RA Login Webpage: <a href="https://napervilleil.tylerportico.com/navigator/public/selections/">https://napervilleil.tylerportico.com/navigator/public/selections/</a>

From your dashboard, you will click on the blue **Licenses/Taxes** field of the business for which you wish to file.

Welcome back, nerville	Local Taxes (F&B, H/M, and Local Gas)	City of Naperville			E )	
		Welcome back,	rville			
My businesses Link to account Looking for another service?   Image: service with the servi		My businesses	Link to account Pay dete Account status Active	Looking for another service?   Find another service   View my dashboard		10 A
Licenses/Taxes   Billing   More •     Difference   Difference   Difference     Difference   Difference   Difference     Send us a question/message   Send us a question/message			Billing More -	Contact us Finance Department 30:422-0699 Send us a question/message		

<sup>2</sup>This will bring you to a screen where you will see all applicable taxes for your business. You can toggle between business accounts from this screen as well using the dropdown menu at the top titled **Switch Accounts**.

**3** Click on the right facing arrow under **Actions** for the tax you wish to file.

Local Taxes (F&B, H/M, and Local Gas)   0	City of Naperville						H H
	← Licenses and filings Billing	Bill history Account i	nformation				
	Licenses/Taxes						
	License category	Туре	Renewal cycle	Status	Actions		
	FOOD & BEVERAGE TAX - CITYWIDE	Тах	MONTHLY DUE ON 20	Active	>	3	
	LIQUOR LICENSE	A - RESTAURANT	ANNUAL - LIQUOR RNEW	Inactive	>		
			Rows per page:	5 💌 1-2 of 2	< >		
	Finance Department						
	Send us a question/me	essage					

<sup>4</sup>This will direct you to the License summary page. You will see a listing of your filings. Select **Enter Filing** to create a new filing. NOTE: You can sort the listing by date by clicking on the year column to ensure most recent filings appear at top of list.

Local Taxes   City o	of Naperville	[Test]					H F
	License su	mmary					
	License ID 634	Reference 634	Issue date	Category FOOD & BEVERAGE TAX - CITYWIDE	Type Tax	Renewal cycle Status MONTHLY DUE Active ON 20	
	Filings						
	Year 🕹	Month	Filing status	Due date	Amount due	Actions	
	2024	12	DUE NOW	2025-01-20	\$0.00	Enter filing	
	2024	11	LATE	2024-12-20	\$0.00	Enter filing	
	2024	10	LATE	2024-11-20	\$0.00	Enter filing	
	2024	9	FILED	2024-10-20	\$20.00	Review filing Pay bill	
	2024	8	LATE	2024-09-20	\$0.00	Enter filing	
					Row	rs per page: 5 ▼ 1-5 of 24 < >	

Enter the **TOTAL SALES SUBJECT TO F&B TAX**. You will then need to select the file to upload. Click the blue **Review and file** button.

Local Tax	Required Documentation			
Food & Beverage	ST-1 or ST-2 form			
Hotel/Motel Use	CMFT-1 or CMFT-2 form			
Local Gas				

Local Taxes (F&B, H/M, and Local Gas)   City o	of Naperville					⊞	X (
<del>(</del>	License filings						
Lie	cense summary						
Lier 50	ense ID Reference Issue date Cili 11 501 FC BE	Category FOOD & BEVERAGE TAX	Type Tax	Renewal cycle MONTHLY DUE ON 20	Status Active		
	Enter filing   FOOD & BEVERAGE TAX - CITYWII	IDE			×		
Fil	Enter your information		Attach	n document	- 1		
Ye	PORTILLO'S HOT DOGS - 10001		If applicable, attach	any supporting docume	ents		
20	Petiod 02/2025 MONTHLY DUE ON 20 0 FOOD & BEVERAGE TAX - CITYWIDE - TOTAL SALES SUBJECT TO F&B TAX		Drag Sel	files here or lect files	•		
5 <sup>20</sup>	0 0.00 ENTER THE TOTAL SALES SUBJECT TO NAPERVILLE F&B TAX				_		
20	0			Cancel	ew and file		
			Rows pr	er page: 5 👻 1-5	of 14 < >		

<sup>6</sup>You will be directed to a **Review and Submit** screen. Please review your filing and click the blue **File** button.

Local Taxes (F&B, H/M, and Local Gas)   Resid	ent Access [TRAIN2]						⊞	X (
÷	License filings							
Lic	Enter filing   FOOD &	BEVERAGE TAX - D	OWNTOWN		×	1		
Uo 515		¢	Review and	submit				
Fil	FOOD & BEVERAGE TAX	CITYWIDE	ted beauty and the De			F		
Ye	\$1,000.00 \$1,	000.00 \$10.0	0 \$10.0	0				
20	Gross Receipts Taxa \$1,000.00 \$1,	able Sales Calculat 000.00 \$7.50	ted Amount Net Du \$7.50	e () I		-		
20	FOOD & BEVERAGE TAX	LATE PENALTY - DWTN				1		
20	Penalty Amount Penalty Solution Solution Penalty Amount Solution Solution Solution Solution Penalty Amount Solution Solu	alty Interest 00						
20	Summary				6			
	Calculated Amount Pena Due \$0.	aity TotalDu 88 \$18.3	e **The B due s	amount hown				
				Cance	I Previous File			

At this point, you will receive confirmation that filing was successful. You will have the opportunity to either **Pay** at this time or click **Done.** You will need to come back to pay filing later if you select **Done**.

