

eGov Registration

1. Navigate to the following website:
<https://srt.muni.org/account>
2. Click on **New user? Register**

Municipality of Anchorage Program Tax Portal

Log In

Email

Password

☐ Remember me [Forgot Password?](#)

Log In

New user? [Register](#) ←

3. Enter your first and last name, email and the password of your choice. Then click **Register**

Municipality of Anchorage Program Tax Portal

Register

First name

Last name

Email

Password

Confirm password

[« Back to Login](#)

eGov Registration

- Enter your 11-digit Account Number including the (-) and Pin Number as it appears on the notice received from the MOA. Then click **Add**. The Dashboard will refresh showing the following options **File a return or Pay account**, **Send an invitation**, and **Add an existing business using a PIN number**. If another account needs to be added this can be done by repeating **Step 4**.

Account Information

Welcome Regina

Self Reported Tax

Your services

Currently there are no businesses associated to your account.

Add an existing business using a PIN number ^

Account number

PIN

Add

Account Information

Welcome Regina

Self Reported Tax

Your services

1 File a return or Pay account

1 Send an invitation v

Add an existing business using a PIN number v

Account added! Dismiss

eGov Registration

5. If there is an agent filing on behalf of a business, click **Send an invitation**. Select the Account and enter the email address of the agent that will be filing and click **Send**. The agent will receive an email with a link to accept the invitation.

Note: The agent must have a log in and password to accept the invitation.

The screenshot shows the 'Account Information' page for a user named Regina. The page has a header 'Welcome Regina' and two tabs: 'Self Reported Tax' and 'Your services'. Under 'Your services', there are two expandable sections. The first section, 'File a return or Pay account', is expanded. The second section, 'Send an invitation', is also expanded. It contains a description: 'An email will be sent to the address below with a link that will allow the user to access the selected account. The link will expire in 24 hours. Note that only one link is valid at a time.' Below this, there is a dropdown menu for 'Account' with the value '00000-RT' and an 'Email address' field with the value 'regina.james@anchorageak.gov'. A 'Send' button is located at the bottom of this section. Below the 'Send an invitation' section, there is another expandable section 'Add an existing business using a PIN number'.

Account Information

Welcome Regina

Self Reported Tax Your services

File a return or Pay account

Send an invitation

An email will be sent to the address below with a link that will allow the user to access the selected account. The link will expire in 24 hours. Note that only one link is valid at a time.

Account
00000-RT

Email address
regina.james@anchorageak.gov

Send

Add an existing business using a PIN number

eGov Registration

6. An agent for the business can request access to an account by clicking **Request Access to a Business Tax Account**. Enter the 11-digit tax account number including the dash and click **Request Access**. The Web Administrator (Web Admin) is the main email address on the account who receives the Web PIN and will receive an email notification regarding the request. Repeat **Step 6** requesting access to multiple business tax accounts.

REGINA JAMES

[File Business Tax Return](#) [Pay a Balance on Return](#) [View Return and Receipt](#) [Update Account Info](#) [Sign Out](#)

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Manage My Business

Submit Tax Forms

Account	Business	Tax Category	Last Submit	Year
00000000-001-RT	REGINA'S RENTALS	Room Tax	period First Quarter	2025
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	period December	No Periods to File
00002401-001-RT	REGINA'S RENTALS	Room Tax	period First Quarter	2025

Request Access to a Business Tax Account

Access Request

Account Number

[Request Access](#) [Cancel](#)

My Business

Account	Business	Tax Category	User Name	Status
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	regina.james@anchorageak.gov	Administrator
00002401-001-RT	REGINA'S RENTALS	Room Tax	regina.james@anchorageak.gov	Administrator

Register Your Business Tax Account

7. The Web Administrator's home page now has the request for access, which they can Accept or Decline:

REGINA JAMES

[File Business Tax Return](#)
[Pay a Balance on Return](#)
[View Return and Receipt](#)
[Update Account Info](#)
[Sign Out](#)

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Manage My Business

Submit Tax Forms

Account	Business	Tax Category	Last Submit		Year	
00000000-001-RT		Room Tax	period First Quarter	Pay Account	2025	Submit Filing
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	period December	Pay Account	No Periods to File	
00002401-001-RT	REGINA'S RENTALS	Room Tax	period Third Quarter	Pay Account	2025	Submit Filing

Request Access to a Business Tax Account

My Business

Account	Business	Tax Category	User Name	Status	
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	regina.james@anchorageak.gov	Administrator	
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax		Pending	Accept Decline
00002401-001-RT	REGINA'S RENTALS	Room Tax	regina.james@anchorageak.gov	Administrator	
00002401-001-RT	REGINA'S RENTALS	Room Tax		Pending	Accept Decline

Register Your Business Tax Account

Note: If the Web Admin eProfile Account has not yet been created for the Business, the requesting user will receive the following message:

REGINA JAMES

[File Business Tax Return](#)
[Pay a Balance on Return](#)
[View Return and Receipt](#)
[Update Account Info](#)
[Sign Out](#)

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No eProfile associated to the account 00000000-001.

Manage My Business

Submit Tax Forms

Account	Business	Tax Category	Last Submit		Year	
00000000-001-RT		Room Tax	period First Quarter	Pay Account	2025	Submit Filing
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	period December	Pay Account	No Periods to File	
00002401-001-RT	REGINA'S RENTALS	Room Tax	period Third Quarter	Pay Account	2025	Submit Filing

Request Access to a Business Tax Account

My Business

Account	Business	Tax Category	User Name	Status
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	regina.james@anchorageak.gov	Administrator

8. If the request is accepted by the Web Admin eProfile User, the form changes to indicate the eProfile User is active on the account and will also allow the Web Admin to inactive the user at their convenience.

REGINA JAMES

[File Business Tax Return](#) [Pay a Balance on Return](#) [View Return and Receipt](#) [Update Account Info](#) [Sign Out](#)

Version: 7.0.2506.126 [English](#) [Help?](#)

Manage My Business

Submit Tax Forms

Account	Business	Tax Category	Last Submit		Year	
00002401-001-RT		Room Tax	period First Quarter	Pay Account	2025 ▼	Submit Filing
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	period December	Pay Account	No Periods to File	
00002401-001-RT	REGINA'S RENTALS	Room Tax	period Third Quarter	Pay Account	2025 ▼	Submit Filing

Request Access to a Business Tax Account

My Business

Account	Business	Tax Category	User Name	Status	
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax	regina.james@anchorageak.gov	Administrator	
00002401-001-AT	REGINA'S RENTALS	Alcohol Tax		Active	Inactivate ←
00002401-001-RT	REGINA'S RENTALS	Room Tax	regina.james@anchorageak.gov	Administrator	
00002401-001-RT	REGINA'S RENTALS	Room Tax		Pending	Accept Decline

Register Your Business Tax Account