

MHA Nation Tax Portal

Web Portal Login Instructions

Step 1: Go to the following website:

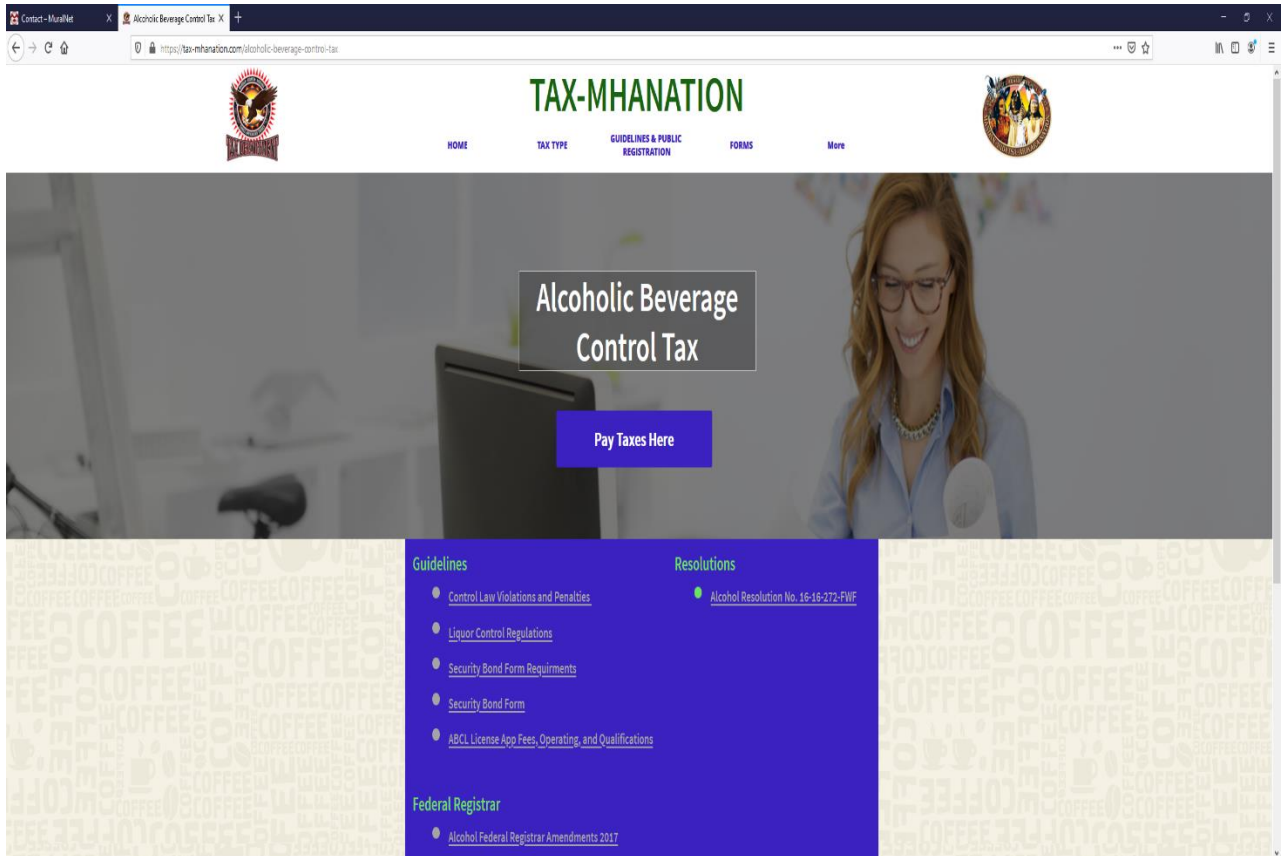
<https://tax-mhanation.com>

And select the Alcohol Beverage Control Tax Button.

The screenshot shows a web browser window displaying the MHA Nation Tax Portal. The browser's address bar shows the URL <https://tax-mhanation.com>. The website features a navigation menu with links for HOME, TAX TYPE, GUIDELINES & PUBLIC REGISTRATION, FORMS, and More. The main content area is divided into three vertical sections:

- Left Section (Blue background):** Contains the text "Information for.." followed by two underlined links: "Pay Taxes Online" and "Tax Code".
- Center Section (White background):** Displays the "TAX-MHANATION" logo at the top. Below it is the "Tax Department" heading, followed by the text "MHA Nation Mandan, Hidatsa & Arikara Nation". A green heading "Alcohol Beverage Control Tax" is positioned above a blue circular button with a white martini glass icon.
- Right Section (Blue background):** Titled "Bulletin Board", it contains a white box with a black border containing text: "Information About The Proposed Amendment To The Gross Production Tax". The text below explains that the MHA Nation Tribal Business Council requested public information regarding the taxation of royalty interests in response to the MHA Nation Tax Department's proposed Tax Code changes to section 804 of the gross production tax. It states that the Council has never taxed Indian landowner royalty interests and that the proposed code changes do not change the Council's position.

Step 2: On the Alcohol Beverage Control Tax page please locate the pay taxes button here to start the log in process.



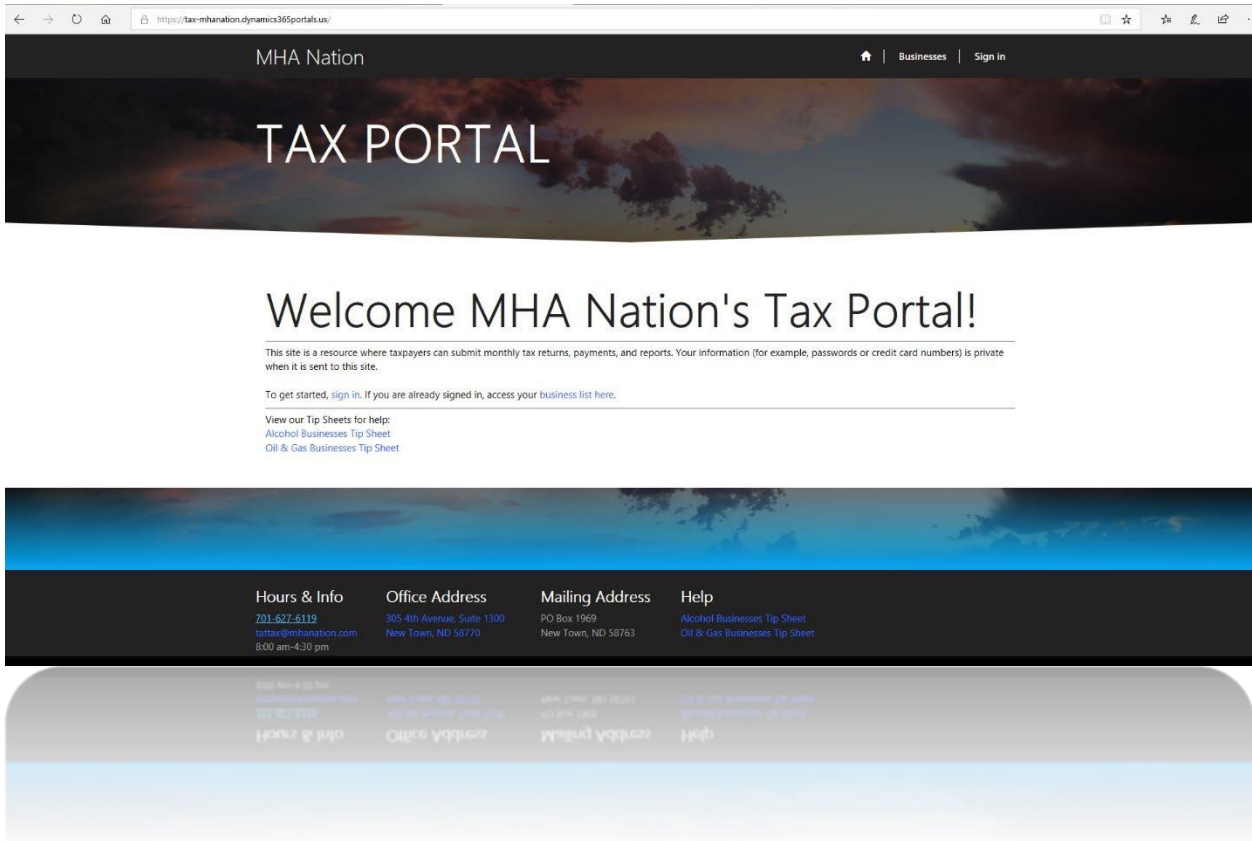
Step 3: You have reached the on-line services for the Customer Tax portal.

Select the Log on button.

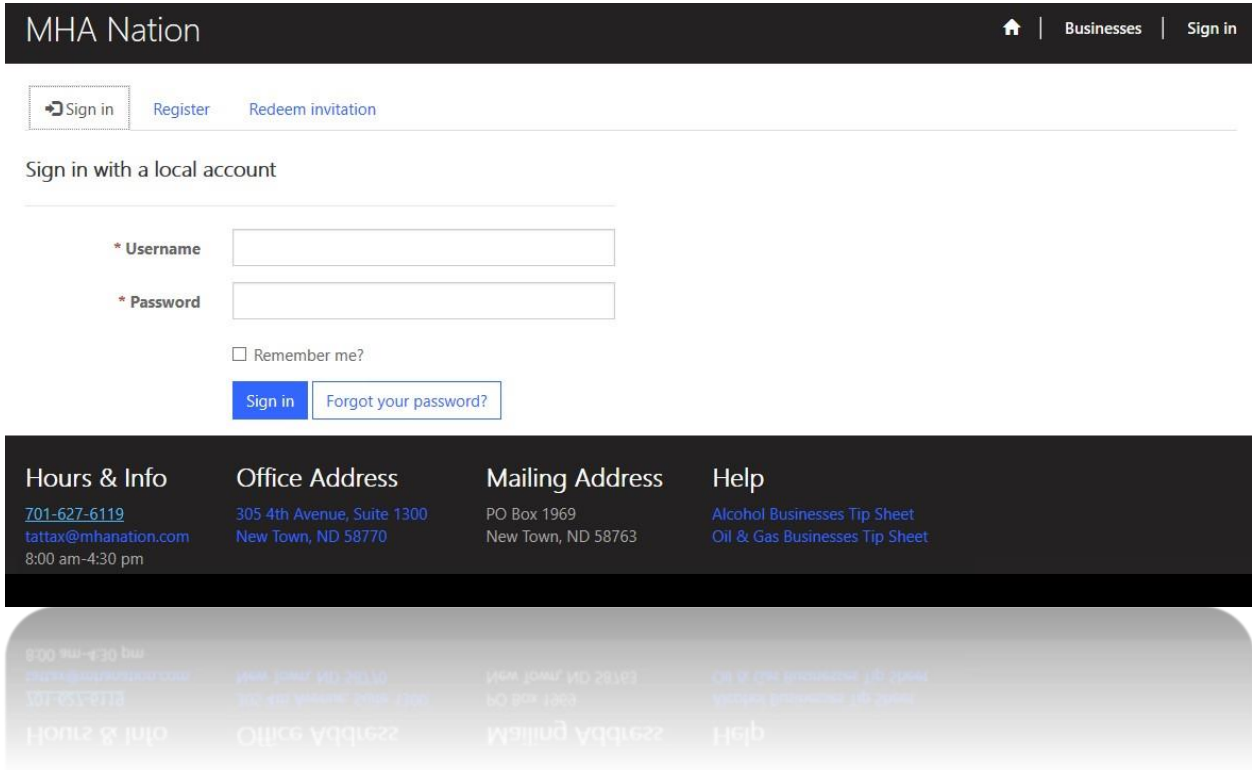


It will then Take you to the portal login page where you will begin your account creation.

Step 4: From this page Select the [Sign in](#) Option on the top right.



Step 5: Select Register account (Register image below)



After Selecting Register the following fields will appear. Email, Username, Password, Confirm password.

Step 6: Enter A valid email address.

Step 7: Create your own unique username.

Step 8: Create your password

Step 9: Select Register, after this is complete you will be taken to your profile page.

https://tax-mhanation.dynamics365portals.us/Account/Login/Register?returnUrl=%2Fmybusiness%2F

MHA Nation | Businesses | Sign in

Sign in Register Redeem invitation

Register for a new local account

* Email rickgrant06@gmail.com

* Username rickgrant06

* Password *****

* Confirm password *****

Register

Hours & Info
701-627-6119
taxadmin@mhanation.com
8:00 am-4:30 pm

Office Address
305 4th Avenue, Suite 1300
New Town, ND 58770

Mailing Address
PO Box 1969
New Town, ND 58763

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For all new Tax portal accounts, you must have a Valid email account. Remember to write down your information. If you need assistance, please email taxadmin@tax-mhanation.com for assistance.

Congratulations you have successfully created an online tax portal account. The Tax Admin will notify you when your account is completely set up with your business. You call or email the Tax admin with the following info: taxadmin@tax-mhanation.com or call 701-421-6031. For more assistance.

Profile

Full Name

—

Company

—

Email Address

rickgrant06@gmail.com

Telephone *

—

STORED PAYMENT METHODS

[+ Create](#)

Name on the Account	Method ↑	Bank Routing Number	Credit Card Type	Credit Card Expiration
---------------------	----------	---------------------	------------------	------------------------

There are no records to display.

PHYSICAL ADDRESS

Street 1

—

Street 2

—

City

—

State

—

Country

—

Zip

—

MAILING ADDRESS

Street 1

—

Street 2

—

City

—

State

—

Country

—

Zip

—

BUSINESSES (OWNER)

Name ↑

Business

—

LOCATIONS (MANAGER)

Name ↑

End Date

Business

Business Location

—

—

—

—

Step 10

Upon the Tax Admin completing your online tax portal account you will can log into your account, and it will appear like this.

Sample.

DEV MHA Nation Home | Businesses | Ricky Grant

Home > Businesses > Business Details

Business Details

BUSINESS INFORMATION

Name New Gold LLC	EIN —
Type Alcohol Retail	Email Address ricky.grant@tax-mhanation.com
Classification Limited Liability Company	Registered Agent —

ADDRESS 1	ADDRESS 2																				
<table><tr><td>Address Type Mailing</td><td>Contact —</td></tr><tr><td>Street 1 * 1975</td><td>Street 2 —</td></tr><tr><td>City * New Town</td><td>State * North Dakota</td></tr><tr><td>Country * United States</td><td>ZIP/Postal Code * 58763</td></tr><tr><td>Telephone 1 (970) 529-0150</td><td></td></tr></table>	Address Type Mailing	Contact —	Street 1 * 1975	Street 2 —	City * New Town	State * North Dakota	Country * United States	ZIP/Postal Code * 58763	Telephone 1 (970) 529-0150		<table><tr><td>Address Type Physical</td><td>Contact —</td></tr><tr><td>Street 1 4321 Oil Rig Way</td><td>Street 2 —</td></tr><tr><td>City New Town</td><td>State North Dakota</td></tr><tr><td>Country United States</td><td>ZIP/Postal Code —</td></tr><tr><td>Telephone 2 —</td><td></td></tr></table>	Address Type Physical	Contact —	Street 1 4321 Oil Rig Way	Street 2 —	City New Town	State North Dakota	Country United States	ZIP/Postal Code —	Telephone 2 —	
Address Type Mailing	Contact —																				
Street 1 * 1975	Street 2 —																				
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City New Town	State North Dakota																				
Country United States	ZIP/Postal Code —																				
Telephone 2 —																					

MHA LICENSES	BUSINESS OWNERS										
<table><thead><tr><th>License ID ↓</th><th>License Status</th><th>License</th><th>Renewed</th></tr></thead><tbody><tr><td>2019-R-085</td><td>Active</td><td>Tribal Retail License - Liquor (Onsite)</td><td>No <input type="checkbox"/></td></tr></tbody></table>	License ID ↓	License Status	License	Renewed	2019-R-085	Active	Tribal Retail License - Liquor (Onsite)	No <input type="checkbox"/>	<table><thead><tr><th>Name ↑</th></tr></thead><tbody><tr><td>Ricky Grant</td></tr></tbody></table>	Name ↑	Ricky Grant
License ID ↓	License Status	License	Renewed								
2019-R-085	Active	Tribal Retail License - Liquor (Onsite)	No <input type="checkbox"/>								
Name ↑											
Ricky Grant											

Scroll down to verify your information

. To pay your taxes scroll down to the Returns section and right across from the returns is a blue button labeled Pay Taxes.

MHA LICENSES

License ID ↓	License Status	License	Renewed	
2019-R-085	Active	Tribal Retail License - Liquor (Onsite)	No	▼

BUSINESS OWNERS

Name ↑
Ricky Grant

BUSINESS LOCATIONS

Name ↑	Primary Contact	
New Gold Bar & Grill	Rick Grant	▼
Rick Grants Bar & Grill	Rick Grant	▼

LOCATION MANAGERS

Name ↑	End Date	Business	Business Location
Rick Grant		New Gold LLC	Rick Grants Bar & Grill

RETURNS

Monthly Taxes

[In Progress Returns - Alcohol Tax](#) [Pay Taxes](#)

Name	Submitted ↓	Business Location	Return Status	
New Gold LLC - January 2019		New Gold Bar & Grill	Not Submitted	▼

PAYMENTS

[Add Check/MO Payment](#) [Add ACH Payment](#)

Submitted On ↓	Payment Type	Amount	
3/27/2019 12:00 AM	ACH	\$525,025.00	▼

TAX CREDITS

[Request Credit](#)

Requested On ↓	Year	Credit Amount	Credit Status
----------------	------	---------------	---------------

After selecting pay taxes a screen will appear like this

Tax Return (Alcohol)

Business *



Month *

Business Location *



Year *



Save & Add Details

Hours & Info

701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300
New Town, ND 58770

Mailing Address

PO Box 1969
New Town, ND 58763

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In the business section select your business, business location, Month, and year. If you have multiple business locations, you will have to repeat process one at a time.

Sample of populated deflections of alcohol tax return.

Select the magnifying glass by each box or drop-down arrow to select your proper business information. I will show results of each window as we go along.

Selecting business to pay returns on.

The screenshot shows a web application interface. A modal window titled "Lookup records" is open, displaying a table of business records. The table has the following columns: Name, Type, Classification, Contact, Email (Contact), and Telephone 1. One record is visible: "New Gold LLC" with Type "Alcohol Retail", Classification "Limited Liability Company", and Telephone 1 "(970) 529-0150". The modal also includes a search bar at the top and "Select", "Cancel", and "Remove value" buttons at the bottom. The background shows a "Tax Return" form with fields for "Business" and "Business Location".

✓ Name ↑	Type	Classification	Contact	Email (Contact)	Telephone 1
✓ New Gold LLC	Alcohol Retail	Limited Liability Company			(970) 529-0150

Hours & Info
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After selecting account your next window will be like this. Business.

The screenshot shows the 'Tax Return (Alcohol)' page in the DEV MHA Nation system. The header includes the logo and navigation links for 'Businesses' and 'Ricky Grant'. The breadcrumb trail is 'Home > Businesses > Tax Return (Alcohol)'. The main heading is 'Tax Return (Alcohol)'. Below this, there are four input fields: 'Business *' (containing 'New Gold LLC'), 'Month *' (a dropdown menu), 'Business Location *' (empty), and 'Year *' (empty). A 'Save & Add Details' button is located below the form. At the bottom of the page, there is a footer section with four columns: 'Hours & Info' (701-627-6119, taxadmin@tax-mhanation.com, 8:00 am-4:30 pm), 'Office Address' (305 4th Avenue, Suite 1300, New Town, ND 58770), 'Mailing Address' (PO Box 1969, New Town, ND 58763), and 'Help' (Alcohol Businesses Tip Sheet, Oil & Gas Businesses Tip Sheet, Website Security). A copyright notice 'Copyright © 2019. All rights reserved.' is at the very bottom.

Business Location

The screenshot shows the 'Business Location' lookup modal in the DEV MHA Nation system. The modal is titled 'Lookup records' and has a search bar at the top. Below the search bar, there is a list of results with a 'Name' column and a checkmark column. The first result is 'New Gold Bar & Grill' and the second is 'Rick Grants Bar & Grill'. A 'Launch lookup modal' button is located in the center of the modal. At the bottom right, there are three buttons: 'Select', 'Cancel', and 'Remove value'. The background shows the same 'Tax Return (Alcohol)' form as in the previous screenshot, but it is dimmed.

Select location.

This is how it will appear.

DEV MHA Nation Home | Businesses | Ricky Grant

Home > Businesses > Tax Return (Alcohol)

Tax Return (Alcohol)

Business *
New Gold LLC

Month *

Business Location *
New Gold Bar & Grill

Year *

[Save & Add Details](#)

Hours & Info 701-627-6119 taxadmin@tax-mhanation.com 8:00 am-4:30 pm	Office Address 305 4th Avenue, Suite 1300 New Town, ND 58770	Mailing Address PO Box 1969 New Town, ND 58763	Help Alcohol Businesses Tip Sheet Oil & Gas Businesses Tip Sheet Website Security
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Month.

Select your month for your return.

DEV MHA Nation Businesses Ricky Grant

Home > Businesses > Tax Return (Alcohol)

Tax Return (Alcohol)

Business *
New Gold LLC

Business Location *
New Gold Bar & Grill

Month *
January
February
March
April
May
June
July
August
September
October
November

[Save & Add Details](#)

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Select year.

DEV MHA Nation Businesses Ricky Grant

Home > Businesses > Tax Return (Alcohol)

Tax Return (Alcohol)

Business *
New Gold LLC

Business Location *
New Gold Bar & Grill

Lookup records

Search

<input checked="" type="checkbox"/>	Tax Year	Start Date ↑	End Date
<input checked="" type="checkbox"/>	2018	1/1/2018	12/31/2018
<input type="checkbox"/>	2019	1/1/2019	12/31/2019

[Select](#) [Cancel](#) [Remove value](#)

[Save & Add Details](#)

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Completed selections.

DEV MHA Nation [Home](#) | [Businesses](#) | [Ricky Grant](#)

Home > Businesses > Tax Return (Alcohol)

Tax Return (Alcohol)

Business *
New Gold LLC

Month *
November

Business Location *
New Gold Bar & Grill

Year *
2019

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Select save & add details. (submit)

DEV MHA Nation [Home](#) | [Businesses](#) | [Ricky Grant](#)

Home > Businesses > Tax Return Details (Alcohol)

Tax Return Details (Alcohol)

Location Type *

Gross Sales *

Exemptions *
0
Total dollar amount of exemptions (if any). Enter 0 if none.

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Location type

DEV MHA Nation

Home > Business

Ricky Grant

Tax Return Details

Location Type

Save Detail

Lookup records

- ✓ Name ↑
- ✓ County Club
- Hotel/Bar
- Lounge
- Off Sale
- Restaurant

Select Cancel Remove value

Hours & Info
701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address
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Location type selected.

DEV MHA Nation

Home | Businesses | Ricky Grant

Home > Businesses > Tax Return Details (Alcohol)

Tax Return Details (Alcohol)

Location Type *

Gross Sales *

Exemptions *

Total dollar amount of exemptions (if any). Enter 0 if none.

Save Detail

Hours & Info
701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address
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Enter gross sales amount.

Home > Businesses > Tax Return Details (Alcohol)

Tax Return Details (Alcohol)

Location Type *

 ✕ 🔍

Gross Sales *

Exemptions *

Total dollar amount of exemptions (if any). Enter 0 if none.

Save Detail

Hours & Info

[701-627-6119](tel:701-627-6119)
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address

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Select save detail.

Home > Businesses > Tax Return Details (Alcohol)

Tax Return Details (Alcohol)

Location Type *

 ✕ 🔍

Gross Sales *

Exemptions *

Total dollar amount of exemptions (if any). Enter 0 if none.

Submit

Save Detail

Hours & Info

[701-627-6119](tel:701-627-6119)
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address

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You will see this window after you have selected save detail.

DEV MHA Nation [Home](#) | [Businesses](#) | [Ricky Grant](#) ▼

Home > Businesses > Tax Return (Alcohol) - Update

Tax Return (Alcohol) - Update

Business *	New Gold LLC	Tax Due	—
Business Location	New Gold Bar & Grill	Late Fee	\$0.00
Month	November	Total Due	\$0.00
Year	2019	Total Paid	—
Amendment	<input checked="" type="radio"/> No <input type="radio"/> Yes		

DETAILS

[Add Gross Sales](#)

Name ↑	Gross Sales	Exemptions	Tax Due	
Lounge	\$1,733.00	\$0.00	\$121.31	▼

[Submit Payment](#)

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If you are ready to submit select the blue submit payment button.

After selecting the submit button. A submit payment window will appear. (below)

DEV MHA Nation [Home](#) | [Businesses](#) | [Ricky Grant](#) ▾

Home > Businesses > **Submit Payment**

Submit Payment

Review the amount below and click "Next" to Continue

Amount *
\$242.62

[Next](#)

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Select next.

(Next Page)

Select next to submit payment.

Submit Payment

Payment Method *

Check/Money Order

Amount *

\$242.62

Next

Hours & Info

701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address

305 4th Avenue, Suite 1300
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Select your method of payment.

Submit Payment

ACH
Check/Money Order

Amount *

\$242.62

Next

Hours & Info

701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

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If you are choosing to pay with a check, select Check/money Order. Select next.

DEV MHA Nation Home | Businesses | Ricky Grant ▼

Home > Businesses > Submit Payment

Submit Payment

Payment Method *	Amount *
<input type="text" value="Check/Money Order"/>	\$242.62

[Next](#)

Hours & Info 701-627-6119 taxadmin@tax-mhanation.com 8:00 am-4:30 pm	Office Address 305 4th Avenue, Suite 1300 New Town, ND 58770	Mailing Address PO Box 1969 New Town, ND 58763	Help Alcohol Businesses Tip Sheet Oil & Gas Businesses Tip Sheet Website Security
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Enter your check number and submit.

Submit Mailed Payment

Business *

New Gold LLC

Paid Under Protest? *

No Yes

Amount *

\$242.62

Check/Money Order No. *

Mail Payment To:

Tax Department
MHA Nation
PO Box 1969
New Town, ND 58763

Submit

Hours & Info

701-627-6119
taxadmin@tax-mhanation.com
8:00 am-4:30 pm

Office Address

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Mailing Address

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Follow the instructions above and mail your check the tax department.

If you would Like to make an ACH payment, please continue with the instructions. (next page)