

# **Localgov Lodging Tax Administration**

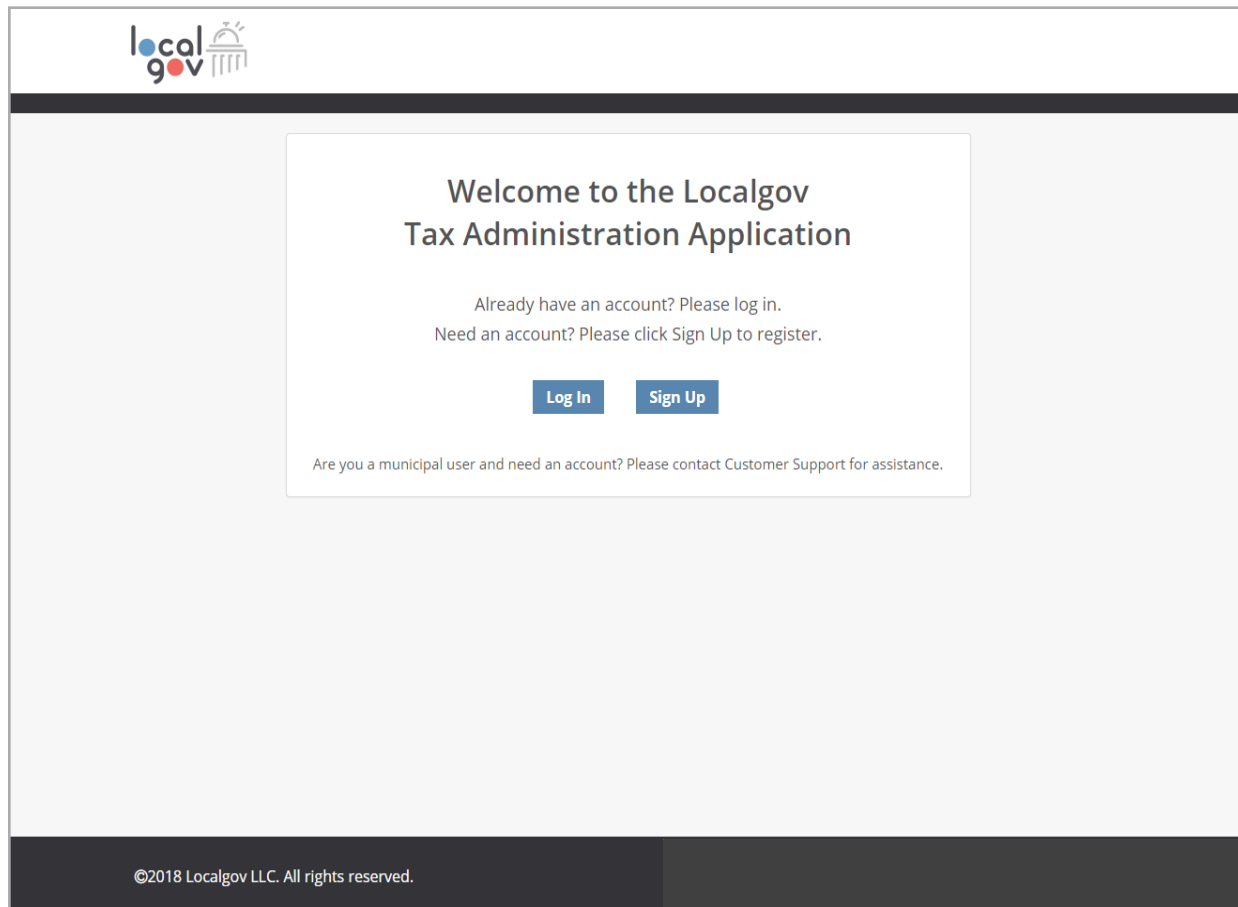
## **User Support Manual**



## How do I log into Localgov?

To access Localgov Tax Administration, go to **lata.localgov.org**. Here, you can log in with an existing account or create a new one.

To create a new account, click **Sign Up** on the **Welcome** screen. You will then be directed to the **Create Account** page.



## How do I create a new account?

To create your account, enter the requested information and click **SUBMIT**. Please note that your password and security answers are case sensitive.

**localgov**

### Create Account

Welcome to the Localgov Account Creation page. Please complete the form below to create a user account.

**NAME \***

First Last

**Email Address \***

Confirm Email Address \*

**Password \***

Passwords must be at least 8 characters long, contain at least one lower case character, at least one upper case character and at least one number.

**Retype Password \***



**Security Question #1 \***





Please select a security question

Please note, the Security Question #1 is a drop down selection. Security Question #2 is one you create. For example, you could use spouse's middle name or dog's name, and then supply the answer in Security answer #2 field.

Once this is submitted, you will get an email for you to activate your account.

## How do I confirm my new account?

Please confirm your account Inbox x  

 **techsupport@localgov.org** May 16, 2018, 10:23 AM     
to me ▾

### Welcome!




You have created an account for the Localgov Tax Administration. Please confirm your account by clicking the link below.  
<https://portal.localgov.org/Home/ConfirmEmail?code=f8a84b91-124c-4575-a319-88770036b9b1>

Please Note: You cannot sign in to the application until you confirm your account.

Thank you for using the Localgov Tax Administration.

Sincerely,  
The Localgov Support Team

If you encounter any issues or have questions about the Localgov Tax Administration application, please send an e-mail to [techsupport@localgov.org](mailto:techsupport@localgov.org) and we will respond within one business day.

 Reply  Reply all  Forward

Once you've created your account, you will receive an email message from **techsupport@localgov.org** prompting you to confirm your new account. To do so, open the message and click the provided link. If you do not see this email message in your **Inbox**, please check your **Spam/Junk** folder, or check with your IT administrator to ensure Localgov is accepted by your mail server.

## How will I know my account has been activated?

**SUCCESS**

You have successfully activated your account.

We're getting things ready for you and in a moment you will be asked to sign in.  
If you are not automatically redirected from here after a few moments, please [click here](#).

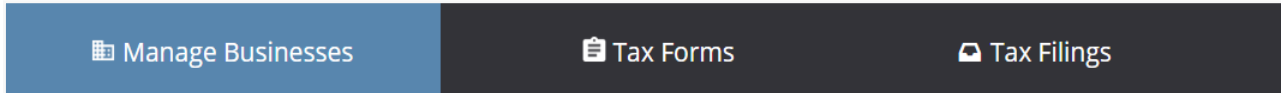
Once you've activated your account, you will see a **SUCCESS** message before being redirected to the Localgov sign-in page.

## How do I sign in to my account?

The screenshot shows the 'Sign In' page of the Localgov Tax Administration Application. At the top left is the 'local gov' logo. The main heading is 'Sign In'. Below it is a welcome message: 'Welcome to the Localgov Tax Administration Application. Please sign in to access your account.' There are two input fields: 'EMAIL' and 'PASSWORD'. To the right of the password field is a link for 'Forgot Password?'. A blue 'SIGN IN' button is centered below the fields. At the bottom of the form area, there is a link: 'Activate Account To activate an account, Click Here'. The footer contains copyright information: '©2018 Localgov. All rights reserved.', and links for 'Terms', 'Privacy Policy', a phone number '877-654-0021', and an email address 'techsupport@localgov.org'.

To sign into your account, enter the email address and password associated with your account, then click **SIGN IN**. If you forgot your password, you can reset it by clicking the Forgot Password link and following the instructions provided.

## How are the Localgov features organized?



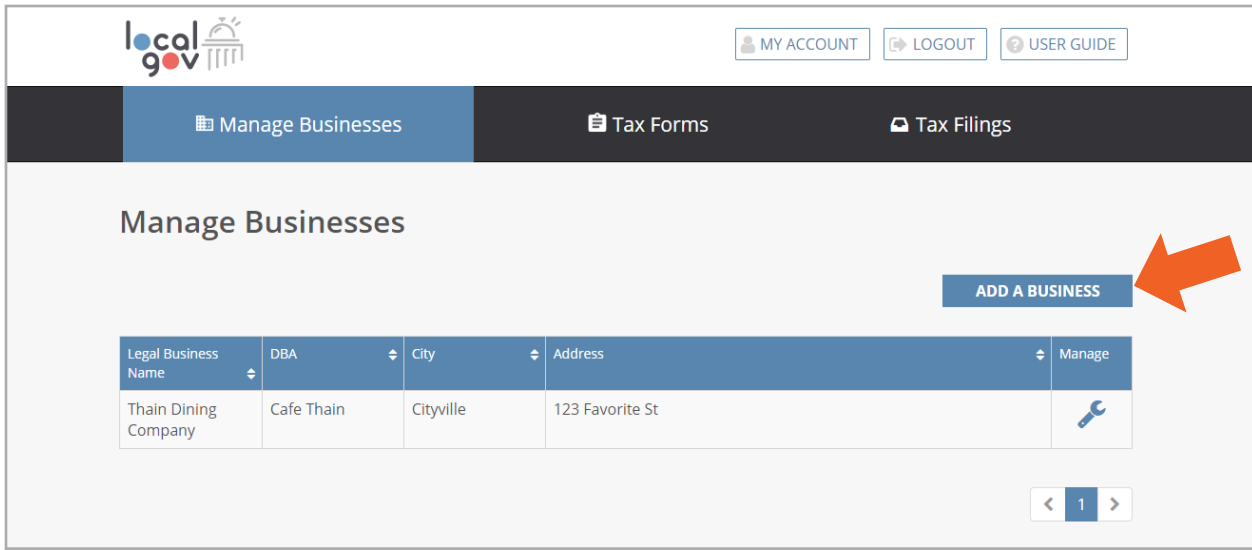
Localgov Tax Administration is organized into three sections, which you'll find along the top of your screen:

**Manage Businesses** Create a new business or edit an existing one


**Tax Forms** File a tax form for a municipality of your choosing

**Tax Filings** Display all previous tax filings and payments

## How do I add a business in Localgov?



The screenshot displays the 'Manage Businesses' page in the Localgov system. At the top, there is a navigation bar with the 'local gov' logo on the left and three buttons: 'MY ACCOUNT', 'LOGOUT', and 'USER GUIDE'. Below the navigation bar, there is a dark header with three menu items: 'Manage Businesses' (highlighted), 'Tax Forms', and 'Tax Filings'. The main content area is titled 'Manage Businesses' and features a table with the following data:

| Legal Business Name  | DBA        | City      | Address         | Manage  |
|----------------------|------------|-----------|-----------------|---|
| Thain Dining Company | Cafe Thain | Cityville | 123 Favorite St |  |

An orange arrow points to the 'ADD A BUSINESS' button located in the top right corner of the table area. At the bottom right of the table, there is a pagination control showing '< 1 >'.

To set up your business for the first time, click on **Manage Businesses** from the main navigation menu and then click the **Add a Business\*** button.



Add a Business or a RENTAL PROPERTY

**Basic Business Information** or Rental information

Legal Business Name \*  DBA \*

Municipal Business License Number  State Tax Id Number \*  Federal EIN

**Local Address**

Address 1 \*  Address 2

City \*  State \*  Zip Code \*


Local address and taxpayer address are the same

From the **Add a Business and or Rental Property** page, enter required information about your property. Required fields are marked with a red asterisk. Before you get started, you'll want to have your **Federal Employer Identification Number (FEIN or SSN, depending on your situation)**. **PLEASE** put your SSN or your FEIN in the State Tax ID Number field as this is what verifies your account with the Auditor's office registration. If you have a **Vendor License Number** provided by your county or state you can enter that as shown above in the Business license field.

When finished, click **SAVE**, or **SAVE AND ADD ANOTHER** if you wish to add an additional business.

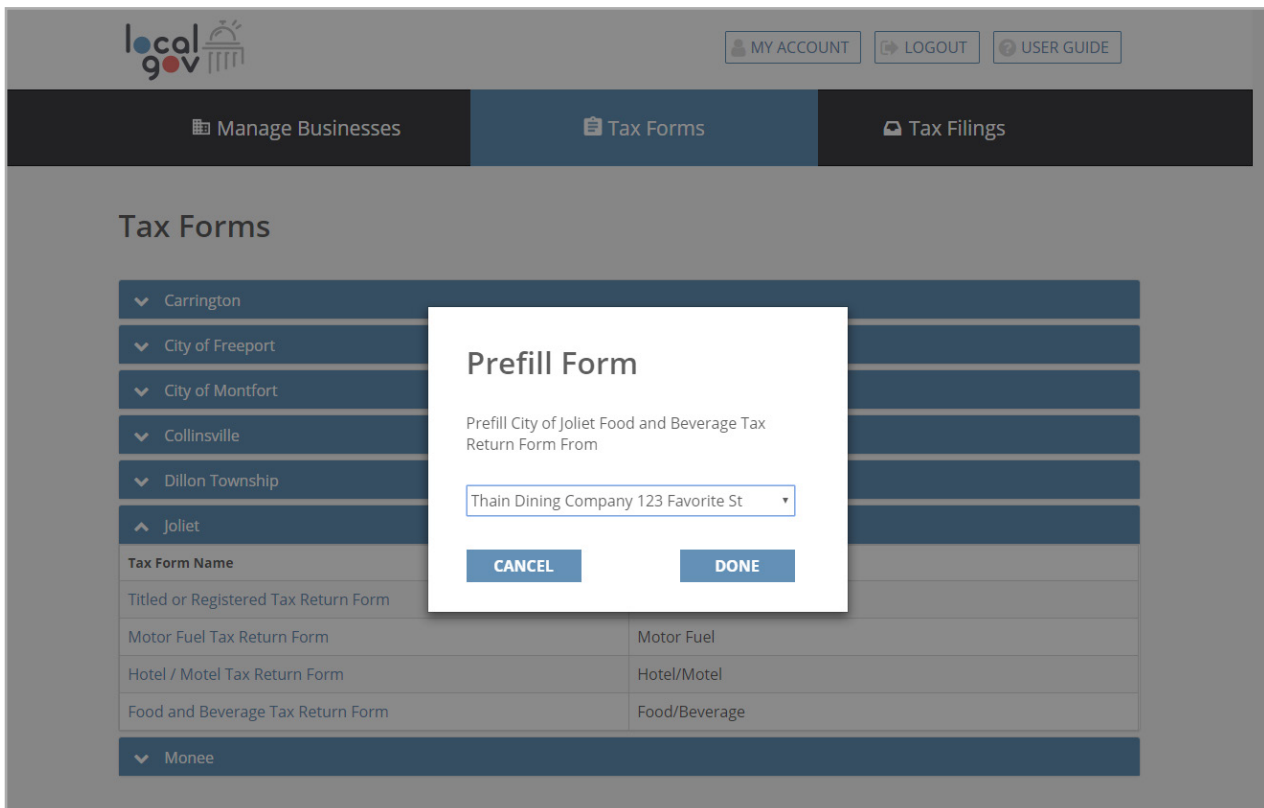
## How do I edit information for a business?

The screenshot shows the 'Manage Businesses' page in the Localgov system. At the top, there is a navigation bar with the 'localgov' logo and links for 'MY ACCOUNT', 'LOGOUT', and 'USER GUIDE'. Below this is a dark navigation bar with 'Manage Businesses', 'Tax Forms', and 'Tax Filings' options. The main content area is titled 'Manage Businesses' and features an 'ADD A BUSINESS' button. A table lists business information with columns: Legal Business Name, DBA, City, Address, and Manage. The table contains one entry: 'Thain Dining Company' with DBA 'Cafe Thain', City 'Cityville', and Address '123 Favorite St'. A blue wrench icon in the 'Manage' column is highlighted with a red arrow. A pagination control at the bottom right shows '< 1 >'.

| Legal Business Name  | DBA        | City      | Address         | Manage  |
|----------------------|------------|-----------|-----------------|---|
| Thain Dining Company | Cafe Thain | Cityville | 123 Favorite St |  |

To edit information for a business, click its corresponding wrench icon\* from the **Manage** column on the **Manage Businesses** page.

Tax Filing will begin for January 2019 rents which you can pay either quarterly or monthly. Tax forms will be set up by the beginning of February for you to use. Below is an example **How do I fill out my tax form?**



A **Prefill Form** window will open, where you can select the business you'd like prefilled on the tax form. This will automatically prefill your business information into the form so you do not have to manually enter. Select **No Prefill** if you'd rather manually enter your business information.

Click **DONE** to proceed to the tax form.

We will update this further once the entire system is set up for your use. Thank you for your patience in this new process!

## Customer Support

For assistance by email or phone, please contact the Erie County Auditor's Office Monday-Friday 8 am- 4 pm

Email: [hwalters@eriecounty.oh.gov](mailto:hwalters@eriecounty.oh.gov) or [jcapizzi@eriecounty.oh.gov](mailto:jcapizzi@eriecounty.oh.gov)

Telephone: **419-627-7743** or **419-627-7746** for Heather or Jenny