

THE CITY OF BRIGHTON USES A THIRD PARTY TO PROVIDE ONLINE FILING SERVICES. THIS GUIDE IS MEANT TO HELP YOU GET STARTED IN SETTING UP YOUR ACCOUNT AND FILING RETURN

WEBSITE: Secure.SalesTaxOnline.com

WEBSITE SUPPORT (INFORMATION CAN ALSO BE FOUND AT THE BOTTOM OF THE WEB PAGE)

PHONE: (225) 215-0052

TOLL-FREE: (877) 693-4435

EMAIL: SUPPORT@SALESTAXONLINE.COM

*** CONTACT IF YOU HAVE TROUBLE WITH THE WEBSITE, HAVE FORGOTTEN YOUR PASSWORD, ETC.

CITY OF BRIGHTON SALES TAX DEPARTMENT

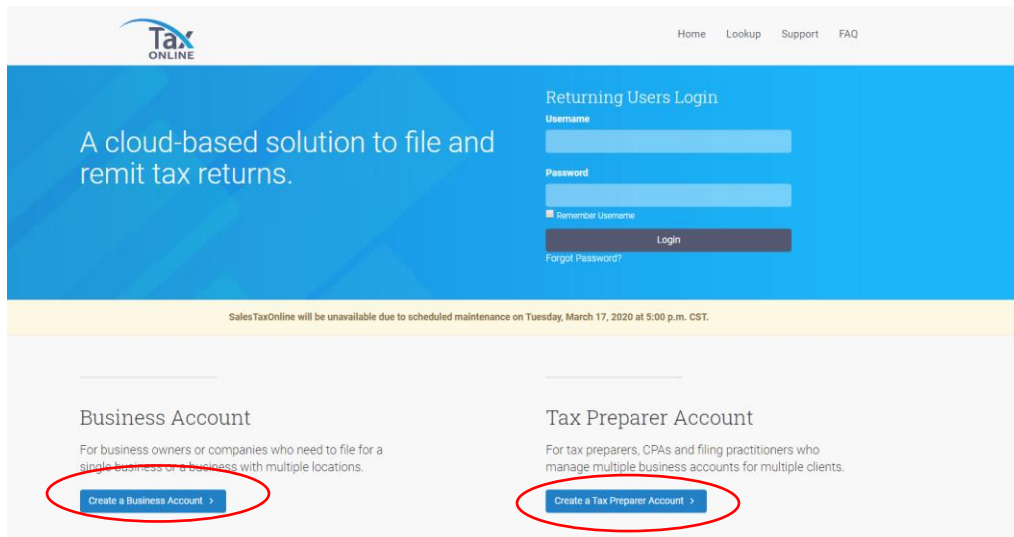
PHONE: (303) 655-2041

EMAIL: SALESTAX@BRIGHTONCO.GOV

*** CONTACT IF YOU DON'T KNOW YOUR ACCOUNT NUMBER, NEED TO CHANGE FILING FREQUENCY, OR HAVE QUESTIONS RELATING TO TAXABILITY.

IF YOU DON'T ALREADY HAVE AN ACCOUNT. IF YOU FILE WITH ANOTHER JURISDICTION AND ALREADY HAVE AN ACCOUNT SKIP TO PAGE 4.

CREATE AN ACCOUNT





Online Filing Account Set Up

Step 1 User Information

Step 2
Business Information

Step 3
Security Question

Step 4
Additional Information

Step 5
Return Setup

Sign Up for a New Account

To begin filing returns online, you will be taken through the registration process to create an online filing account. After you have completed the first step, you may leave the registration process to come back and continue at any time. After you have completed all steps, you will be able to file a return. All fields marked with * are required. Be sure to store your username and password in a safe place. Click [here](#) to view instructions for completing the registration process.

Any personal information collected is used within SalesTaxOnline to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.

Online Account Information

Create your Username: *Username is Required

Create your Password: *

Re-enter the Password: *

First Name: *

Last Name: *

Title: *

Phone Number: *

Fax Number:

Email Address: *

Re-enter Email Address: *

Online Filing Account Set Up

Step 1
User Information

Step 2 Business Information

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Business Information

Now that you have created your online filing account, enter the information for the business you are filing for. This information will appear on the returns you file online. If you are filing for multiple business locations, you will be prompted to add them later in the registration process.

Business Information

Legal Business Name: *

Trade Name: *

Federal Tax ID: *

- Business Type:
- | | | |
|---|--|-----------------------------------|
| <input type="radio"/> Sole Proprietorship | <input type="radio"/> General Partnership | <input type="radio"/> Corporation |
| <input type="radio"/> LLC - Single Member | <input type="radio"/> LLC - Multi Member | <input type="radio"/> LLP |
| <input type="radio"/> Government Agency | <input type="radio"/> Professional Association | <input type="radio"/> Non-Profit |
| <input type="radio"/> Other | | |

Physical Address

Address Line 1: *

Address Line 2:

City: *

Zip Code: *

Country: - Select a Country - *

State: - Select a State - *

Are you finished adding Business Locations? YES NO

Online Filing Account Set Up

Step 1
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Security Question

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Additional Information**

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Location Information

This page will allow you to manage your business locations. To edit an existing location, click on the Edit button on the row of the location. To add a business location that is not already listed, click the 'Add New location' button.

ADD A NEW LOCATION

ID	Name	Address	City	State	Zip	Action
						EDIT

STEP 5 - RETURN SET UP – Here you will select the Jurisdiction you want to file for and enter the jurisdiction’s account number and your filing frequency with that jurisdiction.

Online Filing Account Set Up

Step 1
User Information

Step 2
Business Information

Step 3
Security Question

Step 4
Additional Information

**Step 5
Return Setup**

Return Setup

To set up a return you want to file, select the options below, type in the corresponding account number, and c

- Select State:**
- Select Type:** i
- Select Return:**
- Select Location:**
Click here to add a new business location.
- Authority Account Number:** i
Click here to apply for a new Authority Account Number.
- Select Filing Status:** i

ADD RETURN

IMPORTANT NOTES

- City of Brighton Account Numbers are the same as your license number and are 6 digits long. You must include leading zeros
- Be careful not to transpose numbers – If the number is active for City of Brighton the system will let you continue even if you have transposed the number and the number you entered is not actually yours.

IF YOU ALREADY HAVE AN ACCOUNT BECAUSE YOU USE THIS SITE FOR ANOTHER JURISDICTION YOU WILL NEED TO SET UP A BRIGHTON RETURN.

RETURN SET UP – Go to my returns to set up your Brighton Return



Online Filing Account Set Up

- Step 1
User Information
- Step 2
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Additional Information
- Step 5
Return Setup**

Return Setup

To set up a return you want to file, select the options below, type in the corresponding account number, and c

1. **Select State:**

2. **Select Type:**

3. **Select Return:** ⓘ

4. **Select Location:**

[Click here to add a new business location.](#)

5. **Authority Account Number:** ⓘ

[Click here to apply for a new Authority Account Number.](#)

6. **Select Filing Status:** ⓘ

ADD RETURN

IMPORTANT NOTES

- City of Brighton Account Numbers are the same as your license number and are 6 digits long. You **must** include leading zeros.
- Be careful not to transpose numbers – If the number is active for City of Brighton the system may let you continue even if the number is not actually yours.

FILING YOUR RETURN – Go to main account page and go to create return. Follow instructions to file your return.

The screenshot shows the Tax ONLINE homepage. At the top is the Tax ONLINE logo. Below it is a navigation menu with the following items: Home, **Create Return** (circled in red), My Returns, Account Center, Lookup, Support, and FAQ. Below the navigation menu, there is a welcome message: "Welcome to SalesTaxOnline, [username]". A congratulatory message follows: "Congratulations - you have finished creating your account. Click on any of the Quick Links below to continue." There are three main sections: "Returns" with links for "File a New Return" and "Import Returns"; "Application & Renewals" with links for "Apply for Account Number", "Renew a License", and "Renew a Clearance/Exemption Certificate"; and "My Account" with links for "Account Information", "Account History", "Account Numbers", and "Payment Accounts". A "Notices" section is also present at the bottom.

The screenshot shows the "Create Return" process flow diagram and the "Create Return" form. The process flow diagram consists of five steps: SELECTION (New Return), PREPARE (Enter Data), PAYMENT (Process Payment), FILE (Return/Remittance), and CONFIRMATION (Print Return). The "Create Return" form is titled "Create Return" and includes the instruction: "Select the filing period, return, and location you would like to file for. Click the Next button to continue to the electronic return." The form has four numbered steps: 1. Select State: Colorado; 2. Select Filing Period: September 2020; 3. Select Return: City of Brighton Sales Tax Return; 4. Select Location: [empty]. There are also links for "Don't see your return listed? Click here to add the return." and "Does your company have multiple locations? Click here to add another business location." At the bottom of the form are "CANCEL" and "NEXT" buttons.

The screenshot shows the "Create Return" process flow diagram with the "PAYMENT" step highlighted. The process flow diagram consists of five steps: SELECTION (New Return), PREPARE (Enter Data), **PAYMENT** (Process Payment), FILE (Return/Remittance), and CONFIRMATION (Print Return).