

Link a Resident Access Business Account to a Tax Code

1 Go to the R/A Navigator Webpage: [Navigator | City of Bloomington](#)

Navigator | City of Bloomington Sign In

Click on the option that best fits your needs.

 <p>Licensing & Local Taxes Business License and Tax Payments Bloomington Business License and Tax Collection Payments</p>	 <p>Permit Payments Permit Payment Collection</p>	 <p>General Billing General Billing Pay General Billing</p>	 <p>Pay Parking Ticket</p>
--	---	--	--

2 Select “Local Taxes”

Navigator | City of Bloomington Sign In

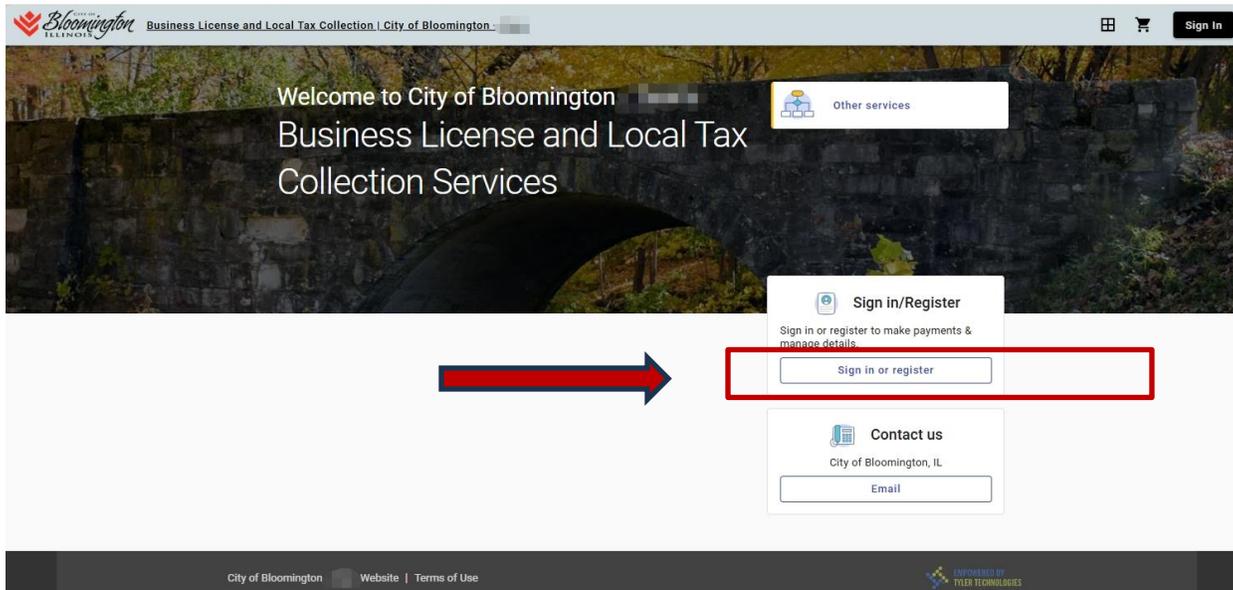
Licensing & Local Taxes



Local Taxes

Link a Resident Access Business Account to a Tax Code

3 Select "Sign in or Register".



Link a Resident Access Business Account to a Tax Code

4 Login with your Email Address and Password on the following page. Note> If you signed up for SMS verification you'll be asked to verify.


Sign in to community access services for City of Bloomington

Email address

Keep me signed in

Next

OR

Unlock account? [Help](#)

Create an account


Verify with your password

Password

Verify

[Forgot password?](#)

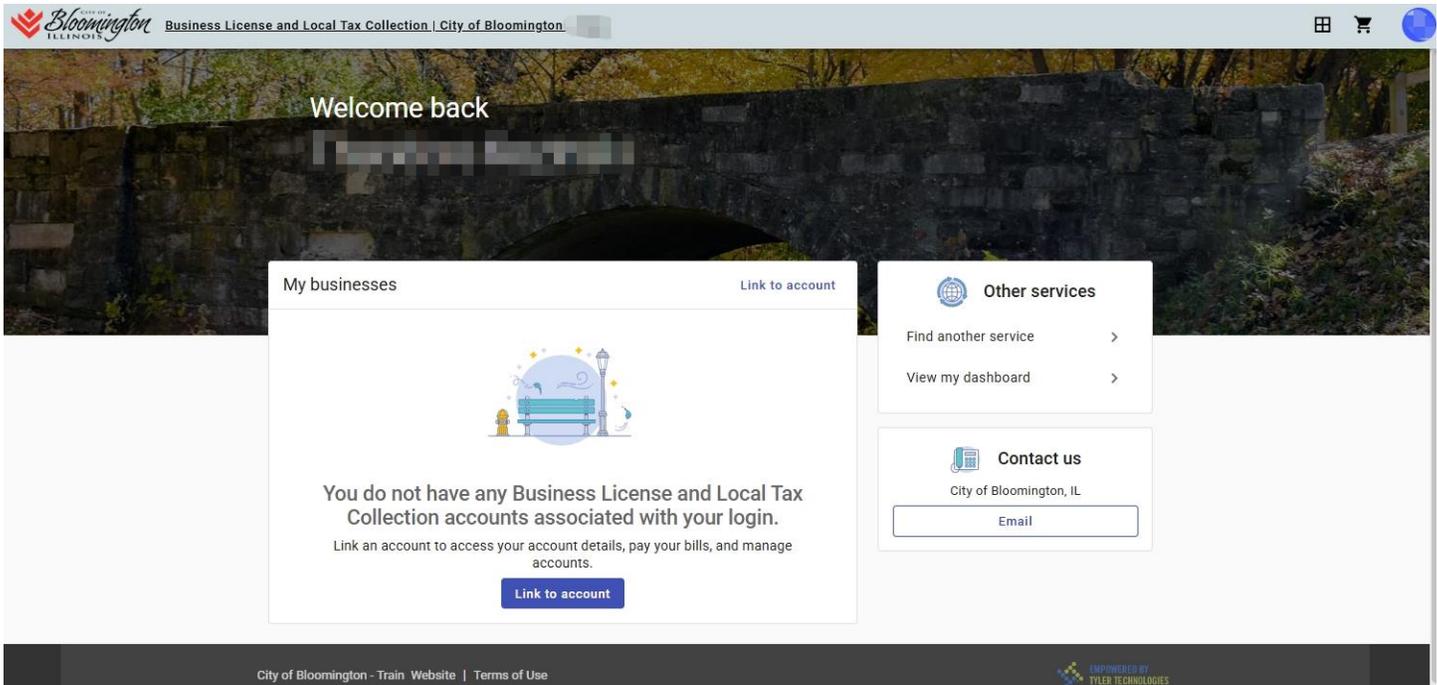
[Verify with something else](#)

[Back to sign in](#)

Link a Resident Access Business Account to a Tax Code

5 To link to your Tax Accounts you will need to search for your business account at this point. Enter the following information:

- **Select “Link to account”**
- **Business ID** = Enter the number associated with your account. Note: If you do not know the number then email the Local Tax staff at “LocalTax@cityblm.org”.
- **Owner Name** = Enter the Owner/Corporate Name from your local tax registration that matches your Business ID.
 - Note: Entering a minimum of three letters of the name also will work.
 - Note: This is not always the same as your DBA Business Name
- After entering these two (2) pieces of information then, “Select” **Find Account.**



Link a Resident Access Business Account to a Tax Code



Let's find your account

* Business ID

* Owner name

Cancel

Search

Link a Resident Access Business Account to a Tax Code

6 The system will conduct a search for your business. When your account is found, you will be directed to a screen to confirm your business.

7 Select “Finish & view account.”

The screenshot shows a web browser window with the following content:

- Header:** City of Bloomington logo, "Business License and Local Tax Collection | City of Bloomington", and navigation icons.
- Search Form:**
 - Title: "Let's find your account"
 - Field 1: "* Business ID" with value "99999"
 - Field 2: "* Owner name" with value "XYZ RESTAURANT IN C"
 - Buttons: "Cancel" and "Search"
- Confirmation Form:**
 - Title: "We found your account!"
 - Text: "Account 99999"
 - Text: "10000 S ABC ROAD"
 - Text: "BLOOMINGTON, IL 61704"
 - Text: "XYZ RESTAURANT IN C"
 - Button: "Finish & view account"

Link a Resident Access Business Account to a Tax Code

8 Your account will now be linked to the business tax accounts and viewed by selecting the “Licenses/Taxes” Icon.

Note> If you own more than business, you have the option of linking to another business along with the associated tax accounts by following steps #5, #6, and #7.

