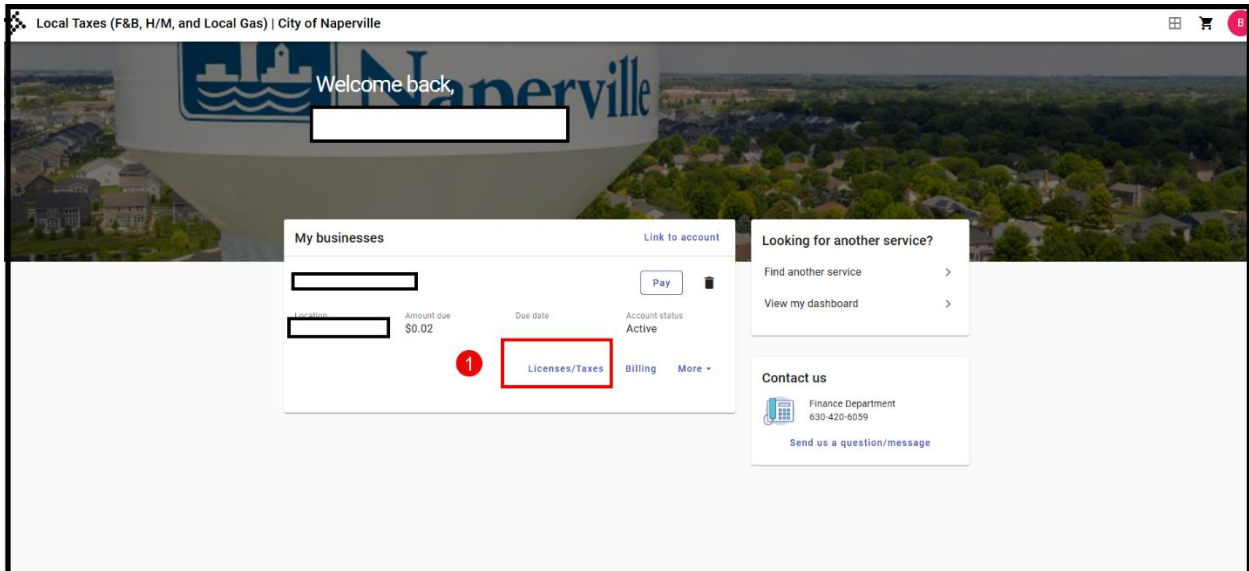


# File a Local Tax Return in the RA portal (RA)

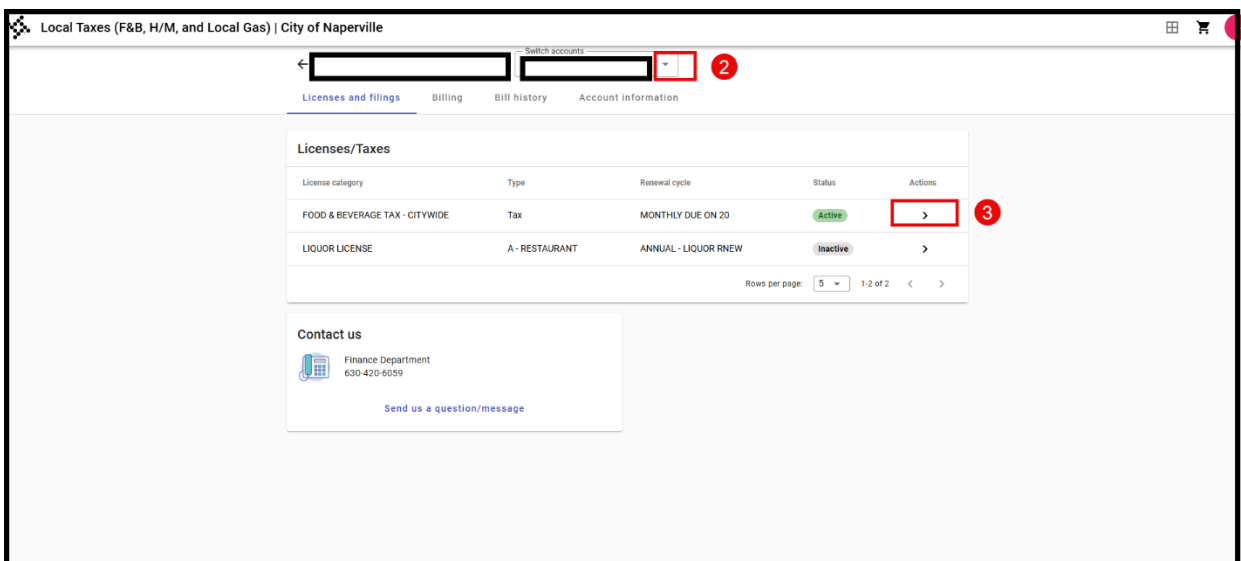
RA Login Webpage: <https://napervilleil.tylerportico.com/navigator/public/selections/>

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



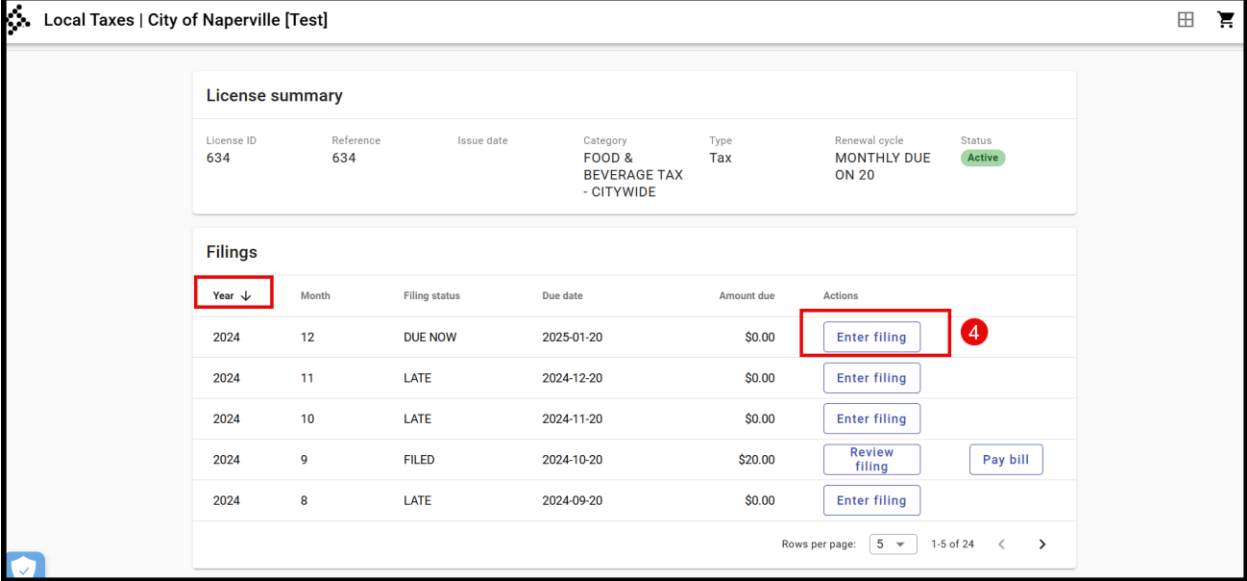
2 This will bring you to a screen where you will see all applicable taxes for your business. You can toggle between business accounts from this screen as well using the dropdown menu at the top titled **Switch Accounts**.

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



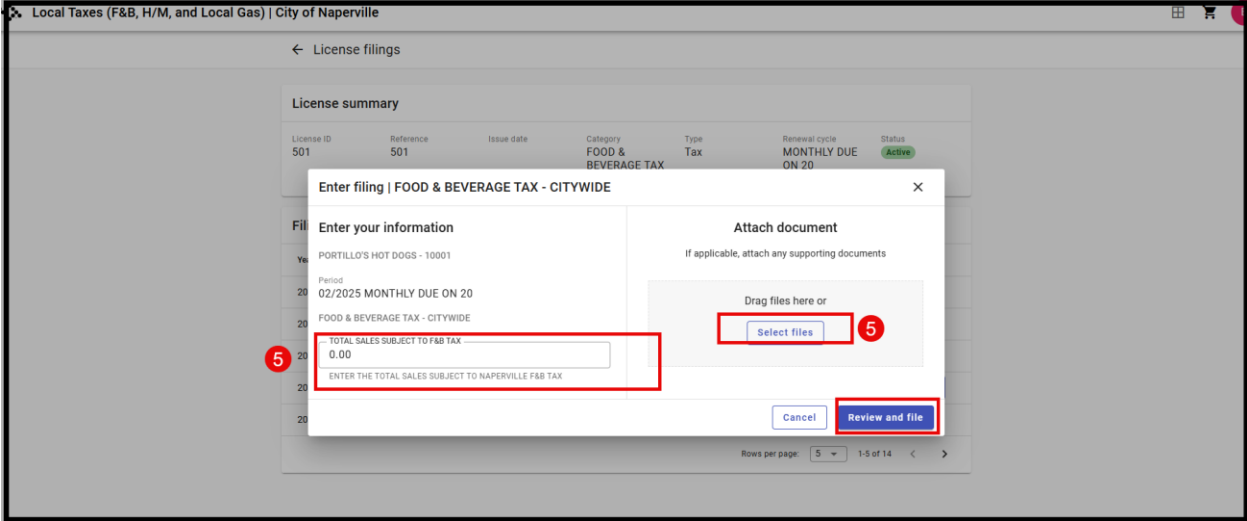
# File a Local Tax Return in the RA portal (RA)

**4** 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.



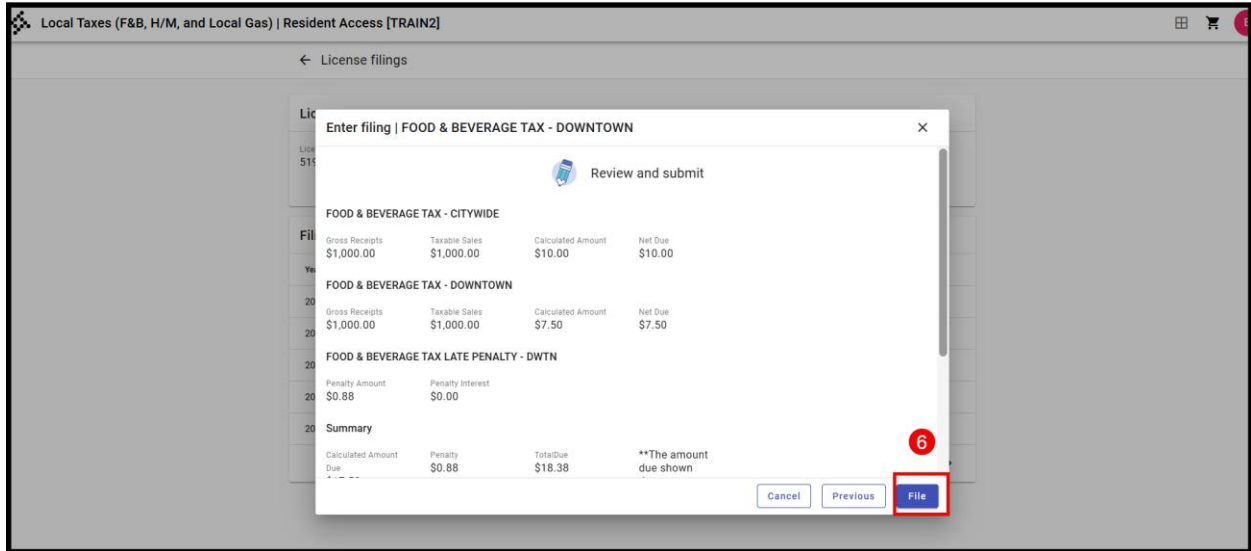
**5** Enter the **TOTAL SALES SUBJECT TO F&B TAX**. You will then need to select the file to upload. Click the blue **Review and file** button.

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



# File a Local Tax Return in the RA portal (RA)

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



**7** 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**.

