

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

ALASKA REMOTE SELLER
SALES TAX COMMISSION

Welcome to the Alaska Remote Sellers Sales Tax Commission Portal!

Register or Login

Getting Started

Bulk Filers

Participating Jurisdictions

FAQ

ttr Get tax right. Alaska Tax Lookup

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

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

Creating a new User

User Profile

Email *

Address *

First Name *

City *

Last Name *

State *

Telephone *

Postal Code *

Country *

Associated Businesses

Business Name	Role	Assigned by	Date
Search for a business (by name, dba, account) to connect to this user.			
<input type="text"/>			

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.

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 (

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 o

New Business

Established Business

5) To associate a user profile with an established business: enter the account number and activation code, then press the **Lookup** button. You will then be prompted to indicate your role and then click the **Connect** button.

Portal 6-digit Account Number AND Portal 6-digit Activation Code

Lookup

The following business was found. To connect to this business, indicate your role, then click "Connect".

Found Business:			
Business Name	Role	Assigned by	Date
[002724] Dawns Test Business	Other	Kara Johnson	12/22/20 13:08:55

Connect

Connected Businesses:			
Business Name	Role	Assigned by	Date
[002580] Karas Test Business	Please choose	Kara Johnson	10/21/20 15:45:40

Remove

6) For a new business: fill out the information as indicated below. Note, Business Type is based on the first two numbers of your appropriate NAICS code. Click the orange **Continue** button to continue.

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.

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

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.

7) 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 "4188" Task Type changed from "" to "10" TaskTypekey changed from "" to "258" BusinessTask Status changed from "" to "10" BusinessWorkflowId changed from "" to "119" BusinessId changed from "" to "4014" Name changed from "" to "Welcome to the Remote Seller Commission Portal" Description changed from "" to "Info Message: Welcome to the Remote Seller Commission Portal" Alias changed from "" to "welcome_to_the_remote_seller_commission_portal" Date Due changed from "" to "20200315" Data Created changed from "" to "20200305" Created UserId changed from "" to "9192" Sortorder changed from "" to "1000"

8) 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 *

9) 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: VLW94P.

✔ 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 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" Businessaid 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 "3182" Sortorder changed from "" to "3000"

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

10) Click the link “Add or remove a business to your account here”

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.](#)

Activity

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							

11) You will be brought back to the page to register a business, see step 4.

12) Follow steps 4-8 for each additional business.

Overview of Business Center

1. Messages

Returns are due monthly unless you have been notified otherwise.

Stop!! If you have a physical presence in a community, you will not file taxes for that community on this portal. You will need to file with that jurisdiction.

Sales tax returns will be available on the first of the month in the month the return is due.

The Excel Upload Template is updated weekly to reflect participating jurisdictions. Please download a new template for each filing.

2. QUICK LINKS

- Click [HERE](#) for FAQs.
- [How to File Sales Tax Returns](#)
- 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.

3. OPEN TASKS past due tasks.

Kyra Test

Account Balance

- ▶ Pay Account Balance (new)

Sales Tax Upload & Tax Filing (Oct 2020)

- ▶ Upload Excel Data Upload for Sales Tax (Oct 2020) (new)

Sales Tax Upload & Tax Filing (Sep 2020)

- ▶ Complete Remote Sales Tax Calculation Form (Sep 2020) (pending)

Karas Test Business

Sales Tax Upload & Tax Filing

- ▶ Submit Remote Sales Tax Calculation Form (new)

Sales Tax Upload & Tax Filing (Oct 2020)

- ▶ Upload Excel Data Upload for Sales Tax (Oct 2020) (new)

4. Activity

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
Kyra Test	Kyra Test	17486	Remote Sales Tax Calculation Form (Sep 2020)	Pending			10/31/20							
Kyra Test	Kyra Test	2856	New Remote Seller System Registration Form	Complete			04/09/20							
Kyra Test	Kyra Test	946	Remote Seller System Registration Form	Complete			03/21/20							
Karas Test Business	Karas Test Business	472	Remote Seller System Registration Form	Complete			03/10/20							
Karas Test Business	Karas Test Business	326	Registration Form	Complete			03/12/20							
Karas Test Business	Karas Test Business	330	Business Request for Current Tax Form	Complete			03/12/20							

5. Your Remittance Account(s)

Business Name	DBA	Acct#	Code
Karas Test Business	Karas Test Business	002580	3LVENP
Kyra Test	Kyra Test	002666	7U4NTJ

▶ Add an additional business to your account

1. Messages

These are static messages that indicate basic rules:

- Monthly filing schedule unless otherwise notified
- Physical presence businesses must file directly with the relevant jurisdiction and not through ARSSTC
- Tax returns are available starting the first of the month following the collection period
- Download a new Excel Upload Template before each filing

2. Quick Links

These include:

- System FAQs
- How to File Sales Tax Returns instructions
- A list of participating jurisdictions
- The Excel Upload template – the system will only accept the most recent version; sellers should download a fresh copy to use for each filing
- Instructions for ACH Credit payment; this is initiated off-line and requires the seller to send funds to the ARSSTC bank account
- XML Tool for bulk filers

3. Open Tasks

This area shows the assigned tasks for a business. Click on a task to complete the action.

A. Name of Business

If a user is associated with multiple businesses, each business will be listed individually with the associated tasks below it. In this example, the two businesses are Kyra Test and Karas Test Business.

B. Tasks

Tasks include registration information, sales tax filings and using account balances. New tasks that have not been started are blue, pending tasks are green, and past due tasks have a red icon next to them. To use an account credit on a sales tax filing, you must open the credit task and add it, along with the sales tax filing, to the Shopping Cart.

OPEN TASKS ⁵ ⏰ past due tasks. ⓘ

A Kyra Test

- Account Balance**
 - ▶ Pay Account Balance (new) ⏰
- Sales Tax Upload & Tax Filing (Oct 2020)**
 - ▶ Upload Excel Data Upload for Sales Tax (Oct 2020) (new)
- Sales Tax Upload & Tax Filing (Sep 2020)**
 - ▶ Complete Remote Sales Tax Calculation Form (Sep 2020) (pending) ⏰

A Karas Test Business

- Sales Tax Upload & Tax Filing**
 - ▶ Submit Remote Sales Tax Calculation Form (new) ⏰
- Sales Tax Upload & Tax Filing (Oct 2020)**
 - ▶ Upload Excel Data Upload for Sales Tax (Oct 2020) (new)

4. Activity

The activity shows the tasks that are completed or pending. Information includes:

- Business name
- Task name
- Submission status
- Due date

- E. Form. Clicking on the Form link will take you to the task. You cannot change registration information in the system. To update any information, please contact one of the program administrators.
- F. Number of tasks for all businesses

Activity F

Newer **1** A Older **B** C D E Results 1 - 6 of 6

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
	Kyra Test	17486	Remote Sales Tax Calculation Form (Sep 2020)	Pending			10/31/20							
	Kyra Test	2856	New Remote Seller System Registration Form	Complete			04/09/20							
	Kyra Test	946	Remote Seller System Registration Form	Complete			03/21/20							
	Karas Test Business	472	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							

Newer **1** Older Results 1 - 6 of 6

5. Your Remittance Account(s)

This shows the different accounts a user is associated. Information includes:

- A. Business name
- B. Business DBA name, if applicable
- C. Account number
- D. Activation code
- E. Add an additional business. A user can add multiple businesses to their user account and will need both the account number and activation code. Clicking on the link will take you to the same screen as step 4 of the registration process.

Your Remittance Account(s) B C D F

Business Name	DBA	Acct#	Code
Karas Test Business		002580	3LVENP
Kyra Test		002666	7U4NTJ

▶ Add an additional business to your account E