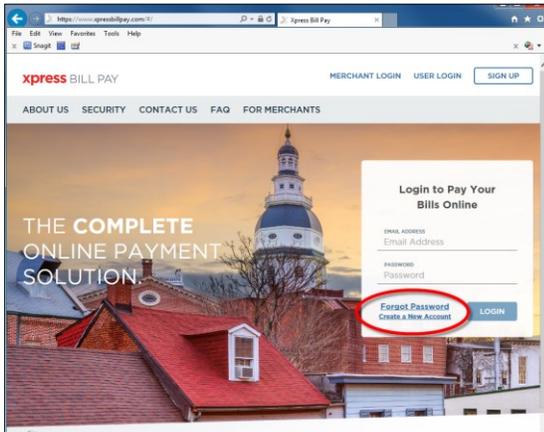




Sales Tax Online Filing - Xpress Bill Pay Instructions

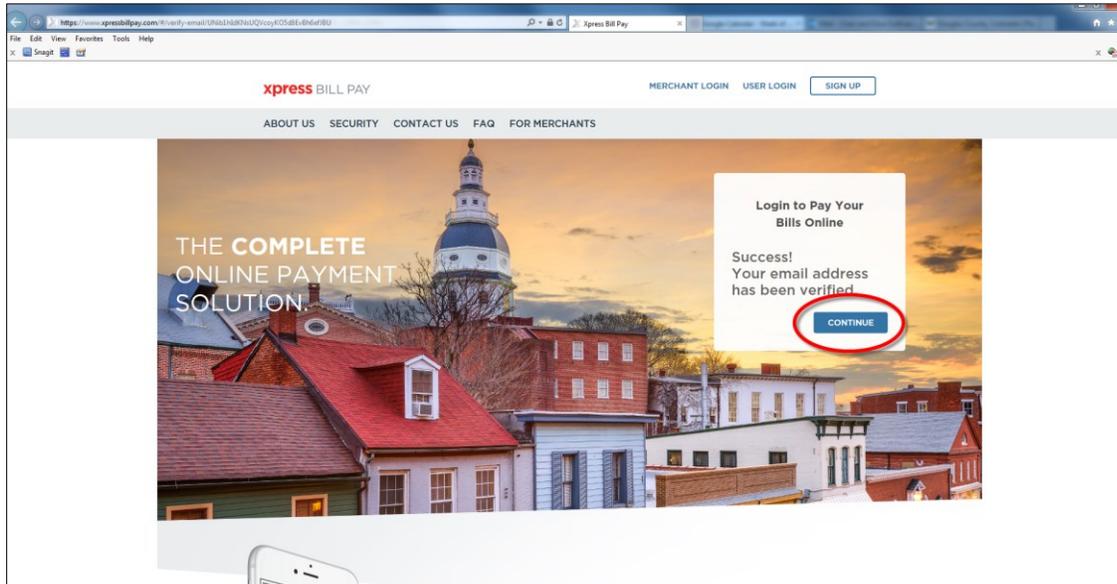
1. Go to www.xpressbillpay.com (Please bookmark this page for future reference)
2. Click on “Create a New Account”



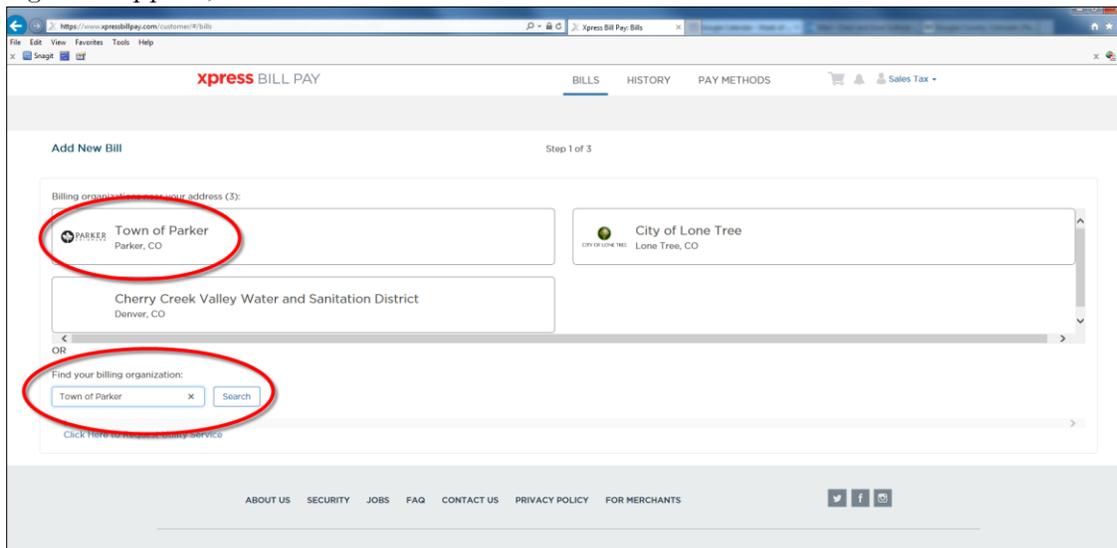
3. Enter your email address and create a password (the password must contain at least one number)
4. Check the “I’m not a robot” box
5. Click “Next”

6. Fill out the information requested
7. Check the “Terms & Conditions and Privacy Policy” box
8. Click “Next”

9. It will then ask you to check your email as a confirmation email was sent. Open the email sent from Xpress Bill Pay in your email inbox and click the blue “Verify Email” button. This will take you back to the Xpress Bill Pay website.
10. Click “Continue”



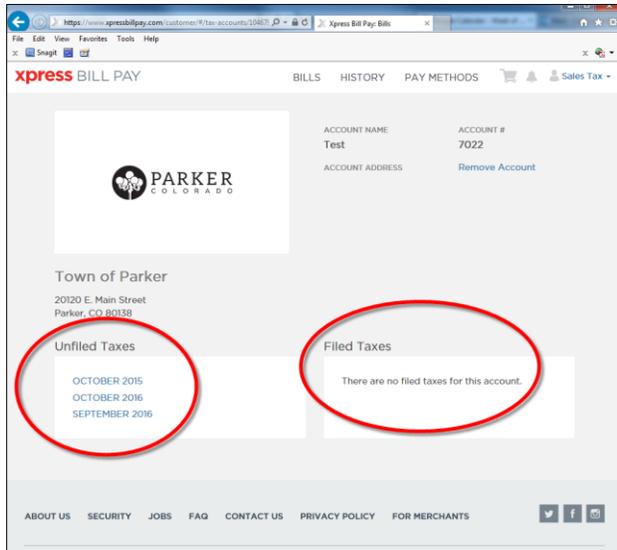
11. The Add New Bill page will display which will include billing organizations near your address. If you see the Town of Parker as a billing organizations near your address, click on it **OR** if the Town of Parker is not listed, enter it in the “Find your billing organization” field. Click “Search”. The Town of Parker logo will appear, click on it.



12. Enter your Town of Parker Account Number and PIN
13. Click “Locate Account”

 A form titled 'Enter the following information as it appears on your Town of Parker bill:'. It contains three input fields: 'Bill Type' with a dropdown menu set to 'Business Tax', 'Account Number' with the value '1234', and 'PIN' with the value '*****'. A blue button labeled 'Locate Account' is positioned to the right of the PIN field. A '- Back' link is located at the bottom left of the form.

14. You can then view your Unfiled Taxes and Filed Taxes



15. To file your taxes, select the tax period you would like to file by clicking on it and complete your return. If you do not see the tax period are trying to file, please call the Sales Tax Hotline at 303.805.3228 for assistance.

16. Click "file" to file your return.

17. The completed return will display. You can pay the sales tax due by clicking on the "Pay Now" Button.



18. You will then see the contents of your cart, you can de-select any items you do not wish to pay. Click "Continue".



19. Select the Payment Method toggle (eCheck/Electronic Fund Transfer is a \$.60 fee OR Credit/Debit/Check Card is a 2.5% fee).

<p>Payment Method</p> <p>eCheck/Electronic Fund Transfer (EFT): <input type="radio"/></p> <p>Credit/Debit/Check Card: <input checked="" type="radio"/></p>

20. Fill out the information and click “I Agree” or “Continue” at the Bottom. You have filed your return and payment!

If you require technical help with Xpress Bill Pay, please contact:

xpress BILL PAY

Contact Us _____

<p>SALES, PRODUCT INFO: 1(800) 768-7295 EXT 2</p>	<p>PHONE HOURS Weekdays 8am - 5pm (Mountain Time) Closed Weekends and Holidays</p>
<p>CUSTOMER SUPPORT: 1(800) 766-2350</p>	

IF OUTSIDE US/CANADA:
1-385-218-0343



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