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.

Local Taxes (F&B, H/M, and Local Gas)   (	City of Naperville				
	Welcome back, merville				
	My businesses	Link to account	Looking for another service?		
		Pay	Find another service >		
	Amount due Due date \$0.02	Account status Active	View my dashboard >		
	Licenses/Taxes	Billing More +	Contact us		
			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)   City of Naperville								
	÷	Switch accounts	2					
	Licenses and filings Billing	Bill history Account in	formation					
	Licenses/Taxes							
	License category	Туре	Renewal cycle	Status	Actions			
	FOOD & BEVERAGE TAX - CITYWIDE	Tax	MONTHLY DUE ON 20	Active	>	3		
	LIQUOR LICENSE	A - RESTAURANT	ANNUAL - LIQUOR RNEW	Inactive	>			
			Rows per pag	e: 5 👻 1-2 of 2	< >			
	Contact us Finance Department 630-420-6059 Send us a question/me	ssage						

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							
	← Licens	e filings					
	License su	ummary					
	License ID	Reference	Issue date	Category FOOD & BEVERAGE TAX - CITYWIDE	Type Tax	Renewal cycle MONTHLY DUE ON 20	Status 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	Pay bill
	2024	10	FILED	2024-11-20	\$0.00	Review filing	
					Rows	3 per page: 5 ऱ 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)   0	City of Naper	ville					
	← Licens	e filings					
	License su	immary					
	License ID 501	Reference 501	Issue date	Category FOOD & BEVERAGE TA) - CITYWIDE	Type Tax	Renev MON ON 2	val cycle NTHLY DUE 20
	Filings		Choose an amoun	t to pay		×	
	Year 🗸	Month	Due now			\$0.01	
	2025	2 5	O Dther amount		\$	0.00	filing
	2025	1		,	Subt	otal: \$0.01	filing
	2024	12					view ing
	2024	11				Add to cart	view ing
	2024	10	FILED 202	4-11-20	\$0.0	) Re	eview

<sup>6</sup>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.

Payments   City of Naperville			6	2 C
	Review your cart items	Cart summary		
	Local Taxes (F&B, H/M, and Local Gas)   2024 \$0.01   Bill # Remove	Subtotal \$0.01 Additional fees may be anolied at checkout 77 Find more items to pay Return to Local Taxes (F&B, H/M, and Local Gas)		

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.

Payments   Resident Access		
	Enter your payment information	Summary
8	How are you going to pay?  Enter new credit 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  Back Continue	Subtotal \$1.00 An additional fee may be charged based on your method of payment

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

Ente	er your payment information		Summary	
How	are you going to pay?		Subtotal	\$1.00
۲	Enter new credit card		Processing fee	\$0.00
	Card number	۵	Total	\$1.00
	MM			
	үүүү			
	Cardholder name			
	Address			
	Billing ZIP code			
	Security code			
	Remember this card			
0	Enter new eCheck			
Wher Em	re should we send your receipt? ail for receipt*			
You w	vill not be charged until you review your payment on the next step		0	
Ba	ck	Continue		

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

Payments   Resident Access [TRAIN2]			в
	Complete your payment	Allow up to 48 hours for your payment	
	Review your payment method	statement.	
	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 Procession fee \$0.00		
	Total \$1.00		
	By clicking Submit payment, you agree to the following privacy policy and terms of use.		
	Back Submit payment	10	