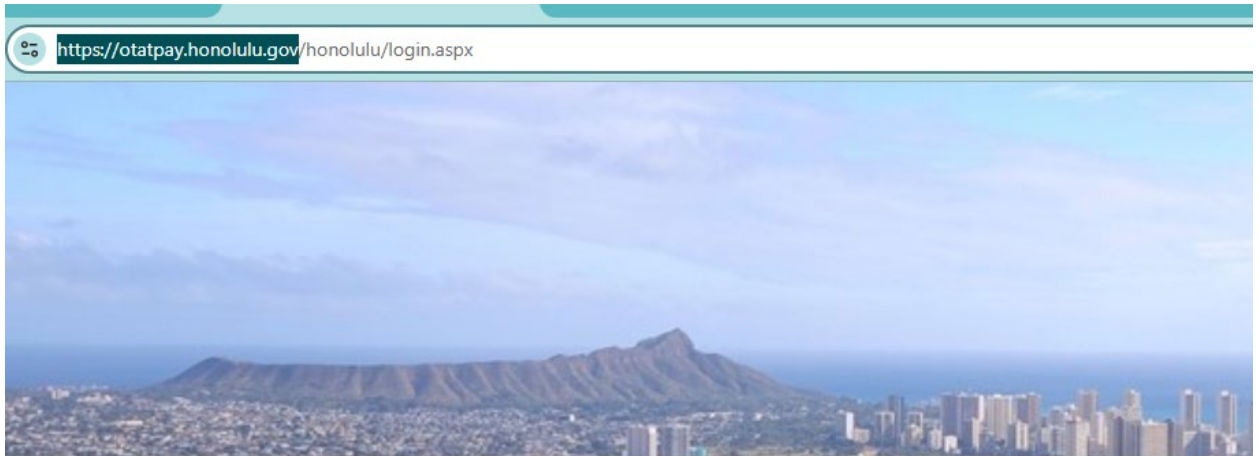


How to set up a User on <https://otatpay.honolulu.gov/>

1. Click “CREATE A BUSINESS ACCOUNT”



## Business Account

For business owners or companies who need to file for a single business or a business with multiple locations.

[CREATE A BUSINESS ACCOUNT](#)

Website Support

## 2. Enter your information in Steps 1 – 5

- a. Step 1 = Enter Online Account Information Click “SIGN UP” when finished entering the required information

<a href="#">Home</a>	<a href="#">Create Return</a>	<a href="#">My Returns</a>	<a href="#">Account Center</a>	<a href="#">Lookup</a>	<a href="#">Support</a>	<a href="#">FAQ</a>
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<b>Online Filing Account Set Up</b> <b>Step 1 User Information</b> Step 2 Business Information Step 3 Security Question Step 4 Additional Information Step 5 Return Setup	<h3>Sign Up for a New Account</h3> <p>To begin filing returns online, you will be taken through the registration process to create an online filing account. After you have completed the first step, you may leave the registration process to come back and continue at any time. After you have completed all steps, you will be able to file a return. All fields marked with * are required. Be sure to store your username and password in a safe place. Click <a href="#">here</a> to view instructions for completing the registration process.</p> <p>Any personal information collected is used within SalesTaxOnline to authenticate your account with the appropriate Taxing Authorities. This information will not be disclosed or shared in any way with any outside entities without your explicit permission.</p> <h4>Online Account Information</h4> <p>Create your Username: <input type="text"/> *</p> <p>Create your Password: <input type="text"/> *</p> <p>Re-enter the Password: <input type="text"/> *</p> <p>First Name: <input type="text"/> *</p> <p>Last Name: <input type="text"/> *</p> <p>Title: <input type="text"/> *</p> <p>Phone Number: <input type="text"/> *</p> <p>Fax Number: <input type="text"/></p> <p>Email Address: <input type="text"/> *</p> <p>Re-enter Email Address: <input type="text"/> *</p> <hr/> <p>By clicking 'Sign Up' I agree to the following:</p> <p>I agree that the tax returns I submit via SalesTaxOnline.com shall be the legal equivalent of returns submitted on paper documents.</p> <p>I agree that my user name and password will be the equivalent of my handwritten signature, as authorized by the State. Click the state below to view. <a href="#">ALABAMA</a> , <a href="#">ARIZONA</a> , <a href="#">CALIFORNIA</a> , <a href="#">COLORADO</a> , <a href="#">GEORGIA</a> , <a href="#">KANSAS</a> , <a href="#">LOUISIANA</a> , <a href="#">TEXAS</a></p> <p>I am declaring that I am authorized to make payments from the bank account I will, or have entered, during the payment process of these transactions.</p>
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b. Step 2 = Enter Business Information Click “NEXT” when Business Information has been entered.

**Online Filing Account Set Up**

Step 1  
User Information

**Step 2  
Business Information**

Step 3  
Security Question

Step 4  
Additional Information

Step 5  
Return Setup

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### Business Information

Now that you have created your online filing account, enter the information for the business you are filing for. This information will appear on the returns you file online. If you are filing for multiple business locations, you will be prompted to add them later in the registration process.

#### Business Information

**Legal Business Name:**  \*

**Trade or Unit Name:**  \*

**Federal Tax ID:**  \*

**Business Type:**

<input type="radio"/> Sole Proprietorship	<input type="radio"/> General Partnership	<input type="radio"/> Corporation
<input type="radio"/> LLC - Single Member	<input type="radio"/> LLC - Multi Member	<input type="radio"/> LLP
<input type="radio"/> Government Agency	<input type="radio"/> Professional Association	<input type="radio"/> Non-Profit
<input type="radio"/> Other		

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#### Physical Address

**Country/Region:**  \*

**Address 1:**  \*

**Address 2:**

**City:**  \*

**State/Region:**  \*

**Zip Code:**  \*

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#### Mailing Address

Same as Physical Address

**Country/Region:**  \*

**Address 1:**  \*

**Address 2:**

**City:**  \*

**State/Region:**  \*

**Zip Code:**  \*

c. Step 3 = Enter desired Security Q & A then Click “NEXT”

**Tax ONLINE**

**Online Filing Account Set Up**

Step 1  
User Information

Step 2  
Business Information

**Step 3  
Security Question**

Step 4  
Additional Information

Step 5  
Return Setup

### Set Your Security Question and Answer

If you forget your password or must reset an expired password, you will be asked the question below and must provide the answer. The answer should be something that you will always know. Here are a few suggestions for the question:

- What is the first and last name of your first boyfriend or girlfriend? [Use this question?](#)
- Which phone number do you remember most from your childhood? [Use this question?](#)
- What was your favorite place to visit as a child? [Use this question?](#)
- Who is your favorite actor, musician, or artist? [Use this question?](#)
- What is your favorite hobby? [Use this question?](#)

Security Question:

Answer:




Tax Authority  
Contact Information

[Privacy Statement](#) | [General Terms & Rules for Use](#)

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- d. Step 4 = Enter Location information (users can set up more than one location if they operate more than one.)  
Click “yes” when done.

Signed in as Honolulu [REDACTED] LOG OFF



Are you finished adding Business Locations? YES NO

**Online Filing Account Set Up**

Step 1  
User Information

Step 2  
Business Information

Step 3  
Security Question

**Step 4  
Additional Information**

Step 5  
Return Setup

**Location Information**

This page will allow you to manage your business locations and/or units. A location/unit has been added for you already, based on the Business Information provided on previous screens. To edit the location information, click on the Edit button on the row of the particular location you want to edit. To add a new business location not listed, click on the Add a New Location button.

If you have no other locations and/or units to be added or edited, click Yes to continue.

[ADD A NEW LOCATION](#)

ID	Legal Name	Trade or Unit Name	Address	City	State	Zip	Action
261450	Lesley's Lemonade Stand	WAIKIKI VACATIONS	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	<a href="#">EDIT</a>


Are you finished adding Business Locations? YES NO



e. Step 5 = Enter Return Information for Return Set up Click “ADD RETURN” when completed.

i. Step 5 – Are you finished Setting up your returns?  
Click “YES” if done.

Signed in as Honolulu [REDACTED]



**Online Filing Account Set Up**

- Step 1 User Information
- Step 2 Business Information
- Step 3 Security Question
- Step 4 Additional Information
- Step 5 Return Setup**

### Short Term Rental Permit / License

**Are you applying for OR renewing a Short Term Rental Permit / License?**

You can complete a tax related return setup to file taxes at a later time by returning to this page the return setup below.


[APPLY FOR / RENEW SHORT TERM RENTAL PERMIT / LICENSE](#)

### Return Setup

To set up a return you want to file, select the options below, type in the corresponding account number, and click the Add

- Select State:**
- Select Return:**  ⓘ
- Select Location:**    
[Click here to add a new business location.](#)
- Enter TA# or Bulk Filer#:**  ⓘ   
[Click here to apply for a new Hawaii TA #](#)
- Select Filing Status:**  ⓘ

[ADD RETURN](#)



3. Complete! You should now be logged in to your new username on <https://otatpay.honolulu.gov>