

# Account Profile Set Up

You must establish a user profile first and then add your business profile. If you have more than one business you will have to register them separately under your user profile.

## 1) Go to <https://arsstc.munirevs.com/> and click the New Users Register button

Register or Login

Getting Started

Bulk Filers

Participating Jurisdictions

FAQ

ttr Get tax right. Alaska Tax Lookup

Welcome to the Alaska Remote Sellers Sales Tax Commission Portal!

New Users Register

Go

Existing Users Log In

Go

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## 2) You will be prompted to enter your email address.



To register for MUNIRevs, please complete the three quick steps:

1. Verify your email address.
2. Complete a User Profile.
3. Locate and verify your Business Profile.

Email Address

Email Address (Required)

Continue

## 3) You will receive an email with a verification link. Click the link and you will be taken to the New User set up. Fill out the information and click the orange **Save** button in the upper right corner. You have now completed the User set up portion and now need to set up the Business Profile.

Business Center Admin

Alaska Remote Sellers Sales Tax Commission > Administration > User > Edit

**Creating a new User**

**User Profile**

<b>Email *</b>	<input type="text"/>	<b>Address *</b>	<input type="text"/>
<b>First Name *</b>	<input type="text"/>	<b>City *</b>	<input type="text"/>
<b>Last Name *</b>	<input type="text"/>	<b>State *</b>	<input type="text"/>
<b>Telephone *</b>	<input type="text"/>	<b>Postal Code *</b>	<input type="text"/>
<b>Country *</b>	<input type="text" value="United States"/>		

**Associated Businesses**

**Business Name Role Assigned by Date**

Search for a business (by name, dba, account) to connect to this user.

**External**

External User

**Internal**

**Save**

**4) Select the type of business, Individual or Bulk, by clicking the appropriate radio button.**

*Instructions below use an Individual Business as the selected option.*

Business Center

**Please choose one of the following Business Types: \***

**\*\* Your business will not be connected to your user or Officially Registered until you complete this step.**

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**Individual Business registering for the first time.**

Please do NOT choose this option if you have already set up this business to remit through the Portal. Use the [blue option below](#) ("This business is already registered for the Portal.") instead.

**Bulk Filer (i.e. Tax Firm)**

This option is for businesses that will be filing on behalf of multiple other businesses and would like to do this via an XML upload.

**Add or Remove a Registered Business.**

Use this option to remove or add a business to your user.

**\*\*\*If you need to activate your Jurisdiction Administration account, please stop here and email AMSTP@AKML.org or call (907)790-5304.**

**5) Fill out the information. Note, Business Type is based on the first two numbers of your appropriate NAICS code. Click the orange Continue button to continue.**

Please choose one of the following Business Types: \*

\*\* Your business will not be connected to your user or Officially Registered until you complete this step.

**Individual Business registering for the first time.**

Please do NOT choose this option if you have already set up this business to remit through the Portal. Use the [blue option below](#) ("This business is already registered for the Portal.") instead.

**Business Name**

Kara Test Again

**Business Type**

Educational Services (61)

**Your Role**

Owner

**Business Location**

If you have **AT LEAST ONE** physical location in the State of Alaska, please select "Inside AK." If have **NO physical location** in the state, please select "Outside AK."

Inside AK

Continue

**Bulk Filer (i.e. Tax Firm)**

This option is for businesses that will be filing on behalf of multiple other businesses and would like to do this via an XML upload.

**Add or Remove a Registered Business.**

Use this option to remove or add a business to your user.

\*\*\*If you need to activate your Jurisdiction Administration account, please stop here and email [AMSTP@AKML.org](mailto:AMSTP@AKML.org) or call (907)790-5304.

**6) Read the information page and click the orange Submit button.**

## ALASKA REMOTE SELLERS SALES TAX COMMISSION

Welcome to the Remote Seller Commission Portal

Kara Test Again

**Please Read**

**Welcome to the Remote Seller Commission Portal!**

Thank you for creating your user account with the Alaska Remote Sellers Sales Tax Commission Portal.

This workflow will present to you the few steps in order for your business to be registered with the Commission. **Once you have completed this registration, you will be able to file returns with any active jurisdiction.**

These steps include:

- 1. Registration Form.** The purpose of the form is to provide contact information for your business to the Commission.
- 2. Participating Jurisdiction List.** This task is an information message tells you where to find the Participating Jurisdiction list which is located under Quick Links in the Business Center.

After you complete this registration workflow, you can access the Business Center by clicking the Alaska Remote Sellers Sales Tax Commission logo at the top of the page. Here, you'll find FAQ's and other resources, under the Quick Links.

**Please click the orange button at the bottom of each task to proceed to the next task.**

**Audit Logs**

Category	Date	User	Note
	Today, 5:06 pm MST	Kara Johnson	Id changed from "" to "648" BusinessTaskId changed from "" to "648" Active changed from "" to "1" TaskId changed from "" to "428" Task type changed from "" to "10" TaskKey changed from "" to "258" BusinessTask Status changed from "" to "10" BusinessWorkflowId changed from "" to "216" Business changed from "" to "4014" Name changed from "" to "Welcome to the Remote Seller Commission Portal" Description changed from "" to "Info Messages: Welcome to the Remote Seller Commission Portal" Alias changed from "" to "welcome_to_the_remote_seller_commission_portal" Date Dues changed from "" to "20200315" Date Created changed from "" to "20200305" Created UserId changed from "" to "3182" Sortorder changed from "" to "1000"

[Return to Business Center](#)

Submit

**7) Now you will set up your Business Profile. Fill in all information. You must fill in both Legal Name of Company and Doing Business As; they can be the same name. Once completed, click the orange Submit button at the bottom of the page (not shown in image)**

✔ Your Next Task is: Remote Seller System Registration Form.

## ALASKA REMOTE SELLERS SALES TAX COMMISSION

### Remote Seller System Registration Form

Kara Test Again

Period: 02/01/2020 Due: 03/15/2020 Current Date: 03/05/2020 Late: NO

The purpose of this registration form is to ensure that the Alaska Remote Sellers Sales Tax Commission has the **BEST CONTACT INFORMATION** for you should questions arise regarding your remittance.

#### BUSINESS INFORMATION (Corporate Headquarters / Best Contact Info for Remittance Questions):

LEGAL NAME OF COMPANY: \*

DOING BUSINESS AS: \*

BUSINESS PHYSICAL LOCATION:  
No PO Box

Street \*  Unit  City \*  State \*  Zip \*

MAILING ADDRESS:

Street \*  Unit  City \*  State \*  Zip \*

REMITTER CONTACT INFO (i.e. Finance, Accounting or Sales Tax Office contact or Third Party Remitter Contact):

NAME: \*

MAILING ADDRESS:

Street \*  Unit  City \*  State \*  Zip \*

DIRECT PHONE: \*  EMAIL: \*

BUSINESS IDENTIFICATION:

Federal Employer Identification Number (FEIN) \*:

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge, furthermore I attest that this business is in compliance with the laws of operation within the State of Alaska and acknowledge that it is my responsibility to maintain compliance.

Name (as electronic signature) \*  Date \*

Title \*

8) Your business is now registered. Read the next information page and click the orange **Submit** button. Your account is now active.

✔ Your Registration has been completed. Please note the following information for your records. Activation Code: VLV94P.

✔ Business Account Number: 002608.

✔ Your Next Task is: Participating Jurisdictions.

## ALASKA REMOTE SELLERS SALES TAX COMMISSION

### Participating Jurisdictions

002608  
test test

#### Please Read

##### Participating Jurisdictions

A list of the Participating Jurisdictions and their code adoption dates can be found via the home page and once you have completed registering your business, in the Business Center.

Registration with the portal allows you to file with any jurisdictions as they are enabled. There are no additional registration steps that will be required as jurisdictions join.

We will send out courtesy notifications as jurisdictions adopt the code notifying you of any potential new collection requirements.  
If you have any questions please contact the Commission at [AMSTP@AKML.org](mailto:AMSTP@AKML.org) or via phone at (907) 790-5304.

#### Audit Logs

Category	Date	User	Note
	Today, 5:07 pm MST	Kara Johnson	Id changed from "" to "660" Businessaskid changed from "" to "660" Active changed from "" to "1" Taskid changed from "" to "4186" Task Type changed from "" to "10" Tasktypekey changed from "" to "256" Businessask Status changed from "" to "10" Businessworkflowid changed from "" to "218" Businessid changed from "" to "4016" Name changed from "" to "Participating Jurisdictions" Description changed from "" to "Info Message: Participating Jurisdictions" Alias changed from "" to "participating jurisdictions" Date Due changed from "" to "20200315" Date Created changed from "" to "20200305" Created Userid changed from "" to "8182" Sortorder changed from "" to "3000"

[Return to Business Center](#)

[Submit](#)

If you need to add additional businesses, you do so from the landing page of the portal once you log in.

9) Click the link "Add or remove a business to your account here"

Business Center Admin

Alaska Remote Sellers Sales Tax Commission -> Business Center

### OPEN TASKS

No tasks at this time

### QUICK LINKS

- [Click HERE for FAQs.](#)
- [Click HERE for Participating Jurisdictions.](#)
- [Click HERE for the Excel Upload template.](#)
- [Click HERE for ACH Credit Payment Instructions.](#)
- [Click HERE for XML Help and Testing Tool.](#)
- [Add or remove a business to your account here.](#)

ttr Alaska Tax Lookup

### Activity

Newer		Older		Results 1 - 8 of 8										
Jurisdiction	Business	Task Id	Task Name	Submission Status	Date Submitted	Amount Paid	Due Date	Payment Id	Tracking Number	Postmark Date	Delivered Date	Form	PDF-ALL	PDF-JURIS
	test test	658	Remote Seller System Registration Form	Complete			03/15/20							
	Karas Test Business	472	Remote Seller System Registration Form	Complete			03/10/20							
	Dawns Test Business	464	Remote Seller System Registration Form	Complete			03/10/20							
	Karas Test Business	326	Registration Form	Complete			03/12/20							
	Karas Test Business	330	Business Request for Current Tax Form	Complete			03/12/20							
	Dawns Test Business	16	Remote Sales Tax Calculation Form	Complete			03/31/20							
	Dawns Test Business	2	Registration Form	Complete			02/13/20							
	Dawns Test Business	4	Business Request for Current Tax Form	Complete			02/13/20							

Newer **1** Older Results 1 - 8 of 8

- 10) You will be brought back to the page to register a business, see step 4.
- 11) Follow steps 4-8 for each additional business.