

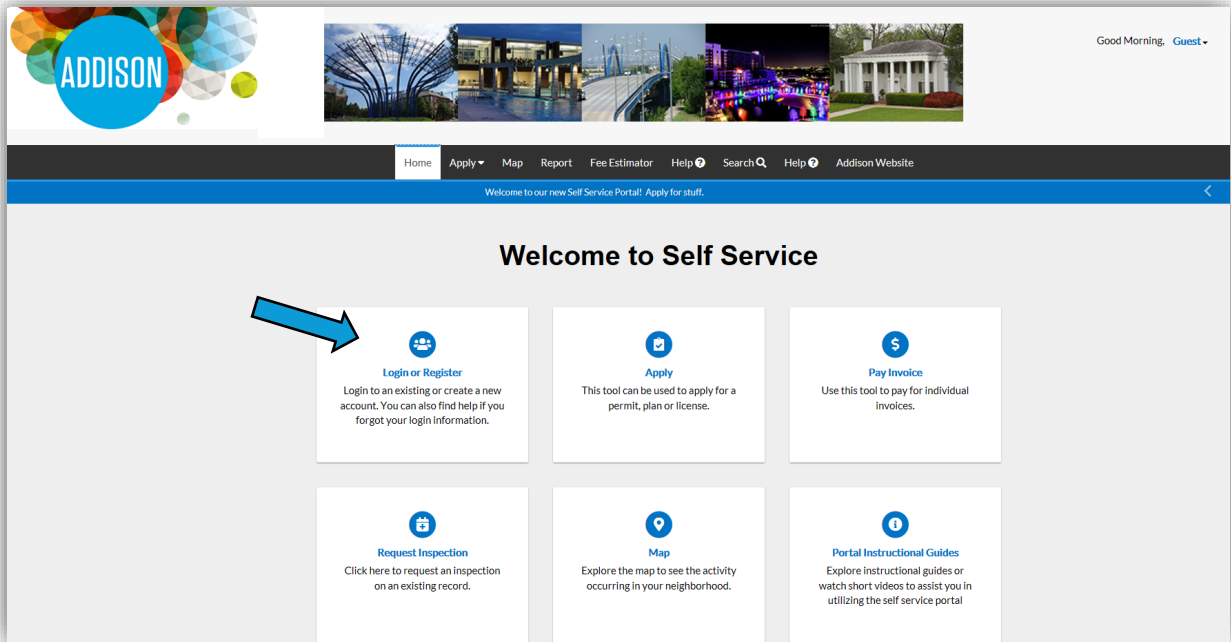


Citizens Self Services (CSS)

https://egov.addisontx.gov/EnerGov_Prod/SelfService#/home

Paying Hotel Occupancy Taxes

This would be your landing page after clicking the link above. Click “Login” to enter your credentials.



Enter your credentials and click “Log In” again.

Log In

* Email Address

* Password

Remember Me

[Forgot your password?](#)
[Switch jurisdiction?](#)



After entering your credentials you will be taken to this page, click "Dashboard".

Dashboard Home Apply View Map Report Fee Estimator Help Search Help Addison Website

Welcome to our new Self Service Portal! Apply for stuff.

Welcome to Self Service

- My Account**
Click here to access your account information.
- Apply**
This tool can be used to apply for a permit, plan or license.
- Pay Invoice**
Use this tool to pay for individual invoices.
- Request Inspection**
Click here to request an inspection on an existing record.
- Map**
Explore the map to see the activity occurring in your neighborhood.
- Portal Instructional Guides**
Explore instructional guides or watch short videos to assist you in utilizing the self service portal



Below would be your dashboard, if you scroll to the bottom you will see your Hotel/STR "License".

Note: The portal uses the terminology "license" to refer to paying your hotel occupancy taxes.

My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
----------------	--------------	-------------	------------	-------------

[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
----------------	--------------	-------------	------------	-------------

[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
----------------	----------------	-------------

[View My Inspections](#)

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 0	\$0.00	Add To Cart

[View My Invoices](#)

My Licenses

ABC
No. HTAX000529-04-2019

Type: Hotel Occupancy T...

Expires In
15
DAYS

[Renew](#)

[View My Licenses](#)



Paying Hotel Occupancy Taxes

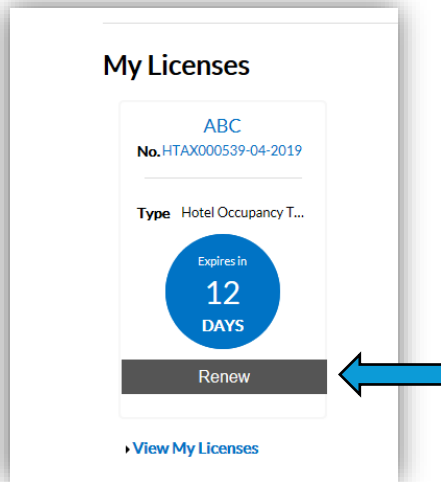
Viewing your dashboard you will see your active “license” at the bottom left corner.

The dashboard is divided into several sections:

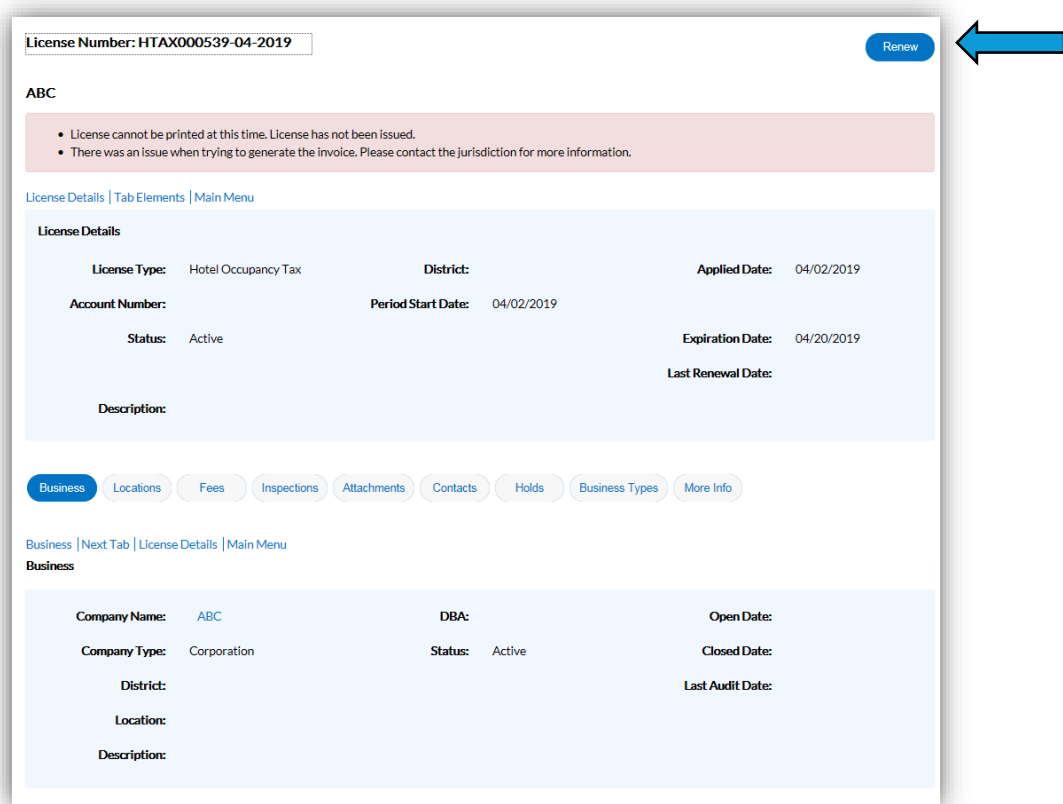
- My Permits:** A row of five cards showing counts for 'Attention' (0), 'Pending' (0), 'Active' (0), 'Draft' (0), and 'Recent' (0). A link below reads '+ View My Permits'.
- My Plans:** A row of five cards showing counts for 'Attention' (0), 'Pending' (0), 'Active' (0), 'Draft' (0), and 'Recent' (0). A link below reads '+ View My Plans'.
- My Inspections:** A row of three cards showing counts for 'Requested' (0), 'Scheduled' (0), and 'Closed' (0). A link below reads '+ View My Inspections'.
- My Invoices:** A table with three rows: 'Current' (0) for \$0.00, 'Past Due' (0) for \$0.00, and 'Total' (0) for \$0.00. Each row has an 'Add To Cart' button. A link below reads '+ View My Invoices'.
- My Licenses:** A card for license 'ABC' with number 'No. HTAX000529-04-2019'. The type is 'Hotel Occupancy T...'. It shows 'Expires In 15 DAYS' and a 'Renew' button. A link below reads '+ View My Licenses'.



To “renew” your “license” (pay hotel occupancy taxes), you will scroll down to the bottom and click “Renew”.



Doing so will bring you to this page, click “Renew” again.





What follows is a 4-step renewal application. The first step is just confirming your “license” type. Click “Next” after confirming.

Renew License - Hotel Occupancy Tax *REQUIRED

1 **Type** 2 **More Info** 3 **Attachments** 4 **Summary**

LICENSE DETAILS

License Type

Description

[Next](#)

You will then input your hotel tax info here. Once done click “Next”.

Renew License - Hotel Occupancy Tax *REQUIRED

1 **Type** 2 **More Info** 3 **Attachments** 4 **Summary**

MORE INFO

*Gross Room Revenues \$

*Government Officials \$

*Permanent Resident \$

*Total Exemption \$

*Taxable Revenue

*Taxes Due \$

[Back](#) [Next](#)



You will be able to attach attachments here, if needed. Please include any backup for exemptions claimed, or other documentation you'd like to include. Then click "Next" when complete.

Renew License - Hotel Occupancy Tax *REQUIRED

Progress: 1. Type (✓) | 2. More Info (✓) | 3. Attachments (3) | 4. Summary (4)

ATTACHMENTS


Attach instructions for Attachments.
Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, csv, rtf, dxf, dwf, dwfx

Exemption Documentati

Add Attachment

+

Back Next





The last step is a summary of all info. Verify that everything is correct and click "Submit".

Renew License - Hotel Occupancy Tax REQUIRED

✓ Type ✓ More Info ✓ Attachments 4 Summary

Locations

Location 1	16304 MIDWAY RD, Addison, Texas, United States, 75001
Location 2	16304 MIDWAY RD, Addison, Texas, United States, 75001
Location 3	100035500B09A0100

Basic Info

Type	Hotel Occupancy Tax
Description	
Applied Date	04/08/2019

Contacts

Contact 1	Ismael Villalta ABC 16304 MIDWAY RD, Addison, Texas, United States, 75001
------------------	---

More Info

Gross Room Revenues	\$10,000.00
Government Officials	\$2,500.00
Permanent Resident	\$2,500.00
Total Exemption	\$5,000.00
Taxable Revenue	5000
Taxes Due	\$350.00

[Top](#) | [Main Menu](#)

Attachments

[Back](#) [Submit](#)



After submitting your application for renewal, you will then be given the option to pay your hotel taxes. If you are paying via credit card, please continue and click "Pay Now".

✓ Your license application was submitted successfully. ×

License Number: HTAX000539-04-2019 Pay Now

ABC

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Type: Hotel Occupancy Tax	District:	Applied Date: 04/08/2019
Account Number:	Period Start Date:	Expiration Date:
Status: Renew Submitted Online		Last Renewal Date:
Description:		

[Business](#) | [Locations](#) | [Fees](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Holds](#) | [Business Types](#) | [More Info](#)

[Business](#) | [Next Tab](#) | [License Details](#) | [Main Menu](#)

Business

Company Name: ABC	DBA:	Open Date:
Company Type: Corporation	Status: Active	Closed Date:
District:		Last Audit Date:
Location:		
Description:		



This will take you to your shopping cart. Click "Check Out" once ready to pay.

Shopping Cart

Back

Total \$350.00

Check Out

Invoice: 00004278
Due Date: 04/08/2019

Description: NONE
Billing: ABC (Villalta, Ismael)
Contact:

Case Number	Project	Case Address	Amount Due
HTAX000539-04-2019		16304 MIDWAY RD Addison Texas 75001	\$350.00

Remove

Top | Main Menu

Total \$350.00

Check Out

This will take you to the payment screen. Enter your card info and then click "Pay Now".

MyGovPay

EMPOWERED BY TYLER TECHNOLOGIES

THIS SITE IS CURRENTLY IN DEMO MODE.

Addison, TX

Order Number: 15

Monday, April 8, 2019

Invoice #	Item Description	Quantity	Unit Price	Total Price
00004278	NONE	1	\$350.00	\$350.00
Item Total:				\$350.00
Order Total:				\$350.00

Payment Details

*all fields are required

Cardholder Name: Ismael Villalta

Billing Street: 16304 Midway Road

Billing Zip Code: 75001

Card Type: Visa

Card Number: 4111111111111111

Expiration Date: 12 - Dec

CVV Code: 123

Pay Now - \$350.00

Cancel



You will see this screen once your payment has been processed. When done click “Continue to Site” to be taken back to the home screen.

The screenshot shows the MyGovPay interface. At the top left is the MyGovPay logo with the tagline "EMPOWERED BY TYLER TECHNOLOGIES". Below the logo is a blue banner that reads "THIS SITE IS CURRENTLY IN DEMO MODE". The main content area displays "Addison, TX", "Order Number: 15", and "Monday, April 8, 2019". A green message box states "Your payment was successfully processed." Below this is a table with the following data:

Invoice #	Item Description	Quantity	Unit Price	Total Price
00004278	NONE	1	\$350.00	\$350.00
			Item Total:	\$350.00
			Order Total:	\$350.00

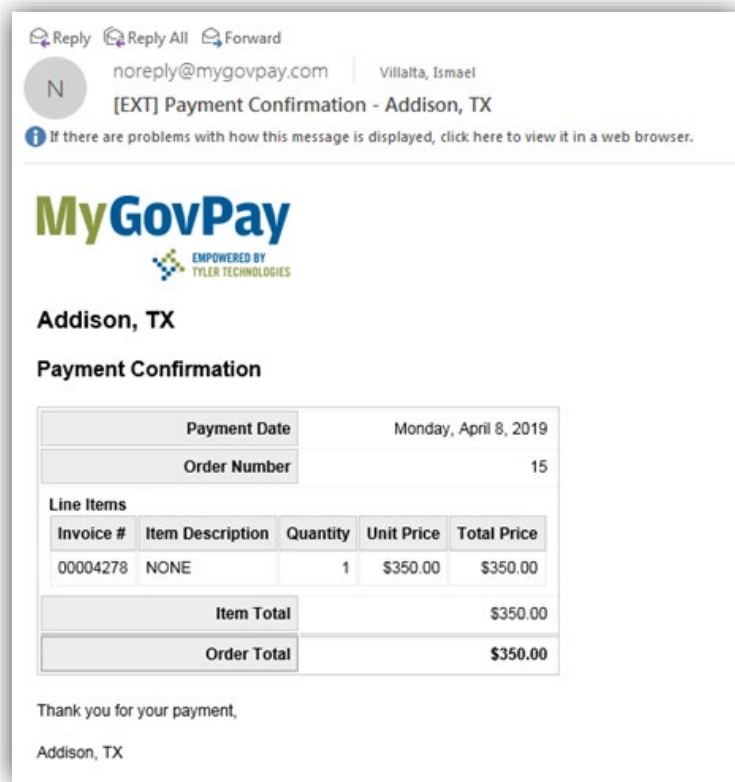
At the bottom of the screen is a blue button labeled "Continue to site" with a blue arrow pointing to it from the right.

At the home page you will see this message mentioning a receipt was sent to you by email.

The screenshot shows a "Thank You!" message. The text reads: "Your transaction was processed successfully. Your invoices tied to this order have been updated accordingly. An e-mail has been sent to you with your receipt."

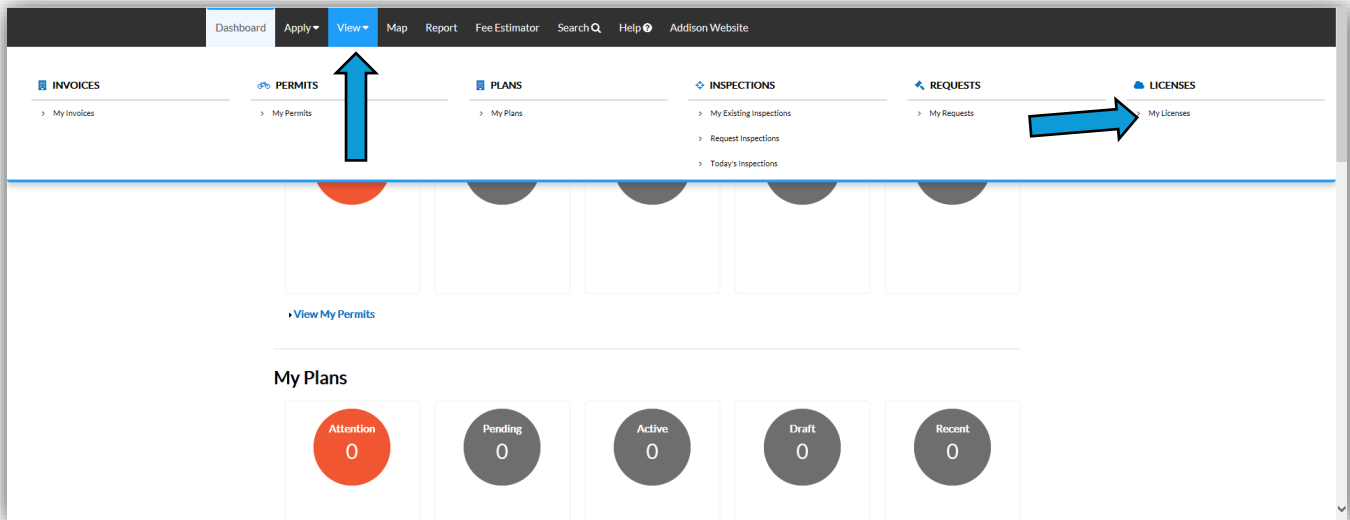


This is the what the emailed receipt would look like.



Checking License Status

On the home page click “View” and then on the far right click “My Licenses”



FINANCE

P.O. Box 9010
Addison, TX 75001

phone: 972.450.7051
fax: 972.450.7074

ADDISONTXAS.NET

IT ALL COMES TOGETHER.



Below you will see three different statuses after payment has been made: Renew Submitted Online, Renew Submitted, and Active.

Renew Submitted Online: This is the status right after payment. Staff has not reviewed application.

Renew Submitted: Staff is currently reviewing application.

Active: Staff has approved application. Approval of application will take 1-3 business days from the date of payment.

My Licenses Search for License Number, Company, Type, DE

Exact Match

[Export](#) Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Renew Submitted Online	Hotel Occupancy Tax	ABC	04/08/2019			

Results per page: 10 1 - 1 of 1 << < 1 > >>

My Licenses Search for License Number, Company, Type, DE

Exact Match

[Export](#) Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Renew Submitted	Hotel Occupancy Tax	ABC	04/08/2019			

Results per page: 10 1 - 1 of 1 << < 1 > >>

My Licenses Search for License Number, Company, Type, DE

Exact Match

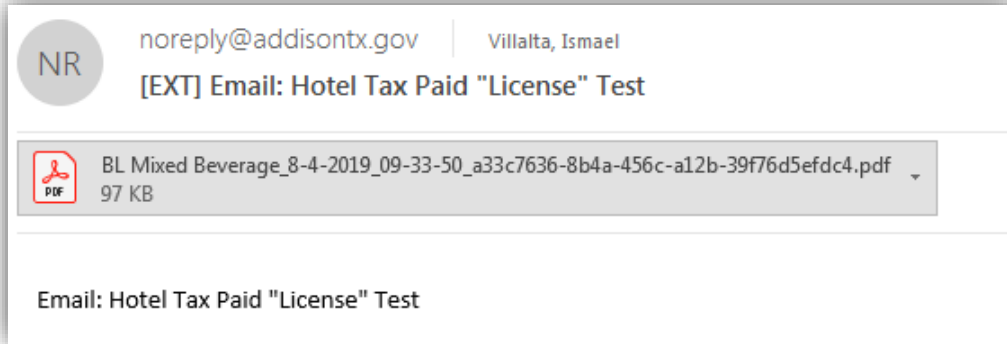
[Export](#) Sort License Number

License Number	DBA	Address	Status	License Type	Company	Applied Date	Period Start Date	Expiration Date	Renew
HTAX00053 9-04-2019		16304 MIDWAY RD Addison, Texas 75001	Active	Hotel Occupancy Tax	ABC	04/08/2019	04/08/2019	05/20/2019	

Results per page: 10 1 - 1 of 1 << < 1 > >>



Once the application for "license" has been approved you will receive an email with an attachment. The attachment is the "license" issued noting the issue date, expiration date, and tax paid. This will be for your records.



HOTEL OCCUPANCY TAX				
BUSINESS LICENSE NUMBER	HTAX000523-02-2019			
APPLIED DATE	04/15/2019	ISSUED DATE	EXPIRATION DATE	
HOTEL NAME	MOTEL 6 OPERATING L P	Tax Preparer:		
	4325 BELT LINE			
	Addison, Texas 75001			
<u>Gross Room Revenues</u>	\$331,897.29	<u>INVOICE NUMBER</u>	<u>INVOICE DATE</u>	<u>INVOICE TOTAL</u>
<u>Government Officials</u>	\$1,780.55	00004279	04/15/2019	\$ 22,450.59
<u>Permanent Residents</u>	\$9,394.08	<u>PAID AMOUNT</u>	<u>PAYMENT DATE</u>	<u>RECEIPT NUMBER</u>
<u>Total Exemptions</u>	\$11,174.63	\$ 0.00		
<u>Taxable Revenue</u>	\$320,722.66			
<u>Taxes Due</u>	\$22,450.59			

FINANCE

P.O. Box 9010
Addison, TX 75001

phone: 972.450.7051
fax: 972.450.7074

ADDISONTXAS.NET

IT ALL COMES TOGETHER.



Going back to the home page you will notice your active “license” on the bottom left corner.

My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
----------------	--------------	-------------	------------	-------------

[View My Permits](#)

My Plans

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
----------------	--------------	-------------	------------	-------------

[View My Plans](#)

My Inspections

Requested 0	Scheduled 0	Closed 0
----------------	----------------	-------------

[View My Inspections](#)

My Invoices

Current 0	\$0.00	Add To Cart
Past Due 0	\$0.00	Add To Cart
Total 0	\$0.00	Add To Cart

[View My Invoices](#)

My Licenses

ABC
No. HTAX000539-04-2019

Type: Hotel Occupancy T...

Expires In
42
DAYS

[View My Licenses](#)

