1. Navigate to the following website: https://www.muni.org/srtaxpayments
2. Click on First-time user? Register here
3. Enter your email and the password of your choice
4. Enter the information of the individual or company that is registering for the business tax account. Complete the appropriate fields:

- Prefix
- First Name
- Mid Name
- Last Name
- Suffix
- Address Line Before
- House No
- Direction
- Street Name
- Street Suffix
- Direction
- Secondary Address Indicator
- Unit
- Address Line After
- City
- State / Province
- Zip Code
- Country
- E-mail Address
- Phone Day
- Phone Night
5. Verify the information is correct
   a. If the information is correct click **Create Profile**
   b. If the information is incorrect click **Back** to make the appropriate changes

![Profile Creation](image1)

6. If you are an agent filing on behalf of a business, click **Request Access to a Business Tax Account** and go to **Step 7**. Otherwise, click **Register Your Business Tax Account** and go to **Step 10**.

![Business Tax Access](image2)
7. 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 7 requesting access to multiple business tax accounts.

8. The Web Administrator’s home page now has the request for access, which they can Accept or Decline:
Note: If the Web Admin eProfile Account has not yet been created for the Business, the requesting user will receive the following message:

9. 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.
10. If you clicked **Register Your Business Tax Account**, enter your 11-digit Account Number including the (-) and Pin Number as it appears on the notice received from the MOA. Then click **Register Account**. The Dashboard will refresh showing the business tax account. Repeat **Step 6 and Step 10** if registering multiple business tax accounts.