



## ONLINE FILING & LICENSING QUICK START GUIDE

### How do I sign up for Online Filing & Licensing?

1. Go to <https://castlepines.premacorp.com/citizenaccess/> to reach the Taxpayer Access portal.
2. Select 'New User' to register for account access.
3. Follow the on-screen prompts to fill in the requested fields.
4. Follow the link from your confirmation email to validate your account.
5. Enter Login/Password information for your account.

**Link your Account Number** – If you already have an Account Number with the City (CAS-00#####), you can access your account and file returns instantly. Note: your account can only be linked to 1 user login at a time.

1. Sign into the Taxpayer Access portal at <https://castlepines.premacorp.com/citizenaccess/>
2. Select 'Manage Accounts' from the menu on the left.
3. Enter all requested fields to locate and link your account.

**Apply for a Business License** – If you do not already have an Account Number with the City, you will need to apply for one online.

1. Sign into the Taxpayer Access portal at <https://castlepines.premacorp.com/citizenaccess/>
2. Select 'Apply for License' from the menu on the left.
3. Enter all requested application information.
4. Submit payment of License Fee & Application.
5. Your Application will be reviewed and a Revenue Specialist will contact you if anything further is required.

**File a Sales Tax Return** – Once you have a linked Account, you can begin filing Sales Tax Returns online.

1. Sign into the Taxpayer Access portal at <https://castlepines.premacorp.com/citizenaccess/>
2. Select 'File Returns' from the menu on the left.
3. Enter all requested return information.
4. Submit payment & Return.
5. Receive Return Submission Confirmation.