

Deschutes County Room Tax Online Profile Setup Instructions

Step 1: From this link, www.deschutes.org/vacationrentals, you will land on the Home Page. PLEASE READ THE ONLINE PROFILE-LINKING ACCOUNT INSTRUCTION GUIDE BEFORE PROCEEDING ON. Next click on the “File and Pay your Transient Room Taxes ONLINE Now” button as shown on the screenshot highlighted below to begin setting up your online profile.

The screenshot shows the Deschutes County website interface. At the top left is the Deschutes County logo. The top right has links for Alerts, Jobs, and Contact Us. A navigation bar includes a home icon, About Us, How Do I, Departments, and Stay Connected. Below this is a search bar. On the left is a sidebar menu with options like Finance Home, Finance Report Central, Property Tax Collection, Treasury, Transient Room Tax (vacation rentals), Transient Room Tax Help, Online Booking Platforms (Airbnb, VRBO, Etc.), Transient Room Tax Report Form, and Dog Licenses. The main content area is titled "Transient Room Tax" and contains text explaining the tax and a "I'm NEW, or, I have QUESTIONS." button. Below this is a "Documents" section with "Contact Information" (phone and fax numbers) and a "VIEW FULL CONTACT DETAILS" button. To the right, a "NEW! Starting July 1, 2019" announcement states that a new online reporting and payment system is in place. It instructs users to read instruction guides first. Below the announcement are three document icons labeled "Online Profile", "Filing", and "Payments". A blue arrow points from the "Contact Information" section to the "Online Profile" icon. Another blue arrow points from the "Online Profile" icon to a highlighted button that says "File and Pay your Transient Room Taxes ONLINE Now". Below this button is the text "Questions? Email us at roomtax@deschutes.org".

Step 2: Click on “Room Tax Self Service” on the left side of the screen.

MUNIS Self Services

Home

Room Tax Self Service



Step 3: First you must register. Click on the highlighted “Register for a new account” link.



Identify. Authenticate. Empower.

Sign in to your account

Email

Email is required

Password

Password is required

Remember me

SIGN IN

Register for a new account

Forgot password?

Forgot username?



Step 4: Please fill in the Self-Registration as indicated below and click “Save.”

All fields are required.



Register for a new account

Email *

john.doe@gmail.com

First name *

John

Last name *

Doe

Password *

Confirm password *

Password must be between 8 and 30 characters in length
 Password must contain a number
 Password must contain a special character

CANCEL

REGISTER

Step 5: Now you have successfully set up your online profile. The next step is to link your transient room tax account. Click on the bottom "link to account" on the right hand side of your screen corresponding with "Deschutes County Room Tax Accounts" as pictured below.

Account Settings

Account Information

Now logged in as	ABCD
Last successful login	6/17/2019
Last failed login	6/17/2019
Password last changed	6/17/2019
Password expires in	152 days Change Password
E-Mail address	ABCDRENTAL@GMAIL.COM Change E-Mail Address

Linked Accounts

Existing accounts can be "linked" to your self-service user id. These links give you quick access to an account's details, bills, etc. For each self-service module that allows user-control over account linking, hyperlinks such as "link to account" or "remove" will appear below. Click a module's "link to account" to reach the page where new account links can be created, and where additional instructions are provided.

Customer Accounts

There are currently no linked accounts

[link to account](#)

Deschutes County Room Tax Accounts

There are currently no linked accounts

[link to account](#)

[Go To Module Homepage](#)

Step 6: Enter your Deschutes County Certificate of Authority number (aka DCCA #) and the phone number associated with your account (phone number you entered when initially registering your vacation rental account). **This number MUST include dashes (Ex. 555-555-5555).** Click "Submit."

Deschutes County Room Tax Account Link Setup

Please see provided Step by Step Instructions on Home Webpage <https://www.deschutes.org/finance/page/room-tax-reporting>

What is the account ID of this business? *



What is the owner's phone number? *



Submit

Cancel

* indicates required field

Step 7: Your account is now linked as shown below:

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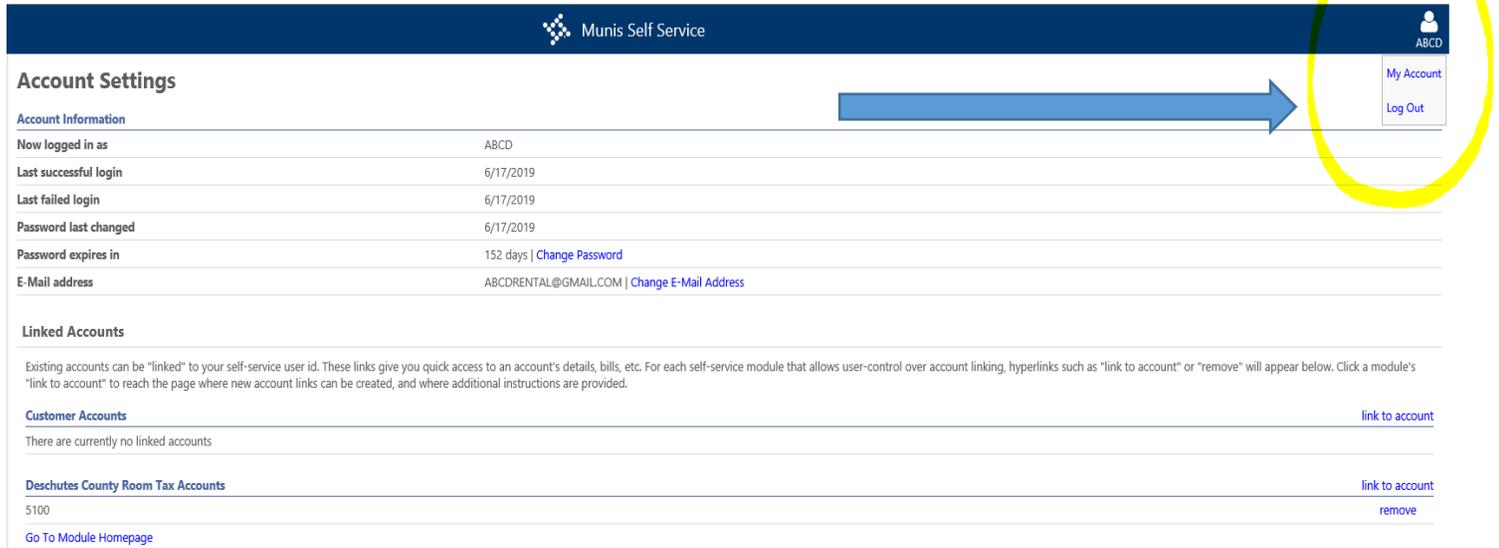
Deschutes County Room Tax Accounts

5100

[Go To Module Homepage](#)



Step 8: Log out of your account by clicking on the person icon on the top right of your screen. A drop down menu will bring down your options. Click “Log Out.”



Munis Self Service

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Customer Accounts [link to account](#)

There are currently no linked accounts

Deschutes County Room Tax Accounts [link to account](#)

5100 [remove](#)

[Go To Module Homepage](#)

Congratulations! You have successfully completed your online profile and linked your account. You are now ready to move on to the next set of instructions on how to file your new transient room tax report.

