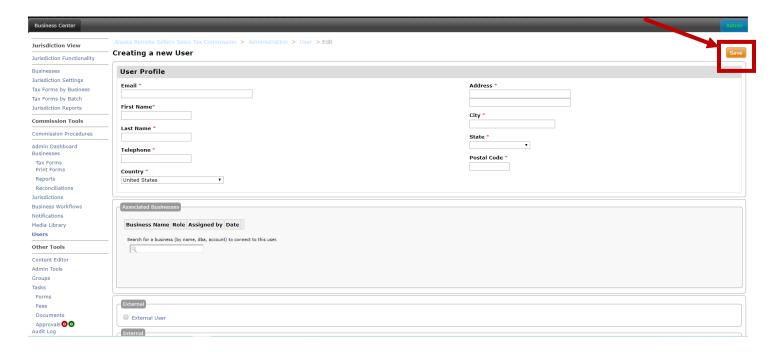# Account Profile Set Up

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.

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 "216" 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" Date Created changed from "" to "20200305" Created Userid changed from "" to "8182" Sortorder changed from "" to "1000"

Return to Business Center   **Submit**

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:

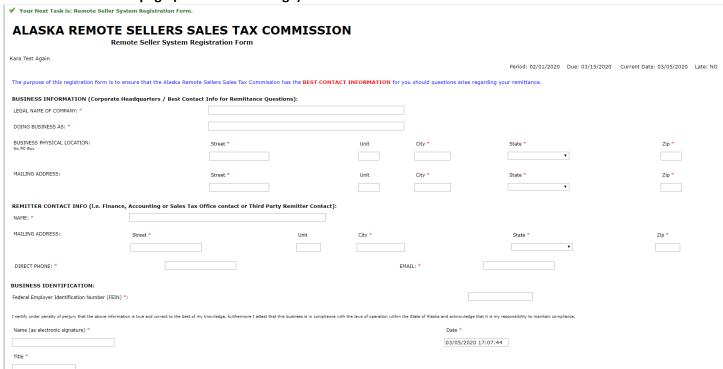| Street *	Unit	City *	State *	Zip *

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 *

03/05/2020 17:07:44

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.

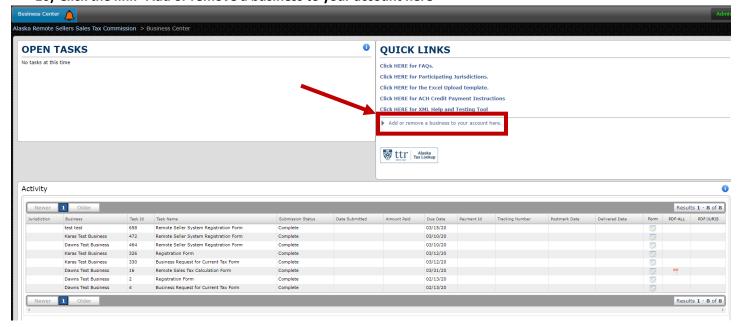**Registration with the portal allows you to file with any jurisdictions as they are enabled. There are no additional registration steps that will be required as jurisdictions join.**

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

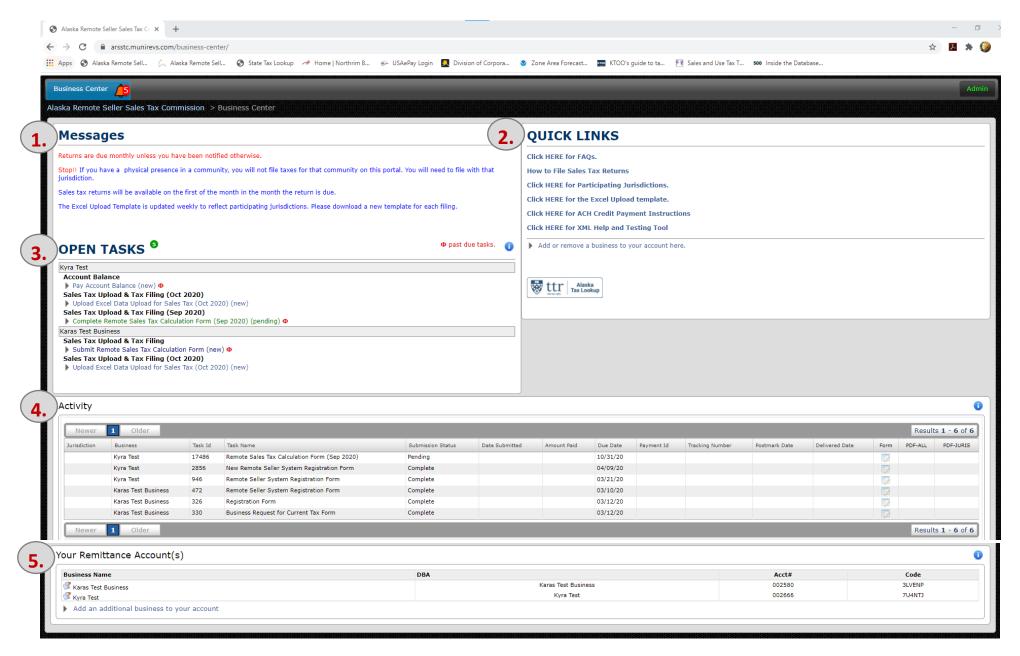| Category	Date	User	Note
	Today, 5:07 pm MST	Kara Johnson	Id changed from "" to "660" Businesstaskid changed from "" to "660" Active changed from "" to "1" Taskid changed from "" to "4186" Task Type changed from "" to "10" Tasktypekey changed from "" to "255" Businesstask Status changed from "" to "10" 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.

10) 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   **QUICK LINKS**

No tasks at this time   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

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							

Results 1 - 8 of 8

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.

Updated 3/24/2021

Overview of Business Center

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.
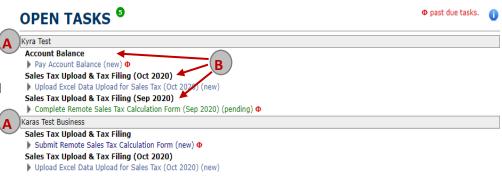
3. **Open Tasks**

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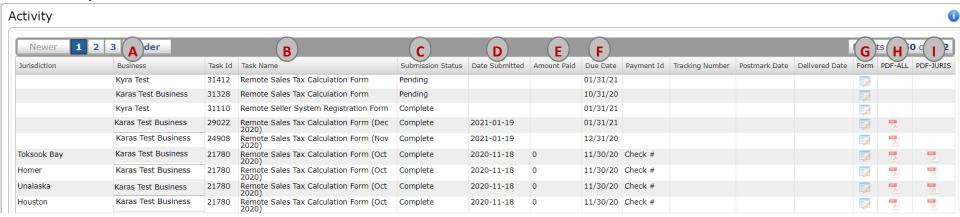
    A. Name of Business

    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.

OPEN TASKS ⑤   Φ past due tasks. ⓘ

A Kyra Test
Account Balance
  ▶ Pay Account Balance (new) Φ   B
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) Φ
A Karas Test Business
Sales Tax Upload & Tax Filing
  ▶ Submit Remote Sales Tax Calculation Form (new) Φ
Sales Tax Upload & Tax Filing (Oct 2020)
  ▶ Upload Excel Data Upload for Sales Tax (Oct 2020) (new)

4. Activity

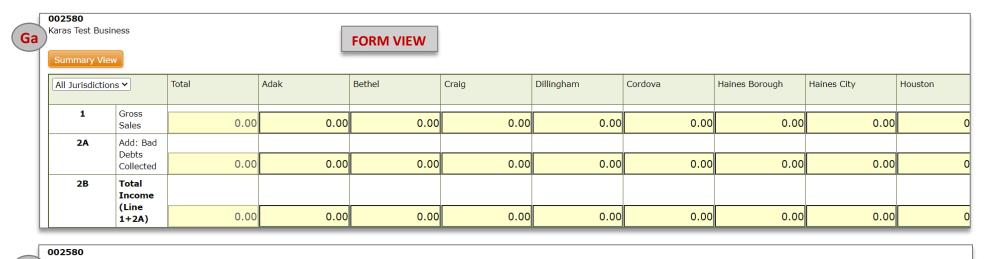| Jurisdiction	Business	Task Id	Task Name	Submission Status	Date Submitted	Amount Paid	Due Date	Payment Id	Tracking Number	Postmark Date	Delivered Date	Form	PDF-ALL	PDF-JURIS
	Kyra Test	31412	Remote Sales Tax Calculation Form	Pending			01/31/21							
	Karas Test Business	31328	Remote Sales Tax Calculation Form	Pending			10/31/20							
	Kyra Test	31110	Remote Seller System Registration Form	Complete			01/31/21							
	Karas Test Business	29022	Remote Sales Tax Calculation Form (Dec 2020)	Complete	2021-01-19		01/31/21							
	Karas Test Business	24908	Remote Sales Tax Calculation Form (Nov 2020)	Complete	2021-01-19		12/31/20							
Toksook Bay	Karas Test Business	21780	Remote Sales Tax Calculation Form (Oct 2020)	Complete	2020-11-18	0	11/30/20	Check #						
Homer	Karas Test Business	21780	Remote Sales Tax Calculation Form (Oct 2020)	Complete	2020-11-18	0	11/30/20	Check #						
Unalaska	Karas Test Business	21780	Remote Sales Tax Calculation Form (Oct 2020)	Complete	2020-11-18	0	11/30/20	Check #						
Houston	Karas Test Business	21780	Remote Sales Tax Calculation Form (Oct 2020)	Complete	2020-11-18	0	11/30/20	Check #						

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.

Updated 3/24/2021

Ga

002580
Karas Test Business

Summary View

All Jurisdictions ∨		Total	Adak	Bethel	Craig	Dillingham	Cordova	Haines Borough	Haines City	Houston
1	Gross Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2A	Add: Bad Debts Collected	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
2B	**Total Income (Line 1+2A)**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0

Gb

002580
Karas Test Business

SUMMARY VIEW

Form View

Period: 09/01/2020   Due: 10/31/2020   Current Date: 01/21/2021   Late: YES   Months Late: 3

Excel   Search: [____]   Show 10 ∨ entries

Jurisdiction ▲	Jurisdiction ID	Gross Sales	Total Deductions	Net Taxable Sales & Service	Timely Vendor Fee Discount	Total Penalty & Interest Due	TOTAL DUE AND PAYABLE
Adak	9001	0.00	0.00	0.00	0.00	0.00	0.00
Bethel	9008	0.00	0.00	0.00	0.00	0.00	0.00

5. Your Remittance Account(s)

Your Remittance Account(s)   **A**   **B**   **C**   **D**   ⓘ

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   **E**

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 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.