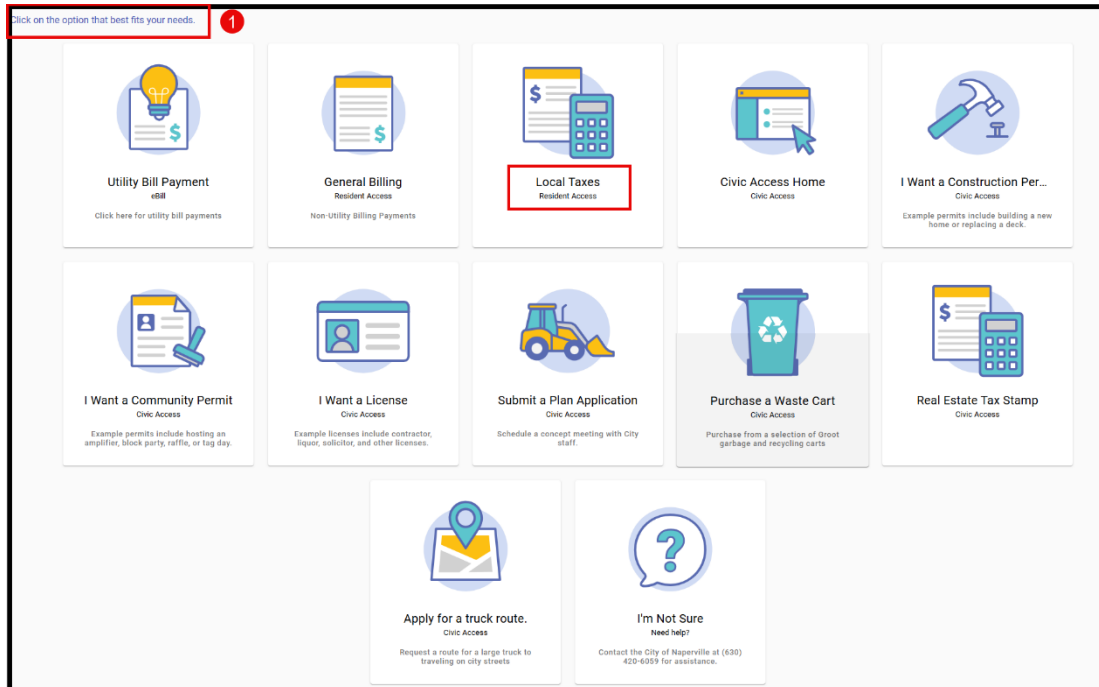


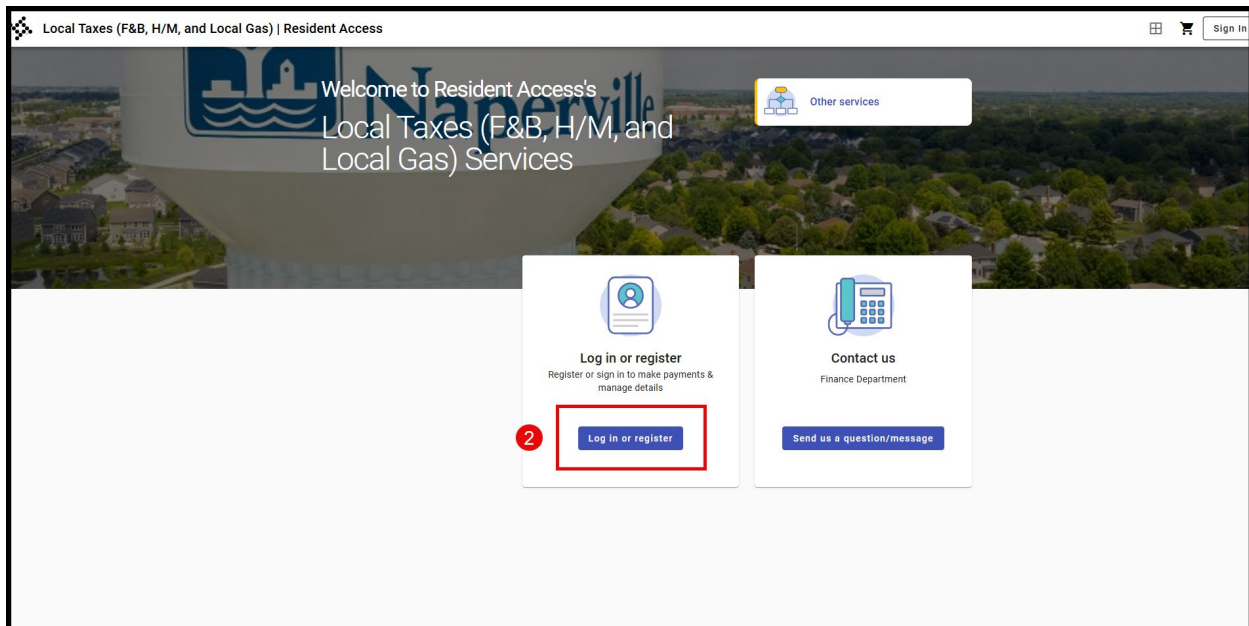
Linking a Business to a Resident Access account (RA)

RA Login Webpage: <https://napervilleil.tylerportico.com/navigator/public/selections/>

1 Click on the option that best fits your needs.



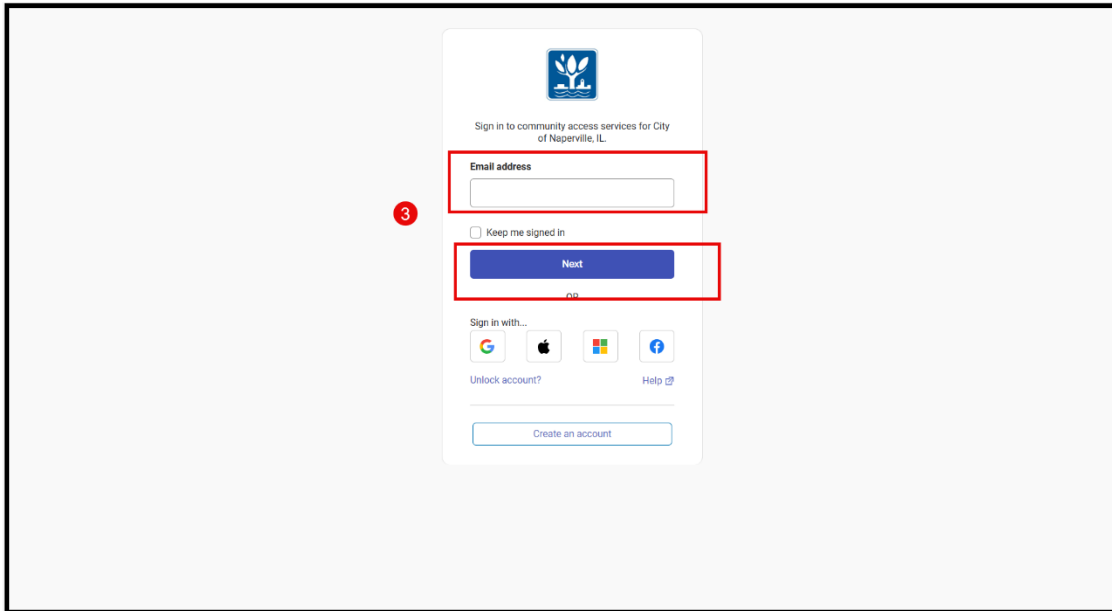
2 A login screen will appear. Click on blue **Log in or Register** button.



Linking a Business to a Resident Access account (RA)

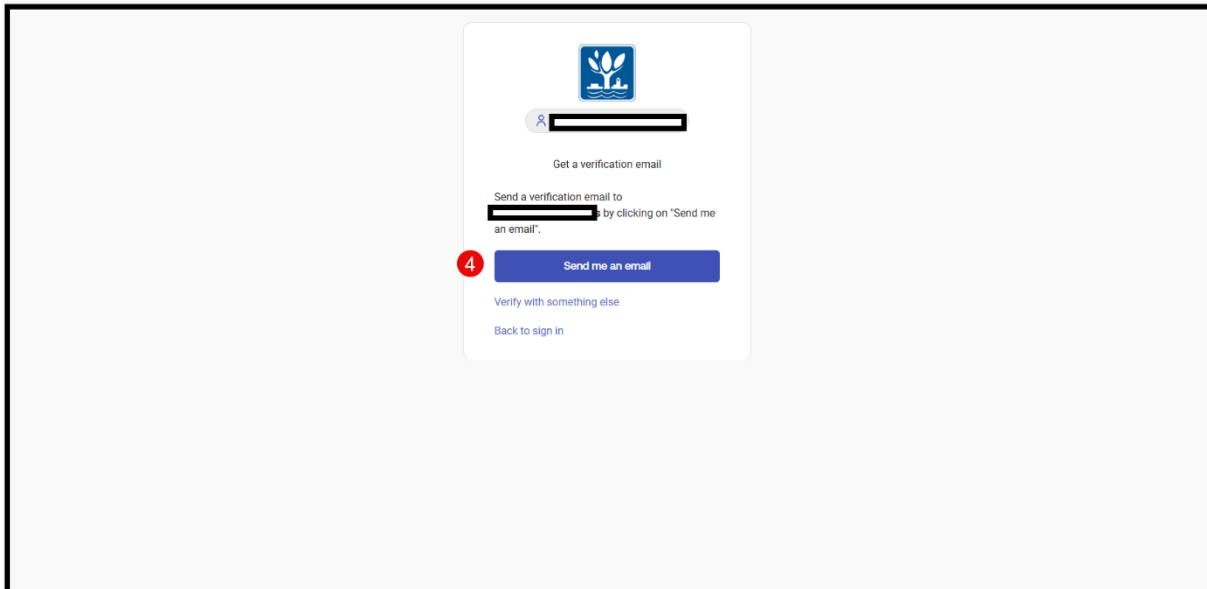
3 Enter the email address for account. NOTE: If you have not registered for an account, you will need to register (see the Registering for RA instructions).

Click on blue **Next** button.



The screenshot shows a sign-in page for the City of Naperville, IL. The page features a logo at the top, followed by the text "Sign in to community access services for City of Naperville, IL.". Below this is a form with an "Email address" field, a "Keep me signed in" checkbox, and a blue "Next" button. A red circle with the number "3" is positioned to the left of the "Email address" field. Below the "Next" button, there are options to sign in with Google, Apple, Microsoft, or Facebook, along with links for "Unlock account?" and "Help". At the bottom of the form is a "Create an account" button.

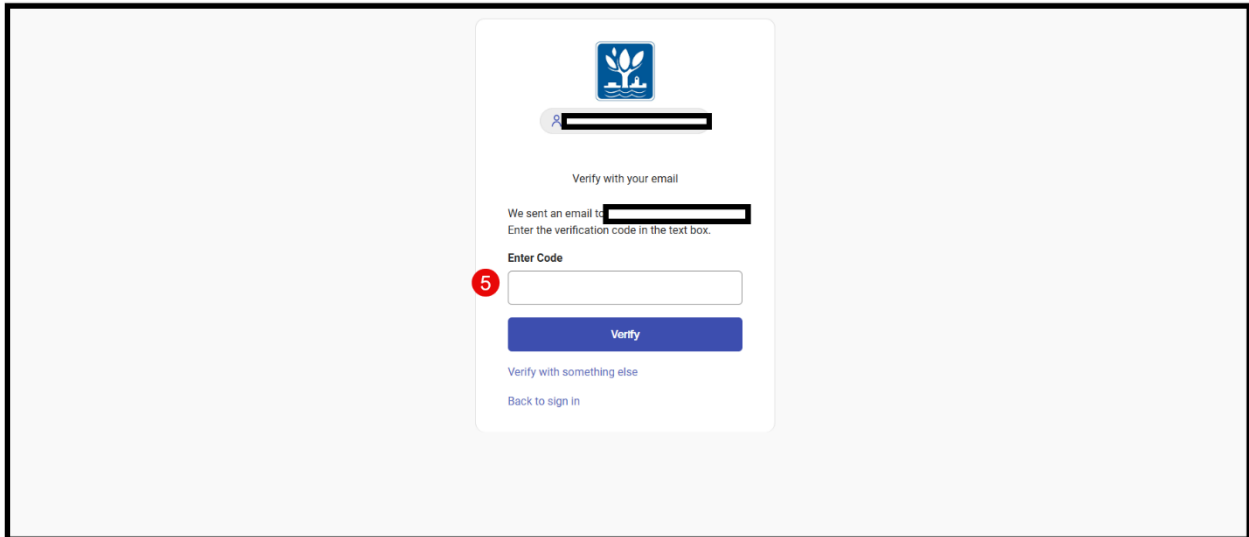
4 The system will direct you to an email verification page. Confirm your email for the account and click the blue **Send me an email** button.



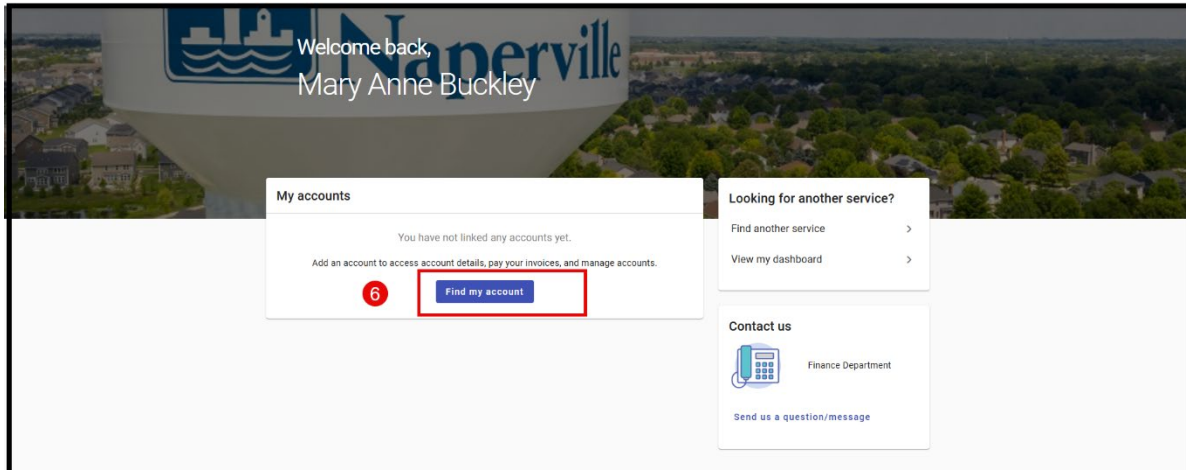
The screenshot shows an email verification page. The page features a logo at the top, followed by a user profile icon and a redacted email address. Below this is the text "Get a verification email" and "Send a verification email to [redacted] by clicking on 'Send me an email'". A blue "Send me an email" button is highlighted with a red circle and the number "4". Below the button are links for "Verify with something else" and "Back to sign in".

Linking a Business to a Resident Access account (RA)

5 You will receive an email with a verification code. Enter code in text box and select the blue **Verify** button.



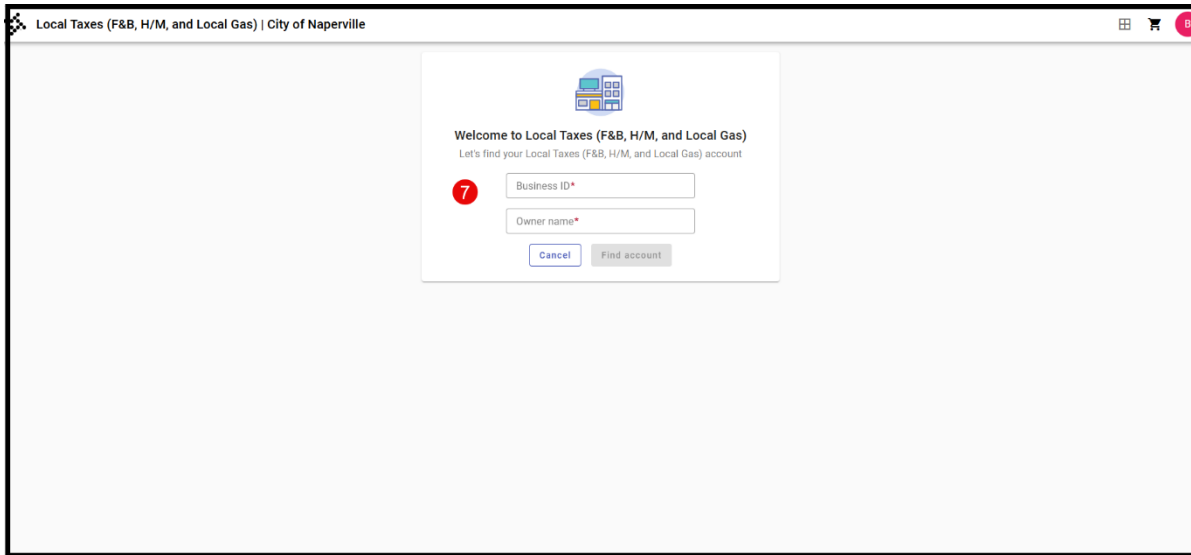
6 This will direct you to the **Local Taxes** page of Resident Access. You will add your business accounts by clicking on the blue **Add Account** button in center of screen



Linking a Business to a Resident Access account (RA)

7 You will have the ability to search for your business account at this point. You will need to enter the following information:

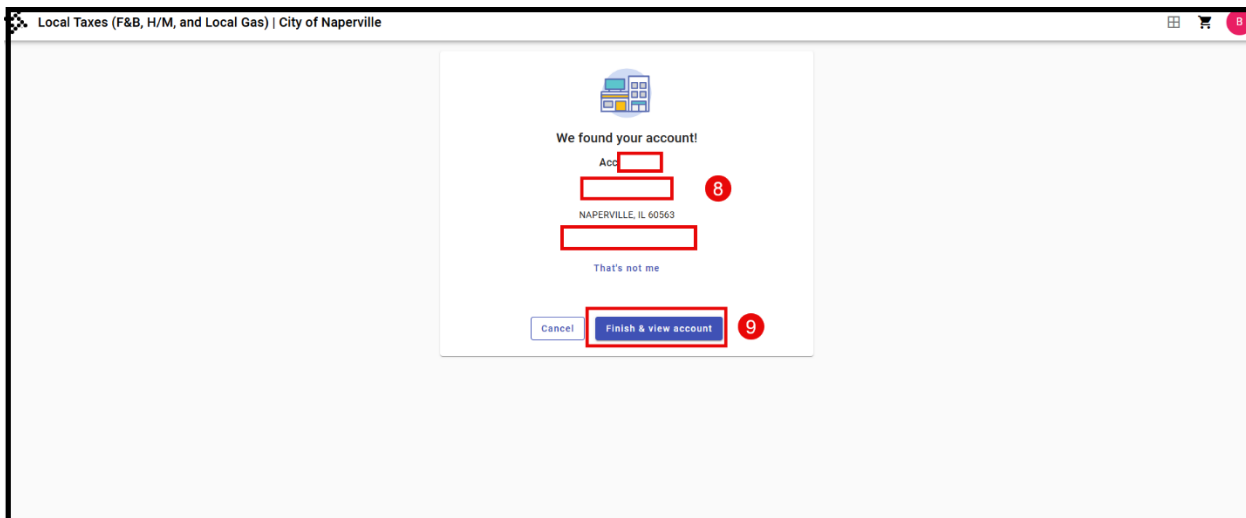
- **Business ID**
- **Owner Name** Enter the name that is on file with your Customer ID/Account Number with the City. Note: The name must be entered exactly as it is printed on your account. Once these are entered, you will select **Find Account**.



The screenshot shows a web browser window with the title 'Local Taxes (F&B, H/M, and Local Gas) | City of Naperville'. The main content area features a search form titled 'Welcome to Local Taxes (F&B, H/M, and Local Gas)' with the subtitle 'Let's find your Local Taxes (F&B, H/M, and Local Gas) account'. The form contains two input fields: 'Business ID*' and 'Owner name*'. A red circle with the number '7' is positioned to the left of the 'Business ID*' field. Below the input fields are two buttons: 'Cancel' and 'Find account'.

8 The system will perform a search for your business. When your account is found, you will be directed to a screen to confirm this is your business.

9 Select **Finish and view account**.



The screenshot shows the same web browser window as the previous one, but the search form is now a confirmation screen titled 'We found your account!'. It displays the following information: 'Acc: [redacted]', '[redacted]', 'NAPERVILLE, IL 60563', and '[redacted]'. A red circle with the number '8' is positioned to the right of the second redacted line. Below the information is a link that says 'That's not me'. At the bottom of the form are two buttons: 'Cancel' and 'Finish & view account'. A red circle with the number '9' is positioned to the right of the 'Finish & view account' button.

Linking a Business to a Resident Access account (RA)

10 Your account will now be linked and appear on your dashboard. You have the option of linking additional accounts at this point.

