

Registering a User Profile in Lakewood Business Pro

****This walkthrough is for existing, Lakewood licensed businesses. This is not the application for a new business license.****

- From the Business Pro login screen, select the “**Sign up for online access now!**” link to begin the registration.

The screenshot shows the Lakewood Business Pro interface. At the top left, there is a blue banner with the text "Lakewood Business Pro" and "A fast, simple and convenient way to file and manage your taxes". Below this, there are three registration options: "New user registration", "Already filing Lakewood business taxes? Sign up for online access now!" (highlighted with a red box), "Never filed Lakewood business taxes? Register a new business", and "Need to find a saved registration? Continue your registration". To the right, there is a "Log in for complete access" section with a description: "File and pay taxes, review tax records, and manage your tax account access and licenses." Below this are input fields for "User name" and "Password", both marked as "Required", with links for "Forgot username?" and "Forgot password?". A "Log in" button is located below the password field. In the center, there is a photo of a building at night with "DESIGN" on the facade. Below the photo, there is a "File return without login" section with a link to "File a special event return".

All letters generated by the City regarding sales tax accounts will have a specific letter ID number located in the upper right corner. This ID number is needed for user profile registration. Select the appropriate response followed by “Next”. If you do not have a letter, you can request one by selecting “No” and a letter will be mailed to you.

****IMPORTANT NOTE****

Letter ID numbers cannot be provided over the phone.

The screenshot shows the "Validation" step of the registration process. At the top, there is a blue header with "Home » User Application". Below this, there are four buttons: "Previous", "Validation" (highlighted with a red box), "Next", and "Cancel". The main content area is titled "VALIDATION" and contains the text: "You will need a recent letter sent to your business from the City of Lakewood, issued since Mar-16-2014. Some examples of letters include tax returns, welcome letters, and statement of account." Below this text is a question: "Do you have a letter issued after Mar 16, 2014?" with two radio button options: "Yes" and "No" (highlighted with a red box).

- If the business is organized as a sole proprietor, select “yes” to the next question. If the business is organized in any other way (LLC, Inc, Partnership, etc) select “No”.

Home » User Application

Previous Validation Next Cancel

VALIDATION

You will need a recent letter sent to your business from the City of Lakewood, issued since Mar-16-2014. Some examples of letters include tax returns, welcome letters, and statement of account.

Do you have a letter issued after Mar 16, 2014?

Are you a sole proprietor?

- Select the ID type from the drop down menu and enter it accordingly. Typically this will be the FEIN for the business or the 8-digit Lakewood tax account number.

Home » User Application

Previous Validation Next Cancel

VALIDATION

You will need a recent letter sent to your business from the City of Lakewood, issued since Mar-16-2014. Some examples of letters include tax returns, welcome letters, and statement of account.

Do you have a letter issued after Mar 16, 2014?

Are you a sole proprietor?

Please select the ID that will be used for registration.

Home » User Application

Previous Validation Next Cancel

VALIDATION

You will need a recent letter sent to your business from the City of Lakewood, issued since Mar-16-2014. Some examples of letters include tax returns, welcome letters, and statement of account.

Do you have a letter issued after Mar 16, 2014?

Are you a sole proprietor?

Please select the ID that will be used for registration.

You will need your business's Federal Identification Number (FEIN) to validate your identity.

FEIN	<input type="text" value="99-9999999"/>
Confirm FEIN	<input type="text" value="99-9999999"/>

- On the next screen, enter the Letter ID Number. Be sure to include the entire number (format: L9999999999).

Home » User Application

Previous Letter Next Cancel

LETTER

Enter the Letter ID from any piece of mail you have received from the City of Lakewood relating to your tax accounts, issued within the last 18 months.

Letter ID Confirm Letter ID

- This screen allows you to create your username, password, and secondary account security information. Please be sure to follow the password guidelines. All fields require a response on this page in order to proceed with registration.

Home » User Application

Previous Login Next Cancel

LOGIN

Create your login profile.

User Name **Required**

Confirm User Name

Email ⓘ

Confirm Email

Choose a password. It must contain 8-16 characters, have at least 1 number, 1 letter, and 1 upper case character.

Password ⓘ

Confirm Password

In case you forget your password, select a question and answer only you will know and remember.

Secret Question ▼

Secret Answer

Two Factor Authentication ⓘ

Send Authentication Text

Send Authentication Email

Send Text or Email

- Enter the primary contact information for the user profile. Should the City need to speak with someone regarding the account, this is the information we will use.

Home » User Application

IDENTIFICATION

Enter the contact information for the user responsible for this login. Note, additional users may be added later.

Name

Primary Phone Type Primary Phone

Alternate Phone Type Alternate Phone

- The final page reviews the information you have entered. Please review to ensure all information provided is accurate. Once complete, select "Submit" and you will be given a confirmation number for your request. An approval email will be sent to you with an authentication code. You may now log into the system.

Home » User Application

VALIDATION

FEIN

Letter ID

LOGIN

User Name

Email

Secret Question

Secret Answer

IDENTIFICATION

Name

Primary Phone

Alternate Phone

Home » User Application » Request

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

Please keep this confirmation number for your records: 0-684-736-512.