Link a Resident Access Business Account to a Tax Code

1 **Go to the R/A Navigator Webpage:** <u>**Navigator | City of Bloomington**</u>

2 **Select "Local Taxes"**

3 **Select "Sign in or Register".**
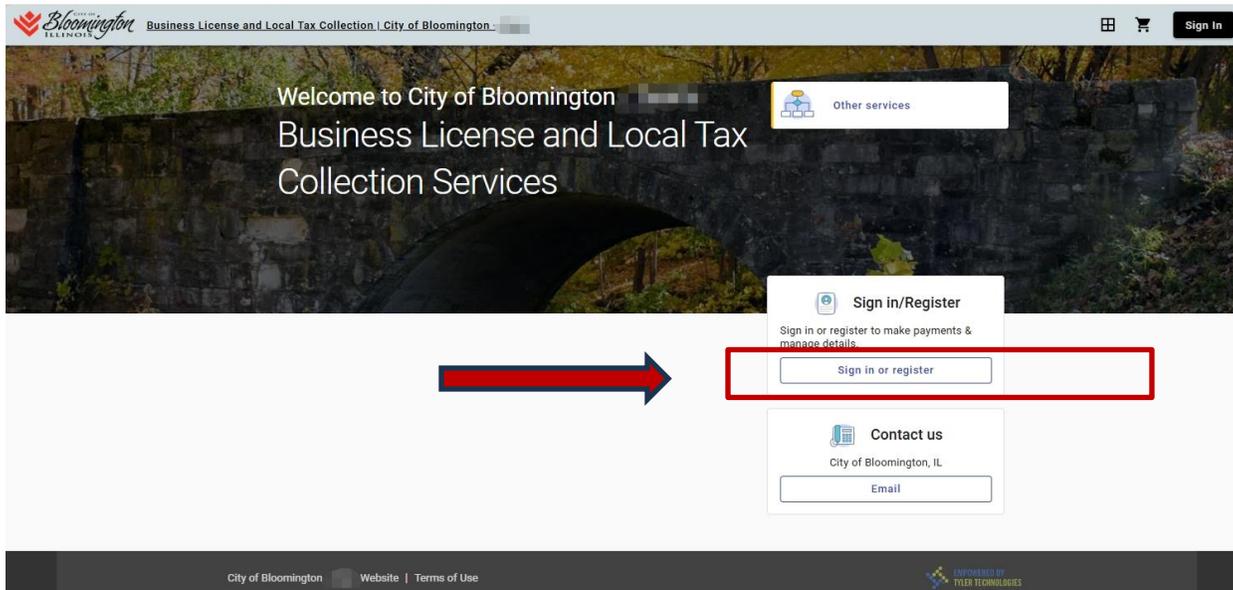
4 **Login with your Email Address and Password on the following page.** **Note> If you signed up for SMS verification you'll be asked to verify.**

5 **To link to your Tax Accounts you will need to search for your business account at this point. Enter the following information:**

- **Select "Link to account"**

- **Business ID** = Enter the number associated with your account. Note: If you do not know the number then email the Local Tax staff at "LocalTax@cityblm.org".

- **Owner Name =** Enter the Owner/Corporate Name from your local tax registration that matches your Business ID.
  - Note: Entering a minimum of three letters of the name also will work.
  - Note: This is not always the same as your DBA Business Name

- After entering these two (2) pieces of information then, "Select" **Find Account.**
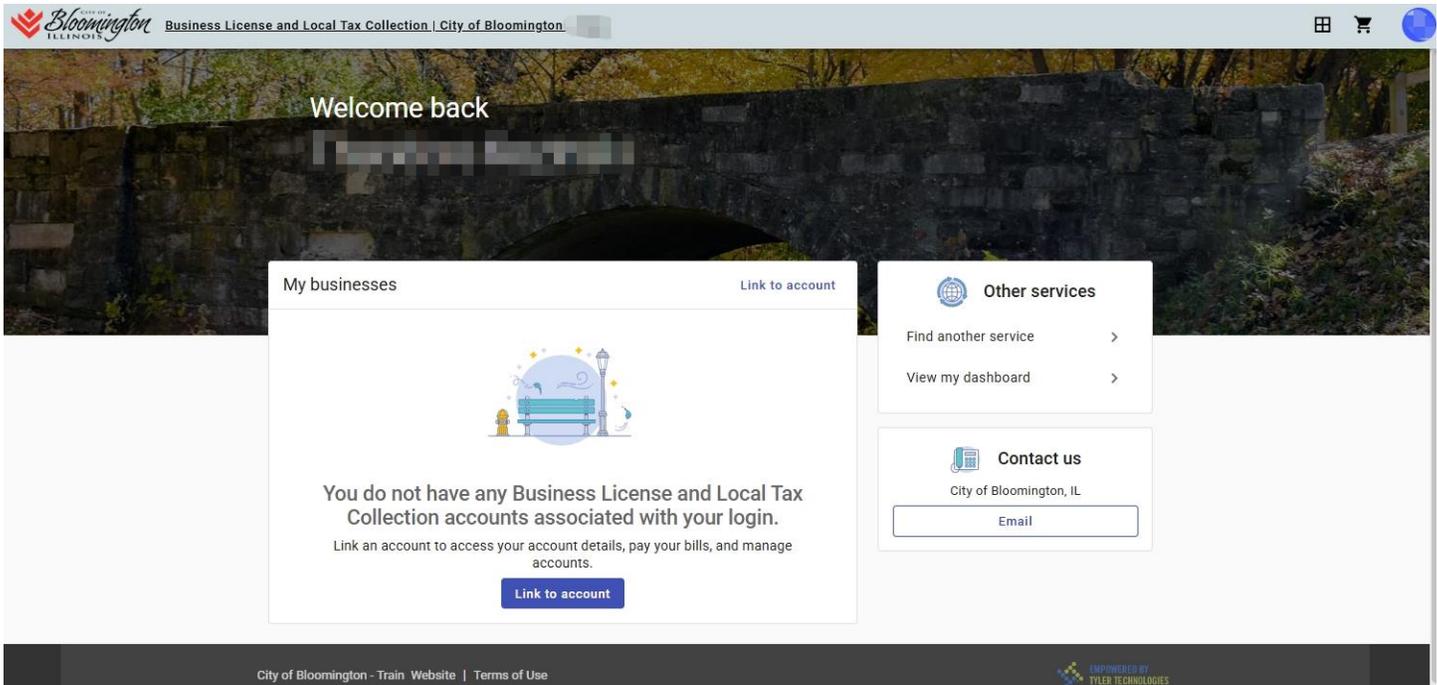
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6 **The system will conduct a search for your business. When your account is found, you will be directed to a screen to confirm your business.**

7 **Select "Finish & view account."**

8 **Your account will now be linked to the business tax accounts and viewed by selecting the "Licenses/Taxes" Icon.**

Note> If you own more than business, you have the option of linking to another business along with the associated tax accounts by following steps #5, #6, and #7.