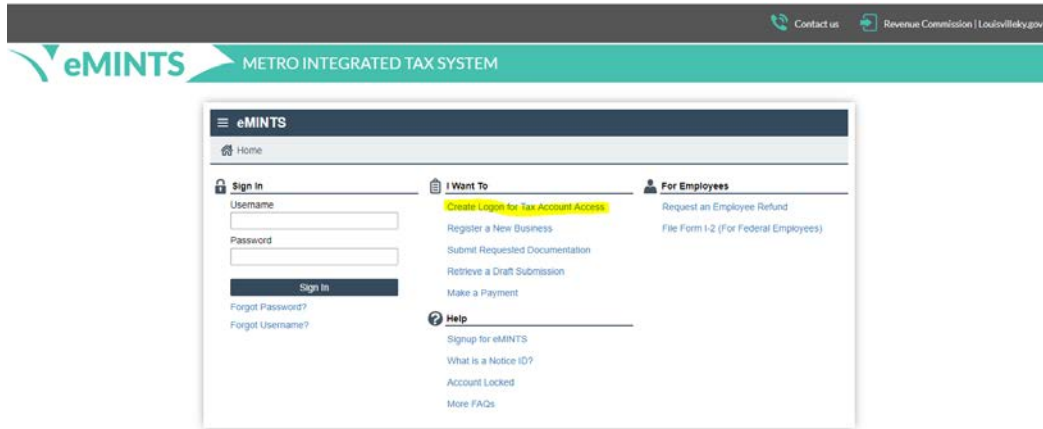


What do I need to get started?

- A letter from the Louisville Metro Revenue Commission with a **Notice ID**
- Your customer ID or account ID

Visit emints.metrorevenue.org to get started

On the home screen select the link to create a logon for tax account access



Hint: eMINTS works best in Google Chrome. Be sure to disable your pop-up blocker

If you have received a notice, please select the link to **Create a logon**. If you have not received a notice, please select the link to **Request a notice** and create your logon later. You should receive your notice in 3-4 business days.

Note: If you need to make a payment, you do not need an eMINTS logon. You can make a payment by selecting the **Make a Payment** link on the eMINTS homepage.

When creating your logon, be sure to enter the correct **Account Type** or you will receive an error. If you file annually, you will select the **Occupational License Net Profit** Account Type

The screenshot shows the "eMINTS Access" "Information Check" form. The form is divided into two main sections: "Identification Information" and "Account Information". The "Identification Information" section includes fields for "ID Type" (set to "Social Security Number"), "SSN" (with a masked value "***-**-6789"), "First Name" (TAMMY), and "Last Name" (TAXPAYER). The "Account Information" section includes fields for "Enter a notice ID belonging to this tax account" (L999999999), "Account Type" (Occupational License Net P.), "Account ID" (0000999999), "Country" (USA), and "Primary Address Zip Code" (40204). At the bottom of the form, there are "Save Draft" and "Cancel" buttons on the left, and "Previous" and "Next" navigation buttons on the right.

If you need additional help, or want to know more about what eMINTS can do, please visit eMINTS help at <https://louisvilleky.gov/government/revenue-commission/emints-faqs#MergedProjects/xControl/xdHom.htm>