

# 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.

 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.

**City of Grand Junction**  
<https://www.gjcity.org>  
CITY OF GRAND JUNCTION  
SALES TAX DIVISION  
PO BOX 2088  
GRAND JUNCTION, CO 81502-2088



<b>Customer ID</b>	00000000
<b>Letter</b>	L000000000

## Create a Web Logon

### Create a Web Logon



### Verify Your Identity

You will need a recent letter sent to your business from the City of Grand Junction, issued since **December 12, 2022**. Some examples of letters include tax returns, welcome letters, and statement of account.

Do you have a letter issued after December 12, 2022? \*

Yes	No
-----	----

You will need your business's Registration ID to validate your identity.

Please select the ID type you used during registration. \*

Required

## Create a Web Logon

### Create a Web Logon



### Enter Your Letter ID

The Letter ID is the identification code beginning with the letter **L**, located at the top right corner of most business tax returns and notices issued by the city. The Letter ID must have been issued within 18 months from today's date in order to be valid.

Letter ID \*

Required

Confirm Letter ID \*

Required

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.

## Create a Web Logon

### Create a Web Logon

Progress bar: Verify Your Identity (checked), Enter Your Letter ID (checked), Enter Your Logon Information (active), Enter a Contact Number (disabled).

#### Web Logon Profile Information

User Name \*  
*Required*

Confirm User Name \*  
*Required*

*Must be at least 6 characters long.*

Password \*  
*Required*

Confirm Password \*  
*Required*

*Passwords must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.*

#### Your Information

First Name \*  
*Required*

Last Name \*  
*Required*

Email \*  
*Required*

Confirm Email \*  
*Required*

#### Account Security

Secret Question \*  
*Required*

Secret Answer \*  
*Required*

Confirm Answer \*  
*Required*

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

## Create a Web Logon

### Create a Web Logon

Progress bar: Verify Your Identity (checked), Enter Your Letter ID (checked), Enter Your Logon Information (checked), Enter a Contact Number (active).

#### Enter a Contact Number

Enter up to two contact phone numbers for the user responsible for this logon.

Primary Phone Type	Phone Number *	Ext	Country
Business Phone	<i>Required</i>		USA
Alternate Phone Type	Alternate Phone Number		Country
			USA

Finally, review the information you entered and submit.

## Create a Web Logon

### Create a Web Logon

Verify Your Identity    Enter Your Letter ID    Enter Your Logon Information    Enter a Contact Number    Review Your Submission

**Verification Information**

8-digit Customer ID : 00000000  
Letter ID : L0000000000

**Logon Information**

User Name : Example  
Email : example@ex.com  
Secret Question : What city was your first job located in?

**Contact Information**

Phone Number 1 : (555) 555-5555  
Phone Number 2 :

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

**Confirmation**

Your new login request has been submitted. You will receive an email shortly regarding your request.

Please keep this confirmation number for your records: 0-000-000-000

**Printable View**

**OK**