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.
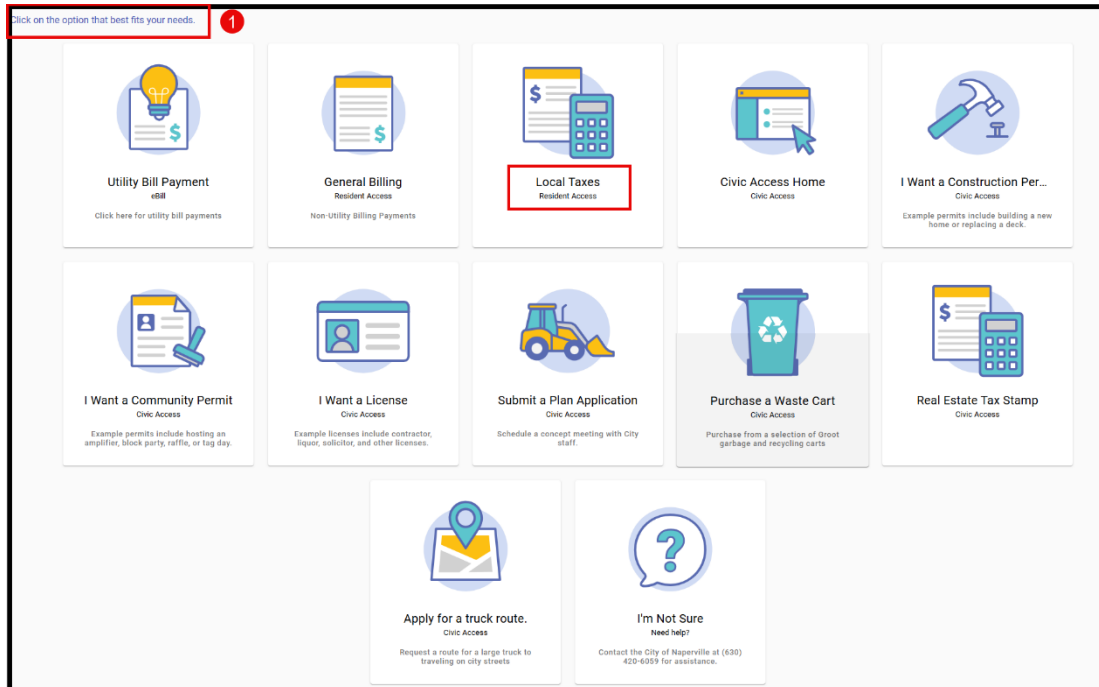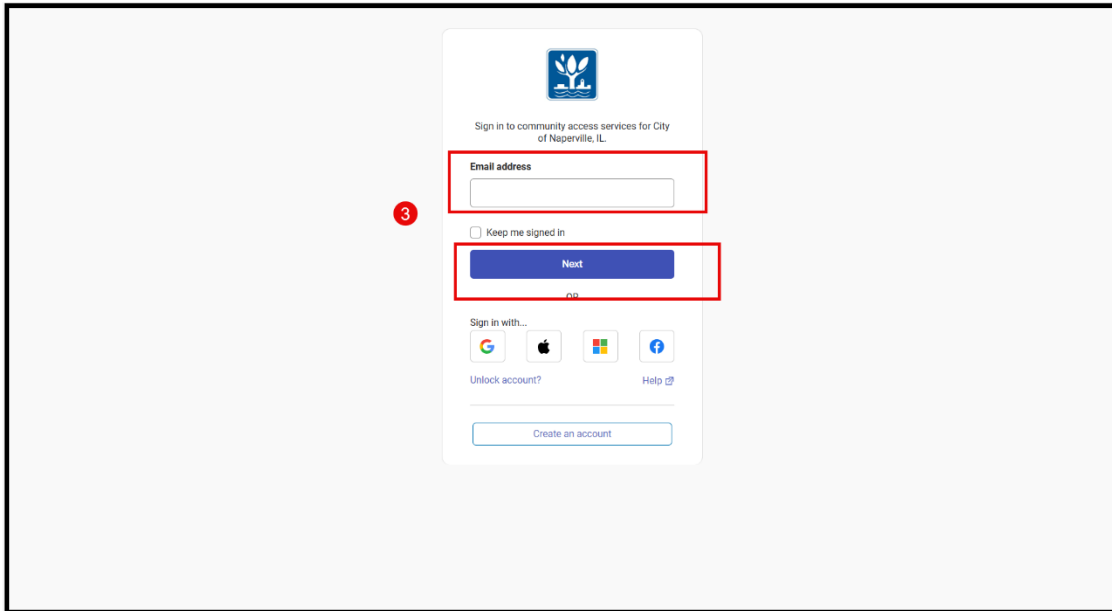
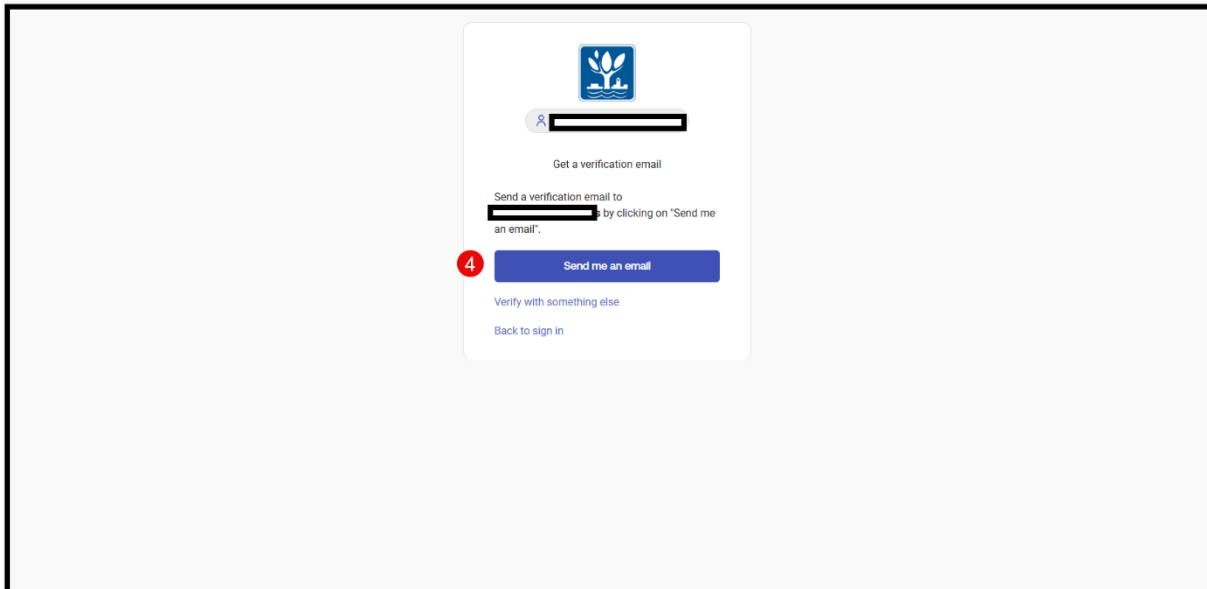**2** A login screen will appear. Click on blue **Log in or Register** button.
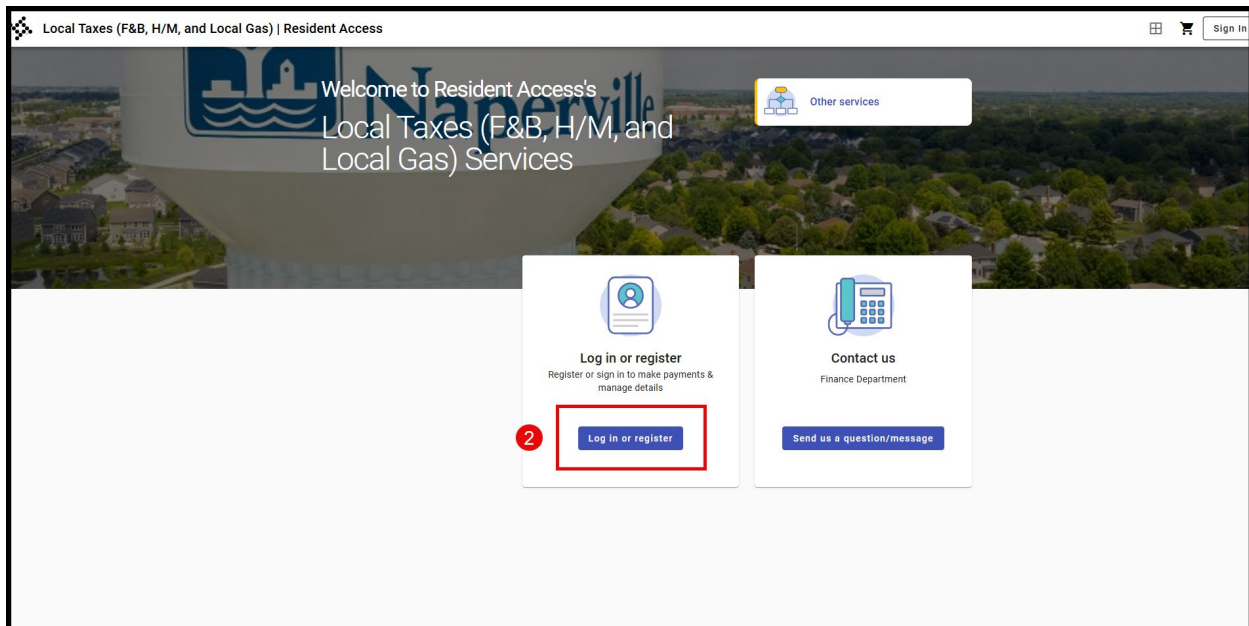
3 Enter the email address for account. NOTE: If you have not registered for an account, you will need to register (see the Registering for RA instructions).

Click on blue **Next** button.

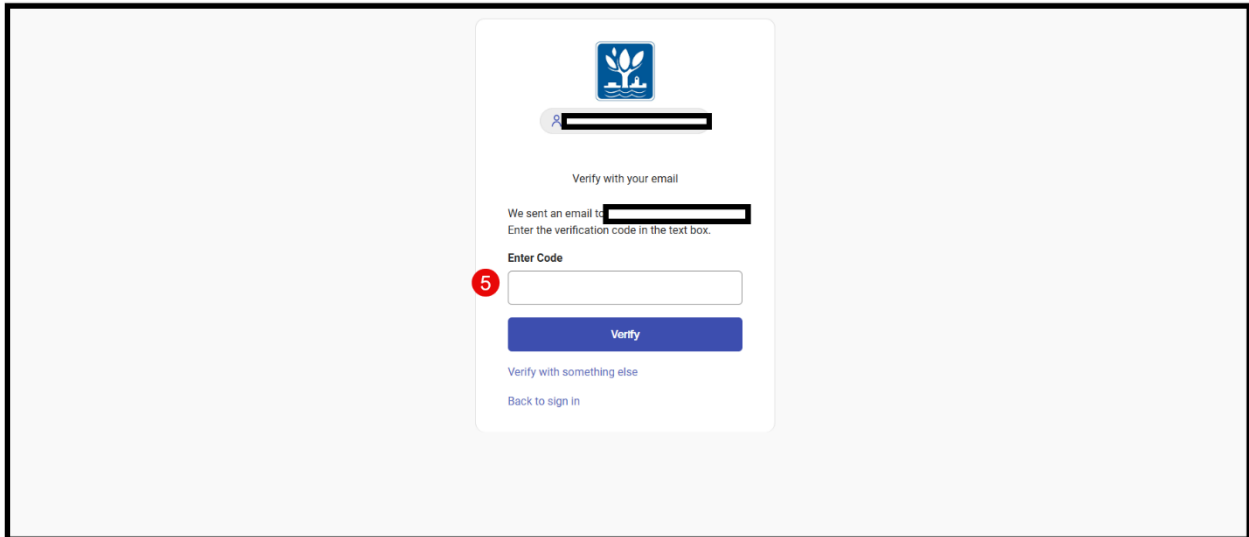**4** The system will direct you to an email verification page. Confirm your email for the account and click the blue **Send me an email** button.
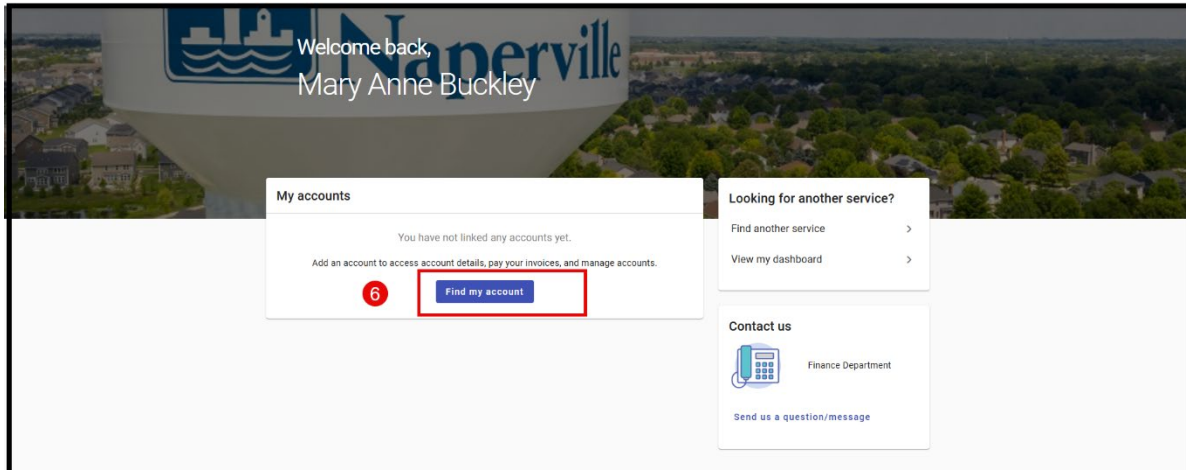
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5 You will receive an email with a verification code. Enter code in text box and select the blue **Verify** button.
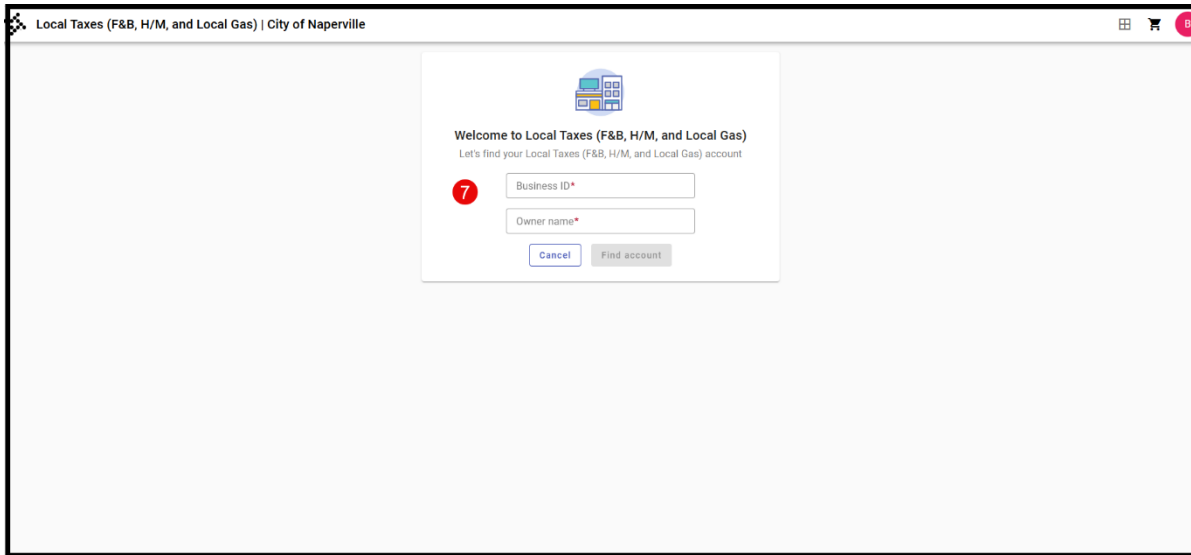

6 This will direct you to the **Local Taxes** page of Resident Access. You will add your business accounts by clicking on the blue **Add Account** button in center of screen

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7 You will have the ability to search for your business account at this point. You will need to enter the following information:
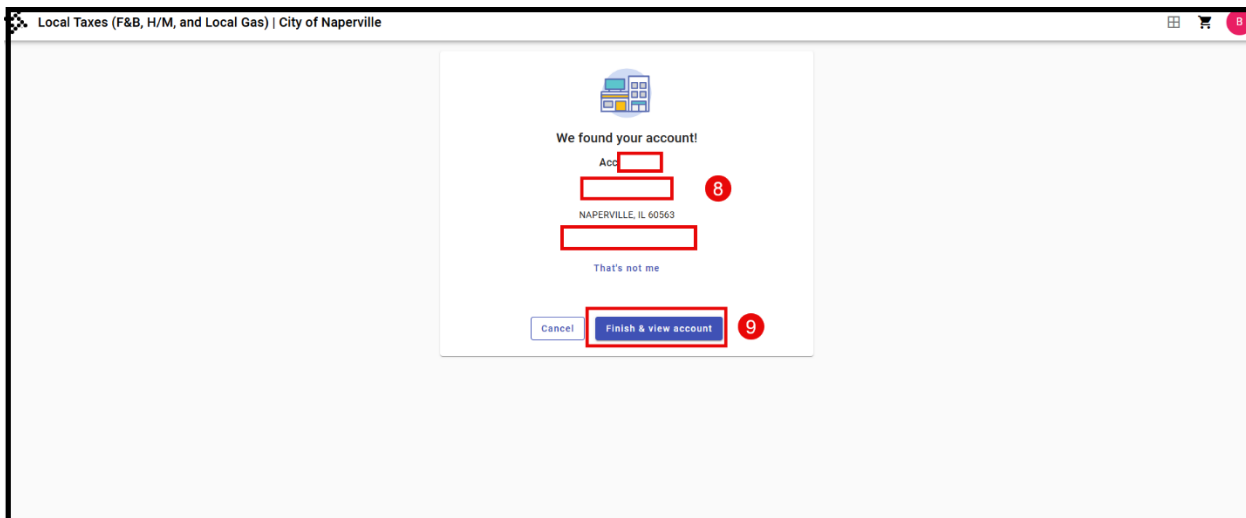
- **Business ID**
- **Owner Name** Enter the name that is on file with your Customer ID/Account Number with the City. Note: The name must be entered exactly as it is printed on your account. Once these are entered, you will select **Find Account.**

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.**

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