Click **Business License** on the left side of the screen.

🦾 tyler Welcome to Citizen Self Service Home Announcements **Citizen Self Service** Welcome to the City of Naperville Citizen Self Service (CSS) Portal. Please use this portal to view and pay general (non-utility) bills from the City of Naperville. There are some bills that currently cannot be viewed or paid via this portal. If there is an electronic option, a link is provided below: **Business License**  If you would like to pay a utility bill, please click the following link: <u>Pay a Utility Bill</u>
 If you would like to purchase a garbage cart, please click the following link: <u>Purchase a Garbage Cart</u> General Billing If you would like to purchase a recycling cart, please click the following link: <u>Purchase a Recycling Cart</u> Other Services If you have any questions about a bill or how to use the portal, please contact the City of Naperville Finance Department at (630) 420-6059 or via email at css@naperville.il.us. The Finance Department call center (630) 420-6059 is open: Monday, Tuesday, Thursday and Friday from 7:30 am to 5:00pm Wednesday from 10am to 2pm If you send an email to css@naperville.il.us, the email will be converted to a request in the City's Help Center and will be responded to by a Finance staff member within two (2) business days. **Profile Information** TEST CUSTOMER View profile 123 MAIN ST ANY TOWN, IL 60540

**2** The system will open the Accounts Tab under Business Licenses.

Click the blue Enter Filing link on the right side of the business account/customer you are filing for.

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Home	Business License Linked Accounts						
Citizen Self Service	Select an account to work with.						
Business License	Link to Account						
Accounts	Account ID	DBA Name	Location	Status	Details		
Contact Us	10434	TEST CUSTOMER	PARCEL NOT AVAILABLE	ACTIVE	Account   Bills   Enter Filing		
	10438	TEST CUSTOMER	50 S MAIN ST	ACTIVE	Account   Bills Enter Filing	2	
General Billing							
Other Services							_

3 The system will open the Filing Tab under Business Licenses.

Click the blue **Select** link on the right side of the local tax (food & beverage, hotel/motel use or local gas) for which you want to file.

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Home	Business License Filing - License/Tax Selecti	on						
Citizen Self Service	Account ID 104	38						
Citizen Sen Service	DBA Name TES	T CUSTOMER						
Business License	Please select a record to access t	he filing history						
Accounts	<u>Category</u>		Type	Reference	Renewal Cycle	Select		
Account Details	FOOD & BEVERAGE TAX - DOWNTOWN	4		1040	MONTHLY DUE ON 20	select	3	
Owner Information	HOTEL/MOTEL USE TAX			1041	QUARTERLY DUE ON 15	select	-	
Filing	LOCAL GAS TAX			1042	MONTHLY DUE ON 20	select		
Contact Us								
Can and Dilling								

4 The system will show all available filing periods associated with the local tax.

Click the blue **Enter Filing** link on the right side of the period for which you want to file.

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Home	Business License Filing - Date Selection								
Citizen Self Service	Account ID	10438							
	DBA Name	TEST CUSTOMER							
Business License	Category	FOOD & BEVERAGE TAX - DOWNTON	VN						
Accounts	Renewal Cycle	MONTHLY DUE ON 20							
Account Details	To continue, please select a	period that has not been filed or	is late from the list below						
Owner Information	Year	Month	Status	Due Date	Total	Balance	Filing		
	2022	3	FILED	4/20/2022	1286.25	0.00			
Filing	2022	2	FILED	3/20/2022	18.38	0.00			
Contact Us	2022	1	FILED	2/20/2022	87.50	87.50			
General Billing	2021	12	FILED	1/20/2022	1112.50	1112.50			
Other Services	2021	11	FILED	12/20/2021	980.00	980.00			
	2021	10	FILED	11/20/2021	3171.88	0.00			
	2021	9	LATE	10/20/2021	0.00	4 0.00	Enter Filing	1	
	2021	8	LATE	9/20/2021	0.00	0.00	Enter Filing	<b>*</b>	
	2021	7	FILED	8/20/2021	183.75	0.00			
	2021	6	LATE	7/20/2021	0.00	0.00	Enter Filing		
	2021	5	LATE	6/20/2021	0.00	0.00	Enter Filing		
	2021	4	LATE	5/20/2021	0.00	0.00	Enter Filing		
	2021	3	FILED	4/20/2021	1365.00	1365.00			
	2021	2	LATE	3/20/2021	0.00	0.00	Enter Filing		
	2021	1	LATE	2/20/2021	0.00	0.00	Enter Filing		
			(	©2022 Tyler Technologies, Inc.					

5 Enter the total amount subject to the local tax:

Local Tax	Amount defined by Ordinance
Food & Beverage	
Hotel/Motel Use	
Local Gas	

6 Click the **Continue** button.

styler				
Home		Business License Filing Amounts		
Citizen Self Service		Account ID	10438	
Chizen ben bervice		DBA Name	TEST CUSTOMER	
Business License		Category	FOOD & BEVERAGE TAX - DOWNTO	OWN
Accounts		Renewal Cycle	MONTHLY DUE ON 20	
		Month	9	
Account Details		Year	2021	
Owner Information		FOOD & BEVERAGE TAX - CITY	WIDE (FBC)	
Filing		TOTAL SALES SUBJECT TO F&B TAX	\$ 75000	
Contact Us	5			
Concert Dilling		FOOD & BEVERAGE TAX - DOV	/NTOWN (FBD)	
General Billing		TOTAL SALES SUBJECT TO F&B TAX	\$ 7500d	
Other Services				

Review the local tax filing. Please note the following:

- **Discount:** If the local tax ordinance provides for an early filing discount, the system automatically adds the discount if the filing is submitted on or before the due date. The Discount will show up in the Summary section at the bottom.
- **Penalty:** If the local tax ordinance provides for a late filing penalty, the system automatically adds a penalty if the filing and payment is not submitted on or before the due date. The Penalty will show up in the Penalties and Summary sections.

If you identify an error with the filing, click the blue **Revise this Filing** link in the upper right corner. Otherwise, go to Step 9.

Click the Acknowledgement Checkbox to acknowledge the statement.

Click the Submit Filing button.

9

Business Licens	se	
Review		
Please review that the i	nformation is correct before submitting.	
		8 Revise this filing
Account ID	10438	
DBA Name	TEST CUSTOMER	
Category	FOOD & BEVERAGE TAX - DOWNTOWN	
Renewal Cycle	MONTHLY DUE ON 20	
Month	° 7	
Year	2021	
FOOD & BEVERAGE TAX -	CITYWIDE FBC Actual	
TOTAL SALES SUBJECT TO F	RB TAX	75000.00
Deductions		0.00
Taxable Sales		75000.00
Calculated Amount		750.00
Net Due		750.00
		75000.00
Deductions		0.00
Taxable Sales		7500.00
Calculated Amount		562.50
Net Due		562.50
Penalties		
Penalty Description	Penalty Amount	Penalty Interest
FOOD & BEVERAGE TAX LAT	TE PENALTY - DWTN 393.75	0.00
Summary	s this filing	1212.50
Discounts on this filing:	r uns ming.	0.00
Penalty on this filing:		393.75
Total due:		1706-25
NThe second day of		
Check the following box to acknowledgement	o sign 9 Let not not the any potential interest that may be added for late things. o sign 9 I up der penalties of perjury and other penalties provided by law I declare that I have examined this return and to the best of my knowledge and belief it is true, con intermation set forth is taken from the books and records of the business for which this return is filed.	rect and complete. I further dec 10 the Cancel Submit Filing
	©2022 Tyler Technologies, Inc.	

11 There should be a green confirmation message to verify the filing will successfully submitted.

<sup>12</sup> Click the blue **Attach a Document to Your New Filing** link.

Business Lice Filing Amounts	nse		
Confirmation			
Thank you. Your inform:	tion has been successfully submitted.		
			Add bill to Cart
Attach a documer     Submit another re	t to your new Filing		
Account ID	10438		
DBA Name	TEST CUSTOMER		
Category	FOOD & BEVERAGE TAX - DOWNTOWN		
Renewal Cycle	MONTHLY DUE ON 20		
Month	9		
Year	2021		
TOTAL SALES SUBJECT TO	F&B TAX		75000.00
Deductions			0.00
Taxable Sales			75000.00
Calculated Amount			750.00
Net Due			750.00
FOOD & BEVERAGE TAX	- DOWNTOWN FBD Actual		75000.00
Deductions			/3000.00
Taxable Sales			75000.00
Calculated Amount			5000.00
Net Due			562.50
			502.50
Penalties			
Penalty Description		Penalty Amount	Penalty Interest
FOOD & BEVERAGE TAX	LATE PENALTY - DWTN	393.75	0.00
Summary			
Calculated Amount due	on this filing:		1312.50
Discounts on this filing:			0.00
Tenalty on this filing:			393.75
lotal due:			1706.25
**The amount due shown	does not include any potential interest that may be added for late filings.		
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13 Click the Choose File button and upload the required documentation:

Local Tax	Required Documentation
Food & Beverage	ST-1 or ST-2 form
Hotel/Motel Use	CMFT-1 or CMFT-2 form
Local Gas	

After the file is attached to the filing, click the **Upload** button.

Business Lice Filing Amounts Confirmation Thank you. Your inform	nse ation has been successfully submitted.	Add bill to Cart
Attach one or more d - Use the Choose File - As each document is - Click the Unload but Choose File No file Upload ancel	ocuments to your new Filing outton to select a document to attach. elected, an additional file selection button will appear, allowing you to select multiple documents. on to upload the selected attachment(s). chosen	
Submit another re	inewal 10/28	
DRA Namo		
Category	FOOD & BEVERAGE TAX - DOWNTOWN	
Renewal Cycle	MONTHLY DUE ON 20	
Month	9	
Year	2021	
TOTAL SALES SUBJECT TO	D F&8 TAX	75000.00
Deductions Truckla Calas		0.00
Calculated Amount		7500.00
calculated Amount		/50.00

<sup>15</sup> Verify the document was attached. If you want to attach another document, perform Steps 12-15 again.

<sup>16</sup> If you would like to pay the filing with a credit card or e-check, click the blue **Add bill to Cart** link. See the Pay a Local Tax Filing instructions.

U I	f you would like to file	another local tax	, click the blue <b>Submit</b>	Another Renewal link.	Otherwise, t	he filing is complete
and y	ou can close the CSS	portal.				

Business Lice	ıse	
Confirmation		
Thank you. Your informa	tion has been successfully submitted.	
You can now		16 Add bill to Car
Attach one or more do - Use the Choose File b - As each document is s - Click the Upload butto Test Document.pdf <u>Re</u> Choose File No file Upload <u>Cancel</u>	cuments to your new Filing utton to select a document to attach. elected, an additional file selection button will appear, allowing you to select multiple documents. In to upload the selected attachment(s). move chosen	
Submit another rev Account ID	<u>19wal</u> 10438	
DBA Name	TEST CUSTOMER	
	FOOD & BEVERAGE TAX - DOWNTOWN	
Category	MONTHLY DUE ON 20	
Category Renewal Cycle		
Category Renewal Cycle Month Year	9 2021	
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO	9 2021 F&B TAX	75000.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions	9 2021 F&B TAX	75000.00 0.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions Taxable Sales	9 2021 F&B TAX	75000.00 0.00 75000.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions Taxable Sales Calculated Amount	9 2021 F&B TAX	75000.00 0.00 75000.00 750.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions Taxable Sales Calculated Amount Net Due	9 2021 F&B TAX	75000.00 0.00 75000.00 750.00 750.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions Taxable Sales Calculated Amount Net Due TOTAL SALES SUBJECT TO	9 2021 F&B TAX F&B TAX	75000.00 0.00 75000.00 750.00 750.00 750.00
Category Renewal Cycle Month Year TOTAL SALES SUBJECT TO Deductions Taxable Sales Calculated Amount Net Due TOTAL SALES SUBJECT TO Deductions	9 2021 F&B TAX F&B TAX	75000.00 0.00 75000.00 750.00 750.00 75000.00 0.00