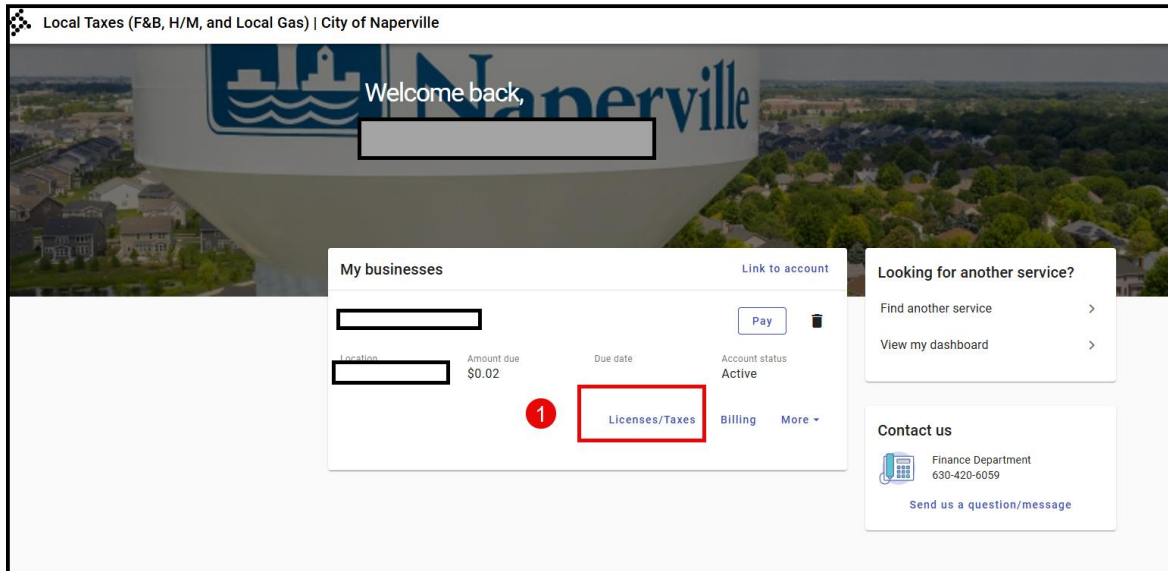


# How to Pay your Local Taxes Online (RA)

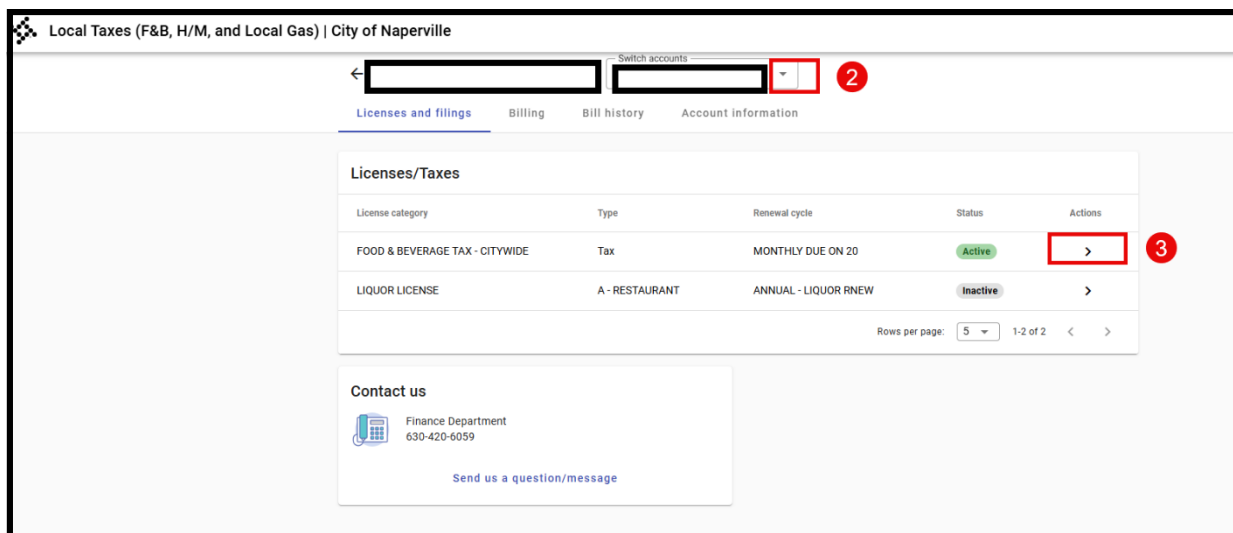
RA Login Webpage: <https://napervilleil.tylerportico.com/navigator/public/selections/>

**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.



# How to Pay your Local Taxes Online (RA)

**4** This will direct you to the License summary page. You will see a listing of your filings. Select **Pay Bill** to pay an existing 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 (F&B, H/M, and Local Gas) | City of Naperville

← License filings

License summary

License ID	Reference	Issue date	Category	Type	Renewal cycle	Status
			FOOD & BEVERAGE TAX - CITYWIDE	Tax	MONTHLY DUE ON 20	Active

Filings

Year ↓	Month	Filing status	Due date	Amount due	Actions
2025	2	NOT DUE	2025-03-20	\$0.00	Enter filing
2025	1	DUE NOW	2025-02-20	\$0.00	Enter filing
2024	12	FILED	2025-01-20	\$0.00	Review filing
2024	11	FILED	2024-12-20	\$0.01	Review filing <b>Pay bill</b>
2024	10	FILED	2024-11-20	\$0.00	Review filing

Rows per page: 5 1-5 of 14 < >

**5** You will have the ability to indicate payment amount. Select the amount you wish to pay and click blue **Add to Cart** button.

Local Taxes (F&B, H/M, and Local Gas) | City of Naperville

← License filings

License summary

License ID	Reference	Issue date	Category	Type	Renewal cycle
501	501		FOOD & BEVERAGE TAX - CITYWIDE	Tax	MONTHLY DUE ON 20

Filings

Year ↓	Month	Filing status	Due date	Amount due	Actions
2025	2	NOT DUE	2025-03-20	\$0.00	Enter filing
2025	1	DUE NOW	2025-02-20	\$0.00	Enter filing
2024	12	FILED	2025-01-20	\$0.00	Review filing
2024	11	FILED	2024-12-20	\$0.01	Review filing
2024	10	FILED	2024-11-20	\$0.00	Review filing

Choose an amount to pay

Due now \$0.01

Other amount \$ 0.00

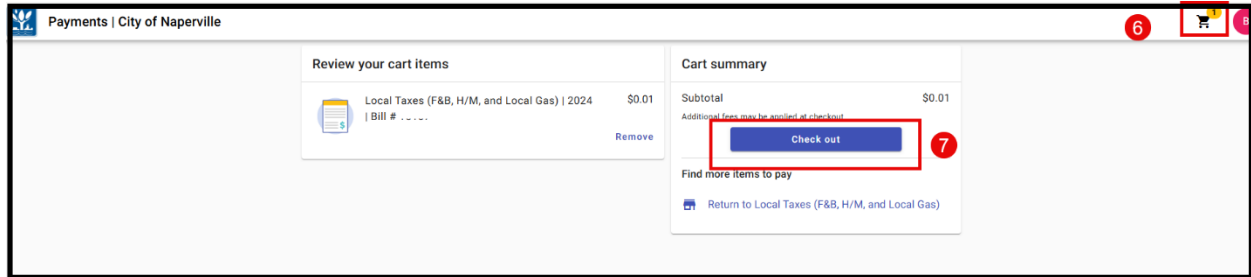
Subtotal: \$0.01

**Add to cart**

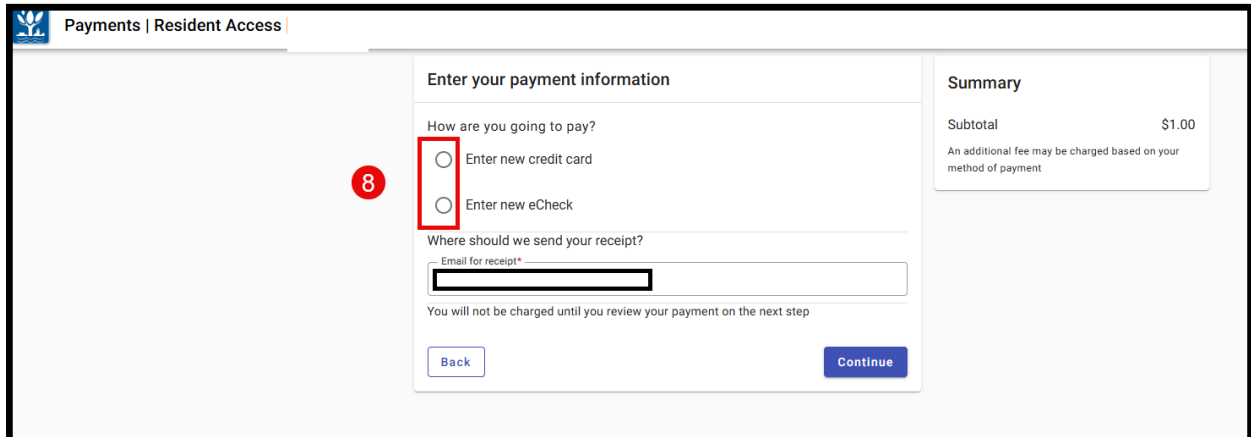
# How to Pay your Local Taxes Online (RA)

6 Click on shopping cart in upper right hand corner of screen.

7 This will bring you to the Cart Summary page. Review amount you wish to pay and click blue **Check Out** button.



8 You will be directed to the **Payments** screen to enter payment information at this time. Select Credit Card or eCheck option and enter email for receipt before clicking the blue **Continue** button.



# How to Pay your Local Taxes Online (RA)

**9** Enter your payment information before clicking blue **Continue** button at bottom of screen.

### Enter your payment information

How are you going to pay?

Enter new credit card

Card number

MM

YYYY

Cardholder name

Address

Billing ZIP code

Security code

Remember this card

Enter new eCheck

Where should we send your receipt?

Email for receipt\*

You will not be charged until you review your payment on the next step

### Summary

Subtotal	\$1.00
Processing fee	\$0.00
<b>Total</b>	<b>\$1.00</b>

# How to Pay your Local Taxes Online (RA)

10 You will have the opportunity to review your payment before clicking **Submit Payment**.

Payments | Resident Access [TRAIN2]

### Complete your payment

Review your payment method

Visa ending in 1111  
Expiration date 8/27

#### Summary of charges

Local Taxes (F&B, H/M, and Local Gas)   2024	\$1.00
Subtotal	\$1.00
Processing fee	\$0.00
<b>Total</b>	<b>\$1.00</b>

By clicking **Submit payment**, you agree to the following [privacy policy](#) and [terms of use](#)

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

Allow up to 48 hours for your payment to be reflected on your account statement.