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

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

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.
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.*

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.
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.

7) Read the information page and click the orange Submit button.
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).

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

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

3. OPEN TASKS
   - Account Balance
     Past Due Tasks
   - Sales Tax Upload & Tax Filing (Oct 2020)
   - Sales Tax Upload & Tax Filing (Sep 2020)

4. Activity
   - Jurisdiction: Business
   - Task ID: Task Name

5. Your Remittance Account(s)
   - Business Name: DBA
   - Account #: Code

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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
   - Add or Remove a Business. Click this to add a new business or remove a business from your view and you will go to step 5 of the registration process.

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

A. Business name
B. Task name. There will be a task for each step of registration and each jurisdiction filing
C. Submission status
D. Date the task was submitted
E. Amount paid (this will be by jurisdiction)
F. Due date of task (this will be the last day of the month following end of filing period)
G. Form. Clicking on the Form link will take you to the form that you approved and submitted (first image below). The form cannot be changed once it has been submitted.
   a. In the upper left corner of the form is an orange Summary View button. Click on the button to change the view of the data (second image below). In this view, a user can export the table to an Excel format.
   b. Click the orange Form View to go back to the form where you can see what exemption categories were used.
H. PDF-ALL This will open a new browser tab and you will see the sales tax form for each jurisdiction filed for that month.
I. PDF-JURIS This will open a new browser tab and you see only the sales tax form for the jurisdiction you selected.
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

Updated 3/24/2021
C. Account number
D. Activation code
E. Add an addition 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.