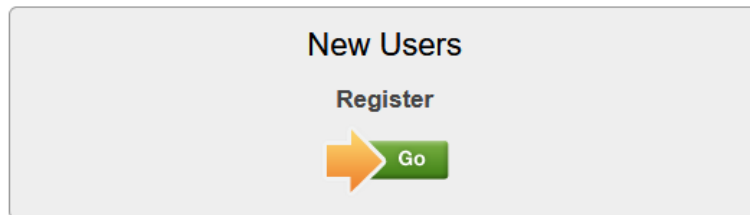


# Applying for a new License in MUNIREvs

1. Go to <https://vail.munirevs.com>
2. If you have an existing username, skip to page three of these instructions “Applying for a new license as an Existing User”



3. Follow the steps to verify your email and enter your contact information.
4. After you submit, you will be presented with two options, select the statement “I have a new business and need to apply for a license”

 **I have a new business and need to apply for a license.**

**Please do NOT choose this option if you have an existing license as it will create a new business and related tax for business, please select "I already have an existing license." above and use the link to contact MUNIREvs Support.**

5. Enter your business name, business type and your role in the business. The correct business type for short-term rental properties is rental by owner. The business name must match the owner of record, and the business address must match the Vail rental property address.



6. Click the orange Continue button.
7. Complete all the required information, including all red asterisks. When entering dates, be sure to use two digits for each entry. For example; use 01/01/2020 instead of 1/1/2020. You can also select the correct date from the calendar drop down.
8. Click submit, this will send the application to the Town of Vail for approval.

9. You will receive an email notice when the initial application is approved. The Town will assign you additional open tasks for the type of license applied for. If you only are applying for a sales tax license, you will be assigned an open sales tax return task.
10. Once all additional tasks are completed, including payment of any fees due for a business license, the Town will approve your final license. There is no fee for a sales tax license. To print your license, click on the account name under manage your accounts. Then click on the PDF symbol next to the license as shown below:

**Manage Your Account(s)**  
Print your License, or make account

| Account Name |
|--------------|
| Test         |

**Licenses**

| License                          | Status | Issued | Exp |
|----------------------------------|--------|--------|-----|
| Sales Tax License (Non-Expiring) | Active | 1/1/08 | TBD |

11. To share the license with another user, you will give them the license number and code shown under Manage Your Account(s) in the business center.

**Manage Your Account(s)**

Print your License, or make account changes by clicking on your account(s) below.

| Account Name  | DBA      | Lic#   | Code   |
|---------------|----------|--------|--------|
| Alex Jakubiec | Jakubiec | 008266 | NNMAMP |
| RBO Example   | N/A      | TBD    | TBD    |

▶ Add or remove accounts from your user login by clicking here.



12. They will then create their own login at <https://vail.munirevs.com> and add the license and code to their account. This allows multiple parties to access and file your returns. They will follow steps 1-3 then select the option "I already have an existing business." They can then enter your license and code to see your information, license, and file sales tax for you.

# Applying for a new license as an Existing User

1. Login to <https://vail.munirevs.com> with your existing user email.
2. Under the section, "Manage Your Account(s)" select the option to add or remove accounts from your user login:

## Manage Your Account(s)

Print your License, or make account changes by clicking on your account(s) below.

| Account Name  | DBA      | Lic#   | Code   |
|---|----------|--------|--------|
|  Alex Jakubiec | Jakubiec | 008266 | NNMAMP |
|  RBO Example   | N/A      | TBD    | TBD    |

▶ Add or remove accounts from your user login by clicking here.

3. Select the statement "I have a new business and need to apply for a license"

 I have a new business and need to apply for a license.

**Please do NOT choose this option if you have an existing license as it will create a new business and related tax for business, please select "I already have an existing license." above and use the link to contact MUNIREvs Support.**

4. Enter the business name, business type and your role. Click Continue.
5. Complete all the required information, including all red asterisks. When entering dates, be sure to use two digits for each entry. For example; use 01/01/2020 instead of 1/1/2020. You can also select the correct date from the calendar drop down.
6. Once the Town has approved your initial application, you will receive an email notice. **You must submit additional forms and pay any applicable fees before the license will be issued.**

Your new business application or license has been approved by The Town of Vail:

Business Name: Test Business 1  
Business Phone: 1234567891  
Business Address: 123 Vail View Dr  
Business City: Vail

Approved by: Alex Jakubiec

If your new business account application has been approved, go to your [Business Center](#) to complete your license application(s) under Open Tasks in your Action Center.

If your license has been approved, you will find it here: Go to your [Business Center](#). Please scroll down to the "Manage Your Business" section, on the left hand side of your Business Center, and click on the Business for which you need to print a license. On the next page, you can download or print a PDF copy of your license.

- The additional forms will appear under your Open Tasks. Click on the text next to each arrow to complete each open task.

**OPEN TASKS** 2

|  |
|--|
| Test Business 1  |
| <b>Retail Business License</b><br><a href="#">▶ Read Town of Vail Business License (new)</a> |
| <b>Sales Tax License</b><br><a href="#">▶ Read Town of Vail Sales Tax License (new)</a>      |

- Select Submit and complete any forms that populate. Sign and submit each application form. This will be the last step for a sales tax only license. Business licenses will require two additional forms to complete through this workflow. Complete all and submit.
- Complete the fee calculation for a business license. Enter all information accurately to calculate the correct. Below is an example of the retail fee calculation. The calculation will vary based on the type of business license applied for.


| Fee Required  |                |               |                       |
|---|----------------|---------------|-----------------------|
| <b>Zone *</b>   |                |               |                       |
| <input checked="" type="radio"/> Zone 1 - Cascade Village to Manor Vail (South Side of Interstate 70) <input type="radio"/> Zone 2 - Outlying Areas (i.e. West Vail, Sandstone, Golf Course, East Vail) |                |               |                       |
| <b>Retail Sq Ft on Selling Floor *</b>  |                |               |                       |
| 500   |                |               |                       |
| <b>Retail License Fee</b>   |                |               |                       |
| 325.00  |                |               |                       |
| <b>Retail Late Fee</b>  |                |               |                       |
| 0.00  |                |               |                       |
| <b>Supporting Business Discount*</b>  |                |               |                       |
| 0.00  |                |               |                       |
| <b>Proration for New Businesses**</b>   |                |               |                       |
| -243.75   |                |               |                       |
| <b>Total Retail</b>   |                |               |                       |
| 100.00  |                |               |                       |
| <b>Name *</b>   | <b>Title *</b> | <b>Date *</b> | <b>Phone Number *</b> |
| Alex Jakubiec   | Owner          | 11/15/2019    | 248-298-9183          |
| <i>*SUPPORTING BUSINESSES: This discount is a setting added by Town staff for businesses with more than one license type in a location.</i>   |                |               |                       |
| <i>**NEW BUSINESSES: Fees are prorated as follows: 4/1-6/30: 75% of fee is due, 7/1-9/30, 50% of fee is due, 10/1-12/31, 25% of the fee is due. THERE IS A \$100 MINIMUM FEE.</i>                       |                |               |                       |

- After you hit submit, you will be taken to a page to complete the payment of the business fee. Be sure to have a bank account and routing number ready before selecting the payment method.

11. Select Pay Now and complete the payment information.
12. Once all forms and fees are completed the application is automatically submitted for final approval. You will receive another email when the final approval is made. You can then print your license(s) from the MUNIREvs portal.
13. To print a license, click on the account name in the business center, under “Manage Your Account(s)


### Manage Your Account(s)

Print your License, or make account changes by clicking on your account(s) below.

| Account Name  | DBA             |
|---|-----------------|
|  Test Business 1 | Test Business 1 |

▶ Add or remove accounts from your user login by clicking here.

14. On the right-hand side under licenses, click on the PDF symbol next to the license you would like to print:

| Licenses                         |        |        |     |   |
|----------------------------------|--------|--------|-----|---|
| License                          | Status | Issued | Exp |   |
| Sales Tax License (Non-Expiring) | Active | 1/1/08 | TBD |  |

15. Print and post your sales tax and business license in your place of business.