Create a Web Logon using a Letter

To create a web logon using a letter, choose Create a Web Logon under Registration at https://grandjunctiononline.gentaxcpc.net, highlighted in the red box below.

Q Search our online services



Registration

Register with the city as a new business or a tax preparer. Established businesses can create a web logon to file, pay, and manages taxes.

- > Complete an Online License Application
- > Complete a Tax Preparer Application
- > Continue Your Application
- > Create a Web Logon
- > Register to Attend a Special Event (Vendors)
- > Host a Special Event (Event Promoters)
- > Submit a Voluntary Disclosure Agreement



Returns

While most returns require one to have an established logon to file and pay their tax liabilities, some returns can be filed below

- > File a Special Event Sales Tax Return
- > File a Construction Use Tax Return
- > File a Consumer Use Tax Return
- > File a Sales Tax One Time Return

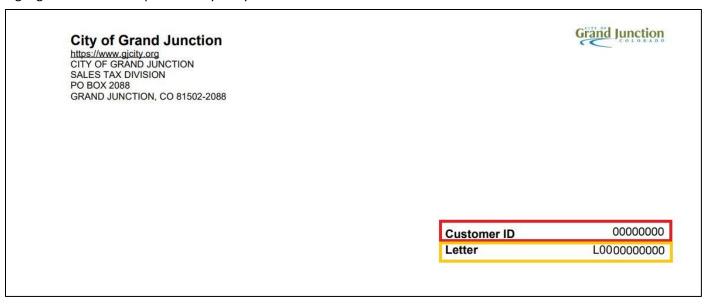


Helpful Resources

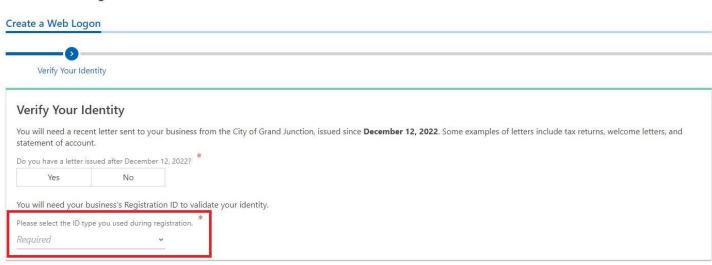
Here are some links to some useful external resources, including the tax filing portal for the State of Colorado.

- > Colorado Department of Revenue
- > Colorado Revenue Online

Next, verify your identity by entering an ID. Your Customer ID will be on your letter, an example is shown below highlighted by the red box. Alternatively, you can select a different ID type. In the next step, enter the letter ID, highlighted in the example letter by the yellow box.



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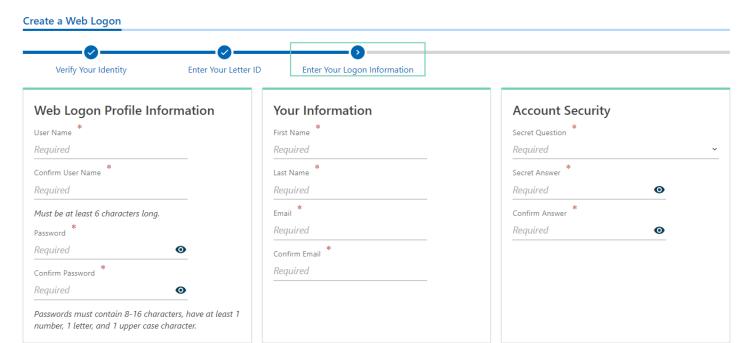
Create a Web Logon





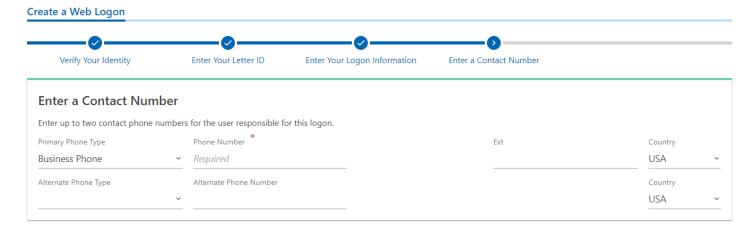
After, create a web logon profile. Create a username and password, provide a contact email, and answer a security question of your choice. It is important to remember this username and password as they will be used to login and file returns, make payments, and update addresses.

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Next, enter up to two contact phone numbers for the business.

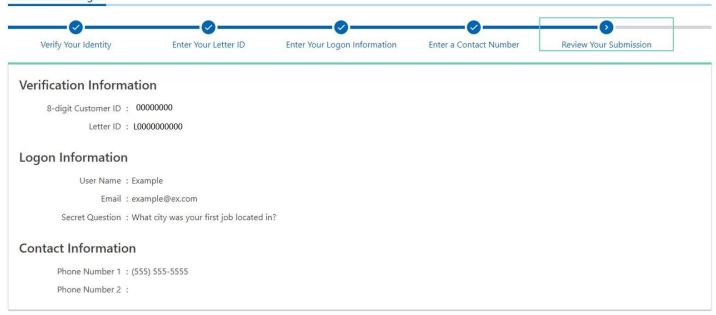
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Finally, review the information you entered and submit.

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Save the confirmation number for your records, highlighted by the red box below.

