVIEW**. To make any final edits, click **EDIT**.
When finished, click **FILE**.

Tax Form: Fill

COLLINSVILLE
Hotel/Motel
9% Tax Return on Sales of Hotel/Motel Accommodations

Attach Completed RHM-1 *
Choose File
Files may be PNG, PDF, JPG, or GIF

Municipal Business License Number *

Filing Period *

Due Date

Doing Business As *

Local Address *

Local City *

How do I pay my taxes through Localgov?

Payment Method

^ Saved Payment Methods

 xxxxx1111

^ New Bank Account

^ New Credit/Debit Card

Payment Details

Filing:	\$37,850.76
Subtotal:	\$37,850.76
Service Fee:	\$0.00

Bottom Line	\$37,850.76
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Terms and Conditions

I authorize the Merchant to convert this transaction into an Electronic Funds Transfer transaction or paper draft, and debit my bank account. I understand that my bank account will be charged **\$37,850.76**. My bank statement will show charges as from **Collinsville**. For ACH

Upon submitting your tax filing, you will either be required to submit payment at that time or have the option to pay later, depending upon the municipality's ordinance. Payment options include ACH or credit/debit card.

Your business banking account may require pre-authorization for online ACH debits. To ensure there are no complications in processing payments, please provide the following CCD number to you bank for debit authorization prior to your first ACH payment:

3383693141

Where can I find my previously-filed taxes?

The screenshot shows the 'Tax Filings' section of the Localgov interface. It includes navigation tabs for 'Manage Businesses', 'Tax Forms', and 'Tax Filings'. Below the navigation, there are options for 'Period Type' (Monthly and Quarterly), a search bar, and a 'Filters' dropdown. A table displays three submitted tax filings with their respective details.

PDF	Status	Municipality Name	Filing Date	Filing Period	Business Address	Business Name	Total Due	Reference ID
	Submitted	Cynthiana	09/26/2018	Aug - 2018	19 Glenridge Ave Salt Lake City, UT 84138	Ac Turpis Ltd	\$5,545.60	AAAAAKQE
	Submitted	City of Freeport	07/27/2018	Jun - 2018	123 Favorite St Cityville, IL 60600	Basic Business	\$21,642.54	AAAAAJQA
	Submitted	City of Freeport	05/25/2018	Apr - 2018	123 Favorite St Cityville, IL 60600	Basic Business	\$19,137.90	AAAAAHYC

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To view your previously-filed taxes, click **Tax Filings** from the main navigation. All previous filings for your businesses will be displayed.

You can sort, search and filter your history. To view confirmation for a filing, click its corresponding PDF icon.

Customer Support

For assistance by email or phone, please use the following contact methods to reach **Customer Support**.

Email: service@localgov.org

Telephone: **1-877-654-0021**

Monday through Friday, 9:00 AM CST to 5:00 PM CST