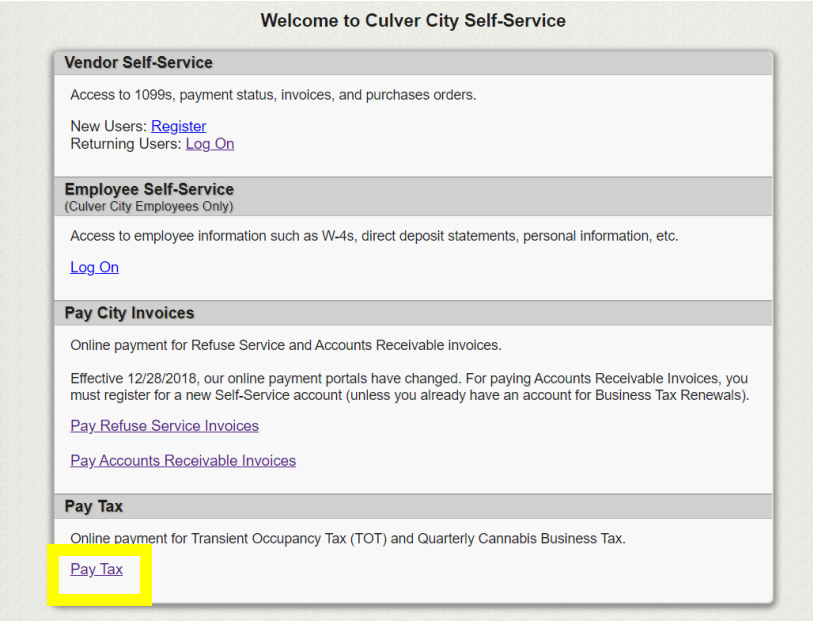
How to File & Pay Transient Occupancy Tax Online

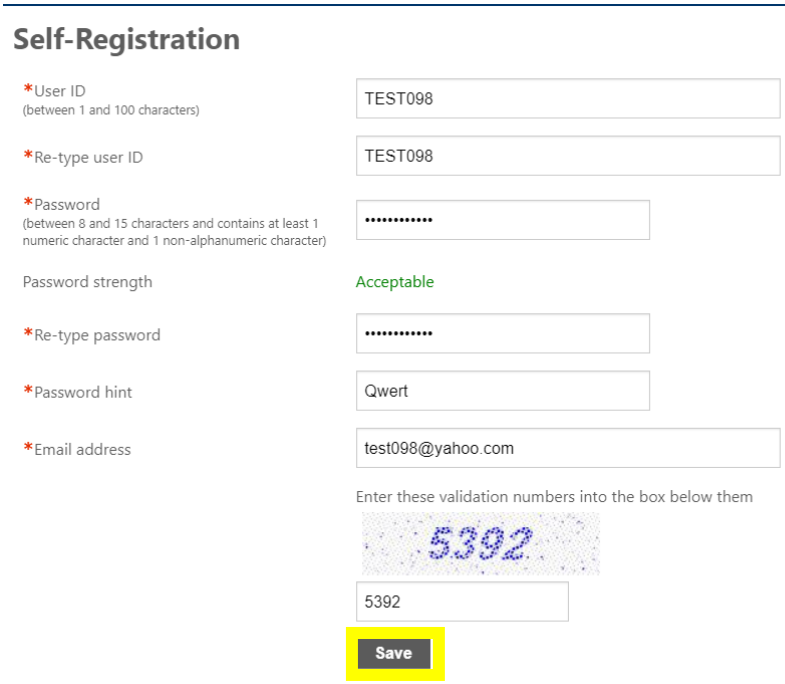
Part I – Self Registration:

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"**

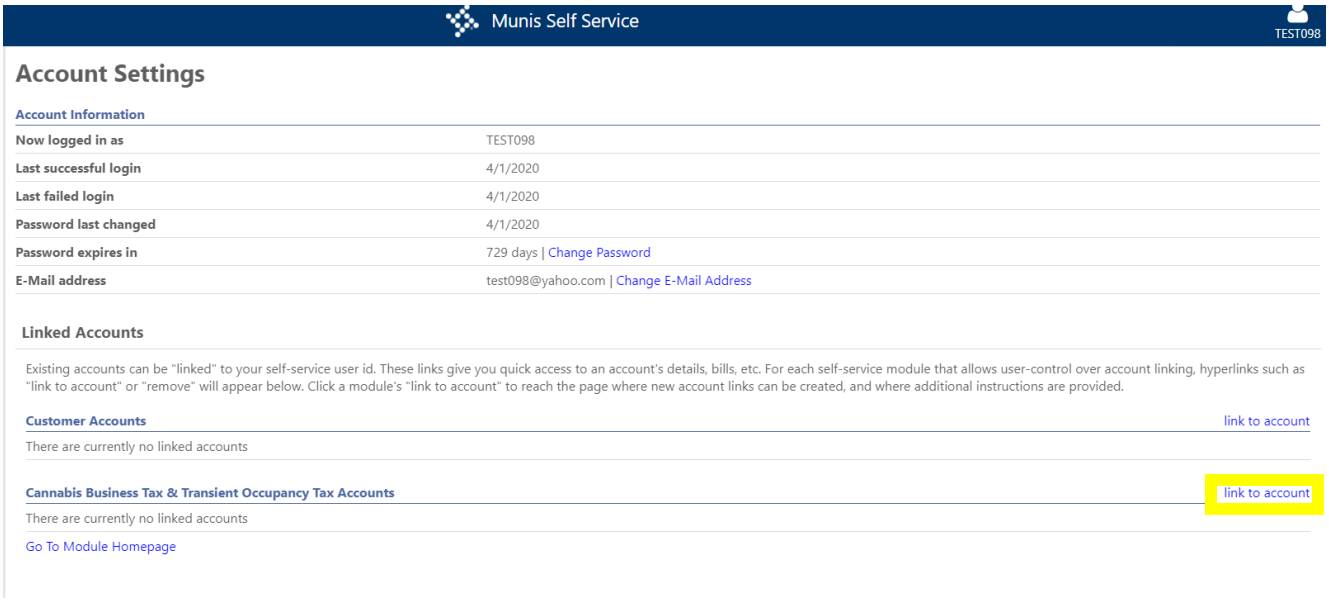


3.) Click the "Register" option and you will be prompted to complete the self-registration, where you must enter a User ID, a Password, a Password hint, and an Email address. Once you have entered the necessary information click "save". Please note that all this information is personalized and make sure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

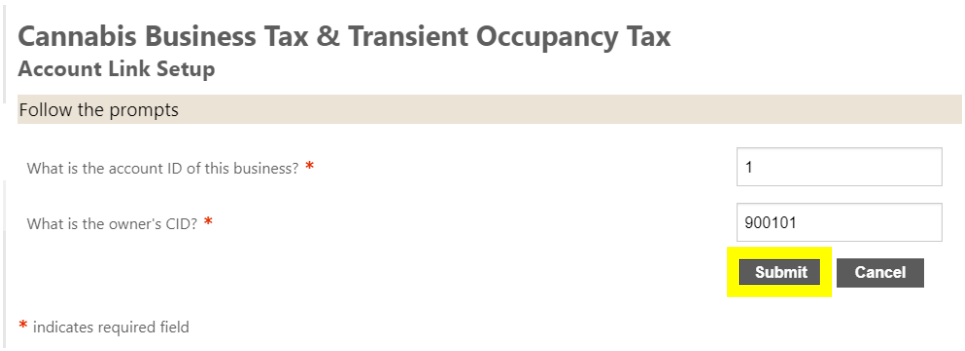


Part II – Linking Your TOT Account:

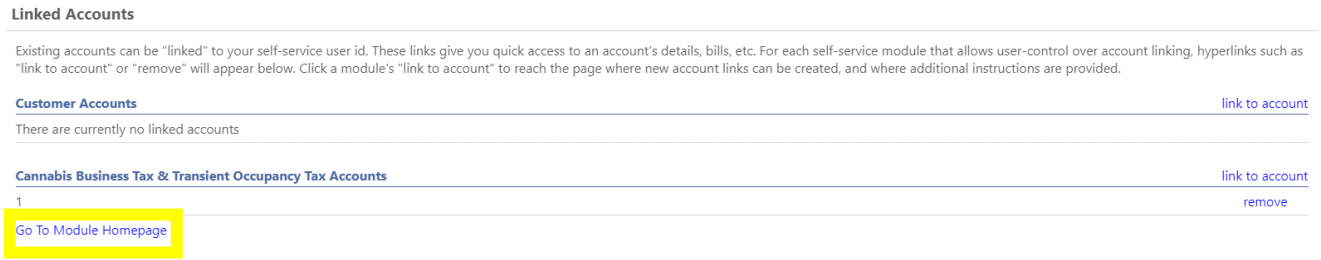
1.) After completing your registration, you will need to link your business account to your Munis Self Service account. Click "link to account".



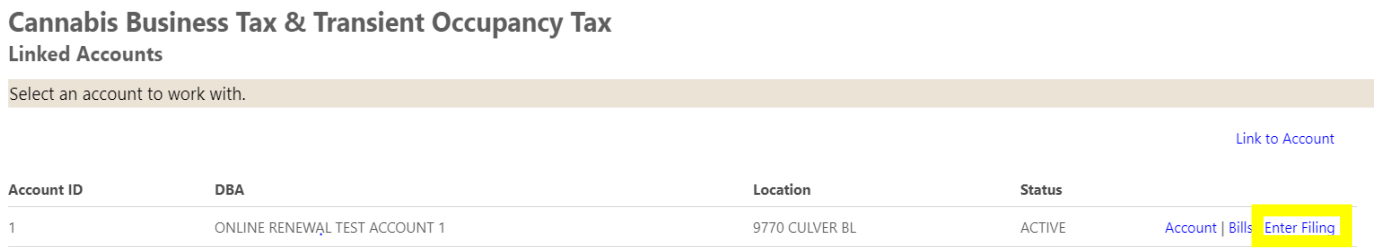
2.) Enter your Business Account ID and the Owner CID and click "submit".



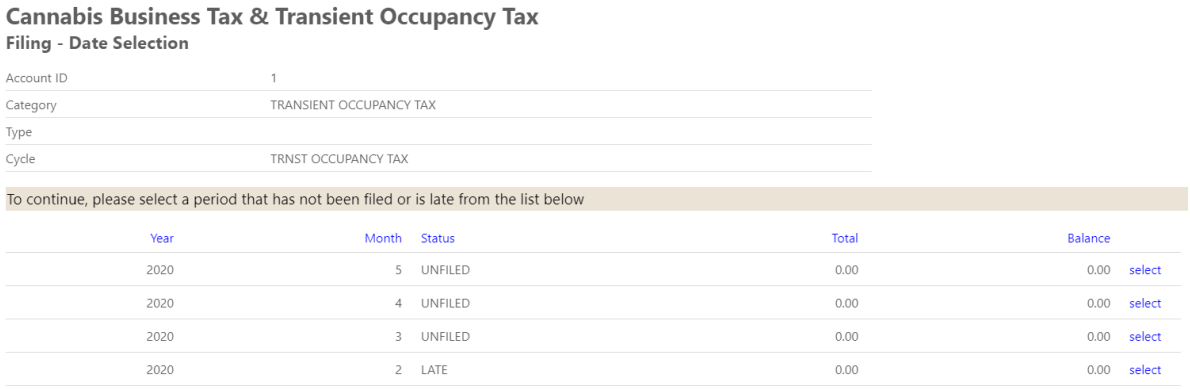
3.) Once the account is linked, click on "Go To Module Homepage".



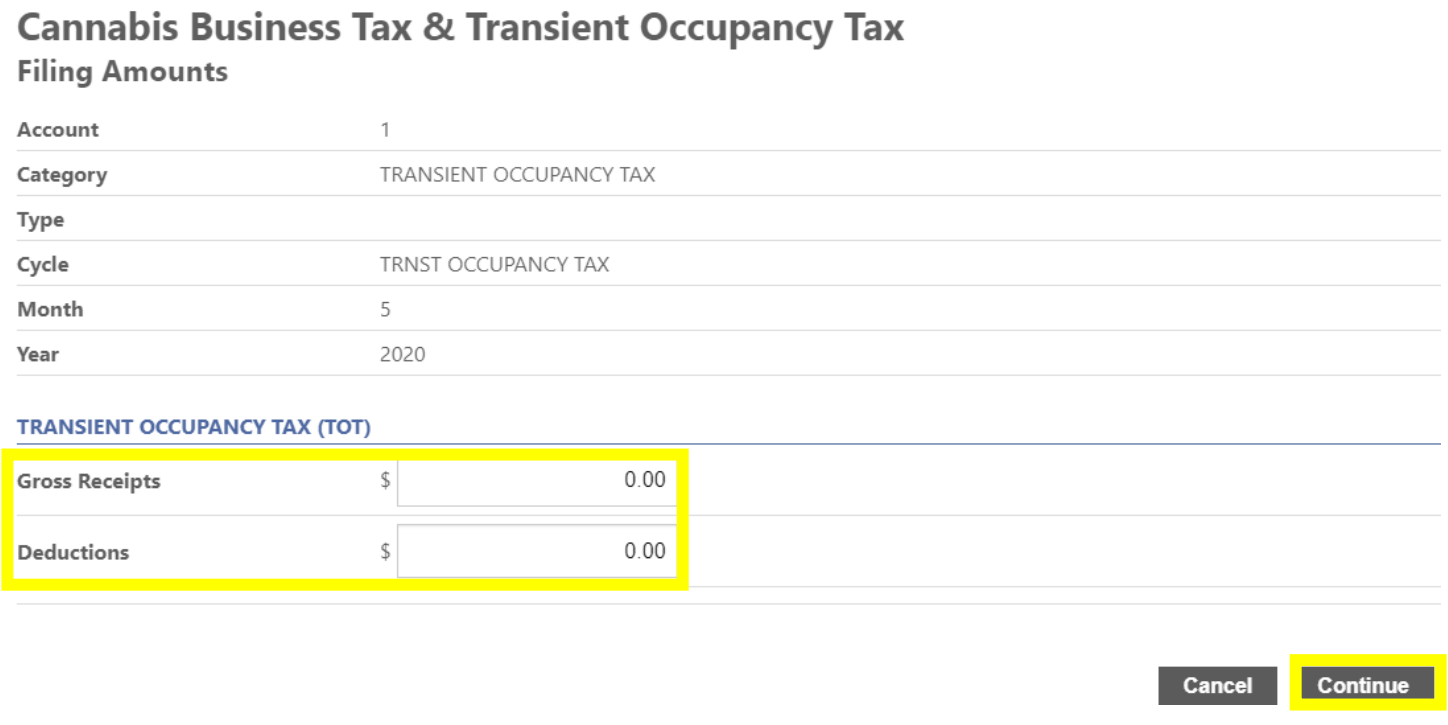
4.) In the module homepage click "Enter Filing".



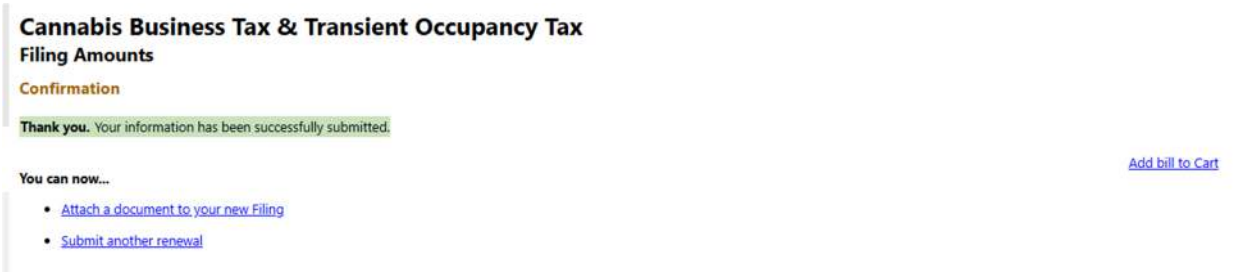
Select the month that you are filing for.



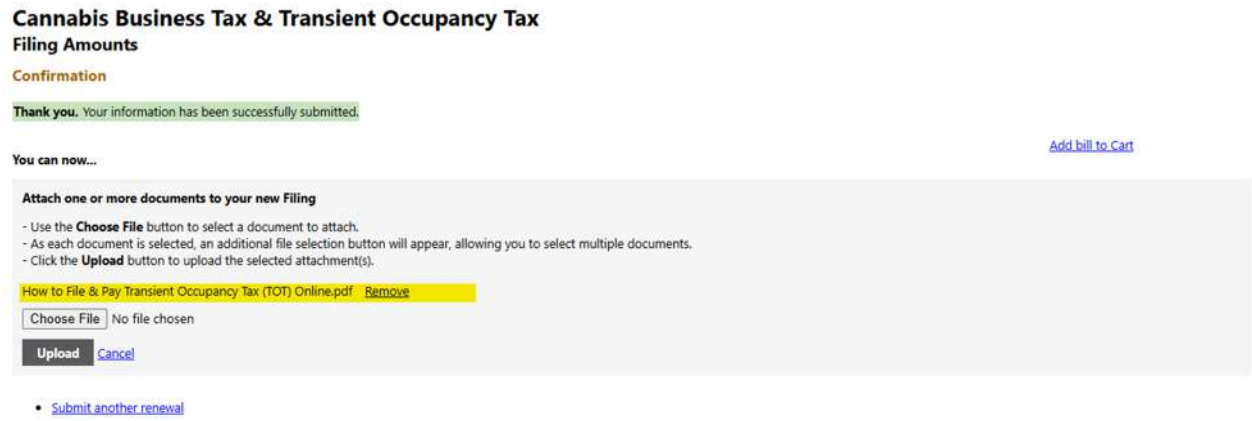
5.) Enter your monthly gross receipts and deductions(if necessary). Click continue.



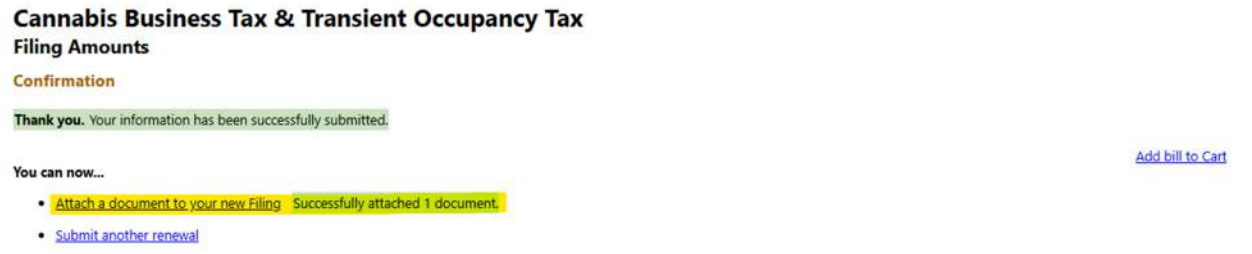
6.) Review & confirm your entry. If you have deductions due to exempt patrons, you may attach your documentation (TOT Exemption Certificates and receipts) by clicking on “Attach a document to your new Filing”



Then, click on “Choose File” to select a file from your device. You will see your file name populate above the “Choose File” button, as below. Click the “Upload” button to upload your attached files:



You will see the below confirmation when your files successfully attach.

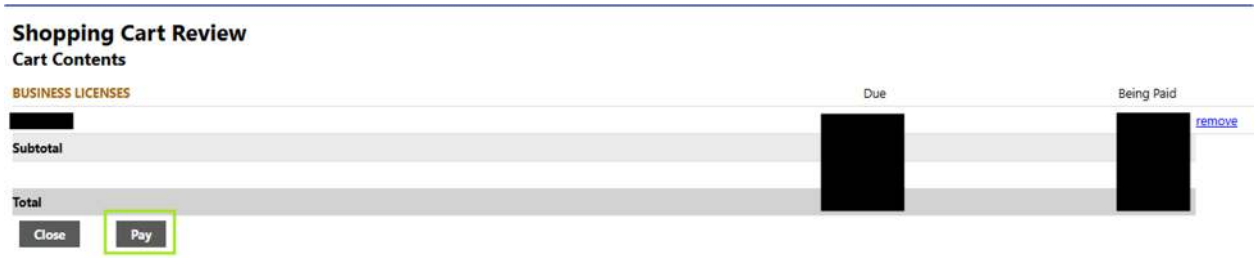


7.) Click on “Add bill to Cart” to save your filing to your cart.

8.) To review your cart or proceed to payment directly, click on the shopping cart icon in the upper right corner. Click on ‘Review Cart’ to view your cart, or click ‘Checkout’ to proceed to payment directly.

Add bill to Cart

9.) After reviewing your cart and clicking ‘Pay’, you will be asked to enter your payment details. Once payment is made, you will receive an email with confirmation of your payment.



If you have any questions or concerns, please contact the Finance Department Accounts Receivable Division:

Email: accounts.receivable@culvercity.org

Phone: (310) 253-5890