

## How Do I...

### ...View My Business Details?

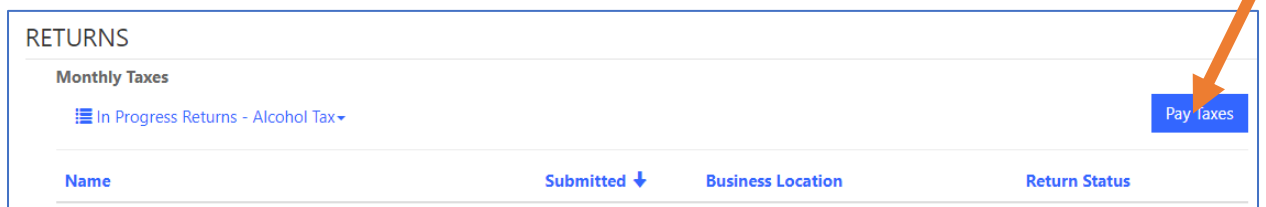
1. Click the “Businesses” Navigation link in the upper right corner.
2. Click the Business Name from the list.



### ...Report & Pay Taxes for my Business Location?

*(Alcohol Retail Businesses Only)*

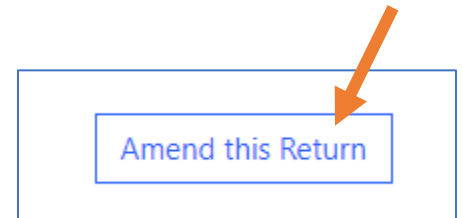
1. Click your Business Name in the Business List
2. Scroll until you see “RETURNS”
3. Click the **Pay Taxes** button.



### ...Amend a Previous Tax Return?

*(Alcohol Retail Businesses Only)*

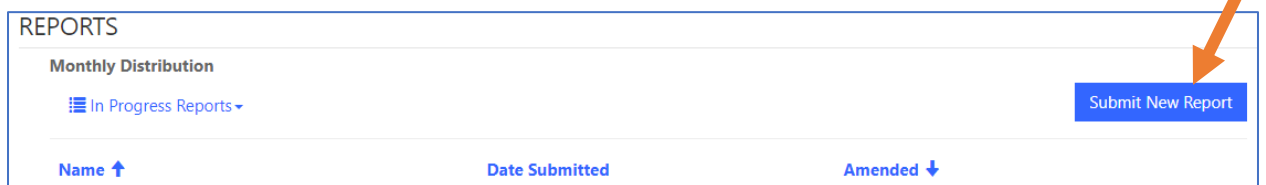
1. Click your Business Name in the Business List
2. Scroll until you see “RETURNS”
3. Find the return you want to amend.
4. Click the hyperlinked Name field for the return.
5. At the bottom of this screen, click the **Amend this Return** button.



### ...Submit my Monthly Distribution Report?

*(Alcohol Wholesale and/or Transport Businesses Only)*

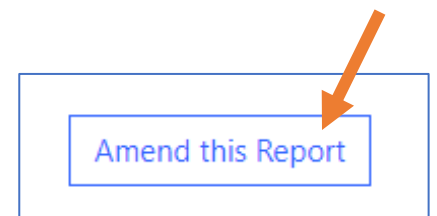
1. Click your Business Name in the Business List
2. Scroll until you see “REPORTS”
3. Click the **Submit New Report** button.



### ...Amend a Previous Report?

*(Alcohol Wholesale and/or Transport Businesses Only)*

1. Click your Business Name in the Business List
2. Scroll until you see “REPORTS”
3. Find the report you want to amend.
4. Click the hyperlinked Name field for the report.
5. At the bottom of this screen, click the **Amend this Report** button.



## What Else Can I Do?

### 1. Edit an In Progress Tax Return

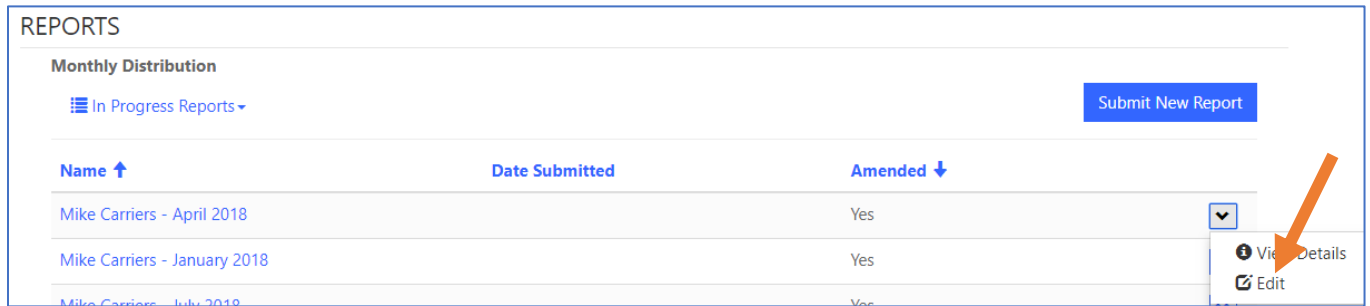
*(Alcohol Retail Businesses Only)*

Before the return is submitted, you can edit the return by clicking the downward facing error for that return and selecting "Edit."

### 2. Edit an In Progress Monthly Distribution Report

*(Alcohol Wholesale and/or Transport Businesses Only)*

Before the report is submitted, you can edit the return by clicking the downward facing error for that report and selecting "Edit."



REPORTS

Monthly Distribution

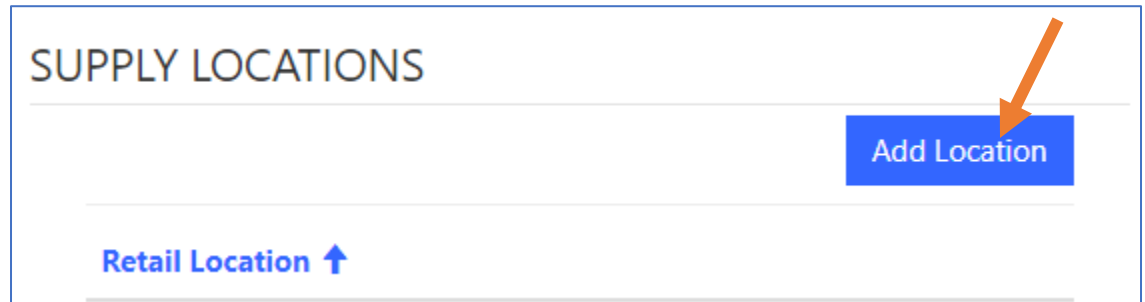
In Progress Reports ▾ Submit New Report

Name ↑	Date Submitted	Amended ↓	
Mike Carriers - April 2018		Yes	⌵ View Details Edit
Mike Carriers - January 2018		Yes	
Mike Carriers - July 2018		Yes	

An orange arrow points to the 'Edit' button in the dropdown menu for the first report.

### 3. Add a Supply Location

*(Alcohol Wholesale and/or Transport Businesses Only)*



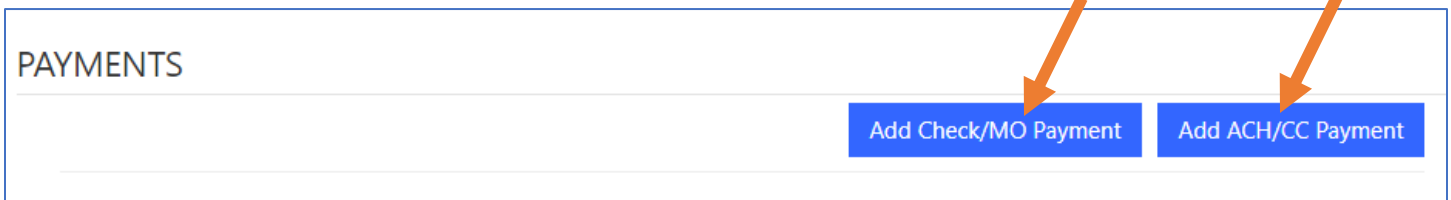
SUPPLY LOCATIONS

Add Location

Retail Location ↑

An orange arrow points to the 'Add Location' button.

### 4. Submit a Payment

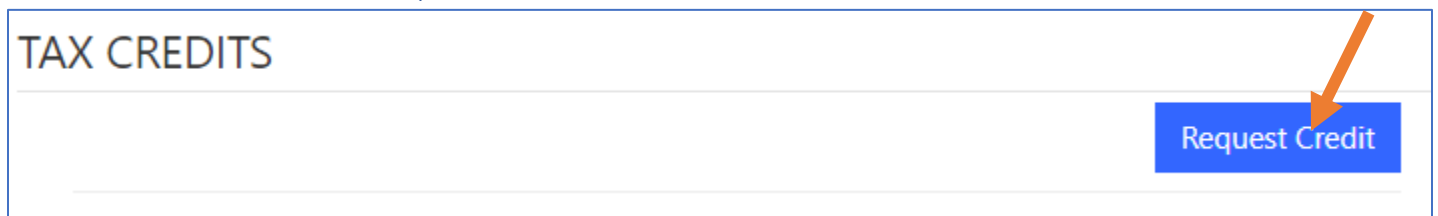


PAYMENTS

Add Check/MO Payment Add ACH/CC Payment

Two orange arrows point to the 'Add Check/MO Payment' and 'Add ACH/CC Payment' buttons.

### 5. Submit a Tax Credit Request



TAX CREDITS

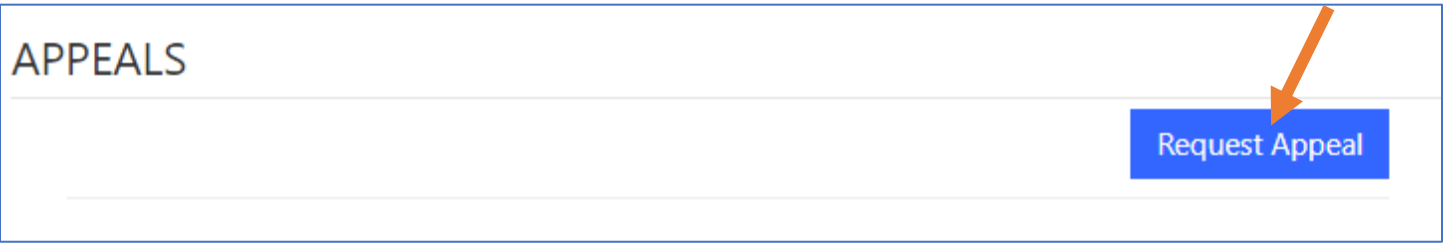
Request Credit

An orange arrow points to the 'Request Credit' button.

6. Submit an Appeal or Informal Review Request

APPEALS

Request Appeal

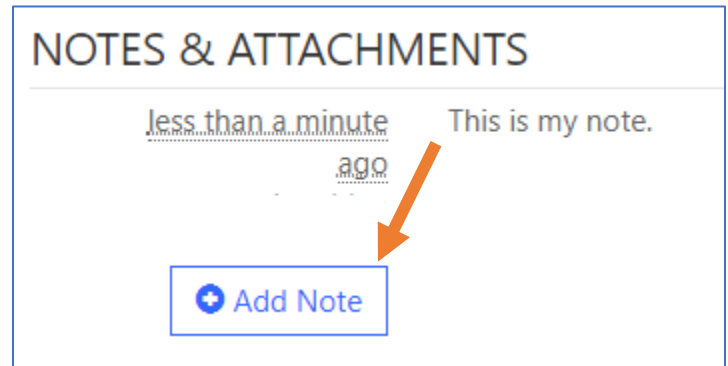
A screenshot of a web interface showing the 'APPEALS' section. The word 'APPEALS' is in a large, bold, black font at the top left. Below it is a horizontal line. In the bottom right corner, there is a blue rectangular button with the text 'Request Appeal' in white. An orange arrow points from the top right towards the button.

7. Add a Note or Attach a Document

NOTES & ATTACHMENTS

less than a minute ago This is my note.

+ Add Note

A screenshot of a web interface showing the 'NOTES & ATTACHMENTS' section. The title 'NOTES & ATTACHMENTS' is at the top. Below it is a horizontal line. There is a note entry with the text 'less than a minute ago' and 'This is my note.' below it. At the bottom, there is a blue button with a plus sign and the text 'Add Note'. An orange arrow points from the top right towards the 'Add Note' button.