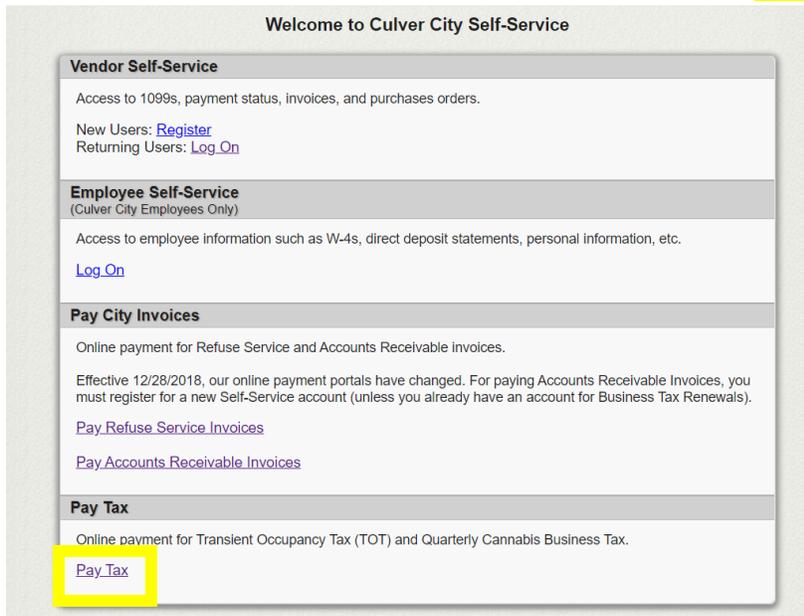


# How to File & Pay Transient Occupancy Tax Online

## Part I – Self Registration:

- 1.) Enter the following link in your web browser: <http://www.culvercityselfservice.org/>
- 2.) Scroll all the way down and click on the very last section titled, **"PAY TAX"**



Welcome to Culver City Self-Service

**Vendor Self-Service**  
Access to 1099s, payment status, invoices, and purchases orders.  
New Users: [Register](#)  
Returning Users: [Log On](#)

**Employee Self-Service**  
(Culver City Employees Only)  
Access to employee information such as W-4s, direct deposit statements, personal information, etc.  
[Log On](#)

**Pay City Invoices**  
Online payment for Refuse Service and Accounts Receivable invoices.  
Effective 12/28/2018, our online payment portals have changed. For paying Accounts Receivable Invoices, you must register for a new Self-Service account (unless you already have an account for Business Tax Renewals).  
[Pay Refuse Service Invoices](#)  
[Pay Accounts Receivable Invoices](#)

**Pay Tax**  
Online payment for Transient Occupancy Tax (TOT) and Quarterly Cannabis Business Tax.  
[Pay Tax](#)

- 3.) Click the "Register" option and you will be prompted to complete the self-registration, where you must enter a User ID, a Password, a Password hint, and an Email address. Once you have entered the necessary information click "save". Please note that all this information is personalized and make sure to remember this information for future online TOT filing.

## Self-Registration

\*User ID  
(between 1 and 100 characters)

\*Re-type user ID

\*Password  
(between 8 and 15 characters and contains at least 1 numeric character and 1 non-alphanumeric character)

Password strength **Acceptable**

\*Re-type password

\*Password hint

\*Email address

Enter these validation numbers into the box below them



**Save**

## Part II – Linking Your TOT Account:

- 1.) After completing your registration, you will need to link your business account to your Munis Self Service account. Click **“link to account”**.

The screenshot shows the 'Account Settings' page in the Munis Self Service portal. The user is logged in as TEST098. The 'Account Information' section lists details such as the last successful login (4/1/2020), last failed login (4/1/2020), password last changed (4/1/2020), and password expiration (729 days). The 'E-Mail address' is test098@yahoo.com. The 'Linked Accounts' section is divided into 'Customer Accounts' and 'Cannabis Business Tax & Transient Occupancy Tax Accounts'. Both sections currently show 'no linked accounts' and include a 'link to account' button. A 'Go To Module Homepage' link is also present at the bottom of the Cannabis Business Tax section.

- 2.) Enter your Business Account ID and the Owner CID and click **“submit”**.

The screenshot shows the 'Account Link Setup' form for Cannabis Business Tax & Transient Occupancy Tax. It instructs the user to 'Follow the prompts'. The form contains two required fields: 'What is the account ID of this business? \*' with the value '1' and 'What is the owner's CID? \*' with the value '900101'. Below the fields are 'Submit' and 'Cancel' buttons. A note at the bottom left states '\* indicates required field'.

- 3.) Once the account is linked, click on **“Go To Module Homepage”**.

The screenshot shows the 'Linked Accounts' section of the Munis Self Service portal. It includes a general explanation of linking accounts and two sections: 'Customer Accounts' and 'Cannabis Business Tax & Transient Occupancy Tax Accounts'. Both sections show 'no linked accounts' and include a 'link to account' button. The Cannabis Business Tax section also features a 'Go To Module Homepage' button and a 'remove' link.

4.) In the module homepage click "Enter Filing".

### Cannabis Business Tax & Transient Occupancy Tax Linked Accounts

Select an account to work with.

[Link to Account](#)

Account ID	DBA	Location	Status	
1	ONLINE RENEWAL TEST ACCOUNT 1	9770 CULVER BL	ACTIVE	<a href="#">Account   Bills</a> <a href="#">Enter Filing</a>

Select the month that you are filing for.

### Cannabis Business Tax & Transient Occupancy Tax Filing - Date Selection

Account ID

Category

Type

Cycle

To continue, please select a period that has not been filed or is late from the list below

Year	Month	Status	Total	Balance
2020	5	UNFILED	0.00	0.00 <a href="#">select</a>
2020	4	UNFILED	0.00	0.00 <a href="#">select</a>
2020	3	UNFILED	0.00	0.00 <a href="#">select</a>
2020	2	LATE	0.00	0.00 <a href="#">select</a>

5.) Enter your monthly gross receipts and deductions(if necessary). Click continue.

### Cannabis Business Tax & Transient Occupancy Tax Filing Amounts

Account

Category

Type

Cycle

Month

Year

#### TRANSIENT OCCUPANCY TAX (TOT)

Gross Receipts	\$	<input type="text" value="0.00"/>
Deductions	\$	<input type="text" value="0.00"/>

[Cancel](#) [Continue](#)

6.) Review the bill and verify that the information is correct. Click **“File”** to move onto the payment.

**Cannabis Business Tax & Transient Occupancy Tax**  
**Filing Amounts**

**Review**

Please review that the information is correct before submitting. [Revise this filing](#)

Account	1
Category	TRANSIENT OCCUPANCY TAX
Type	
Cycle	TRNST OCCUPANCY TAX
Month	5
Year	2020

**TRANSIENT OCCUPANCY TAX TOT Actual**

Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

**Summary**

<b>Calculated Amount due on this filing:</b>	<b>0.00</b>
<b>Penalty on this filing:</b>	<b>0.00</b>
<b>Total due:</b>	<b>0.00</b>

\*\*The amount due shown does not include any potential interest that may be added for late filings.

**Check the following box to signify acknowledgement**  I certify, under penalty of perjury, that all the information provided is true, correct and complete to the best of my knowledge and that I have complied with my obligation to notify the business tax office of any changes to my business relative to the information previously submitted with the business tax office. I further certify that I acknowledge that payment of tax or fees is not a permit to operate and understand that it is my responsibility to obtain all permits necessary for operation of this business.

[Cancel](#) [File](#)

7.) Click on **“Pay this bill”** to make your payment. You will be asked to enter your card details. Once payment is made, you will receive an email with a confirmtaion of payment.

**Cannabis Business Tax & Transient Occupancy Tax**  
**Filing Amounts**

**Confirmation**

**Thank you.** Your information has been successfully submitted. [Pay this bill](#)

Account	1
Category	TRANSIENT OCCUPANCY TAX
Type	
Cycle	TRNST OCCUPANCY TAX
Month	5
Year	2020

**TRANSIENT OCCUPANCY TAX TOT Actual**

Gross Receipts	0.00
Deductions	0.00
Taxable Sales	0.00
Calculated Amount	0.00
Net Due	0.00

**Summary**

<b>Calculated Amount due on this filing:</b>	<b>0.00</b>
<b>Penalty on this filing:</b>	<b>0.00</b>
<b>Total due:</b>	<b>0.00</b>

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If you have any questions or concerns please contact the finance departent at:

**TREASURY.CASHIER@CULVERCITY.ORG** or by calling **(310) 253-5870**.