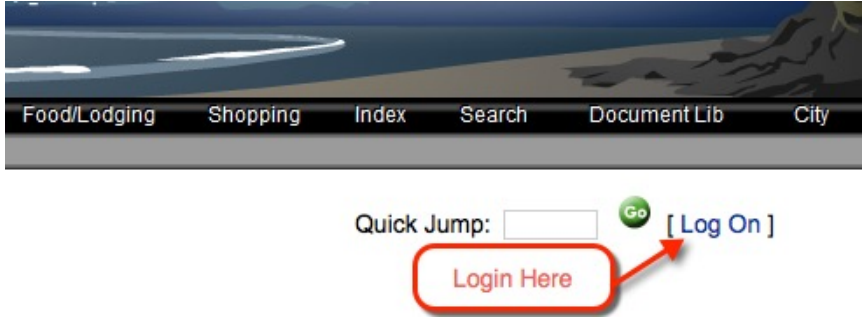


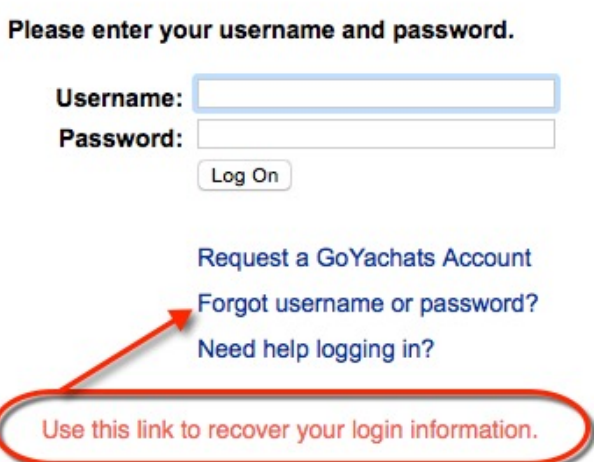
The purpose of this help area is to assist users accessing their business space on the Yachats web site.

The snapshot below highlights the location of the **Log On** link. If you do not remember your login information, click on this link anyway.



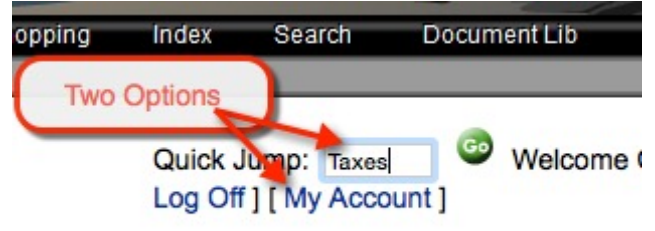
When you enter the login area, three options are listed. The middle link takes you to an option that will help you **recover your password and login ID**.

The first option is for people that have never had a Yachats account. If you have a Yachats business license, chances are you already have an account. If you are uncertain, check with city staff.

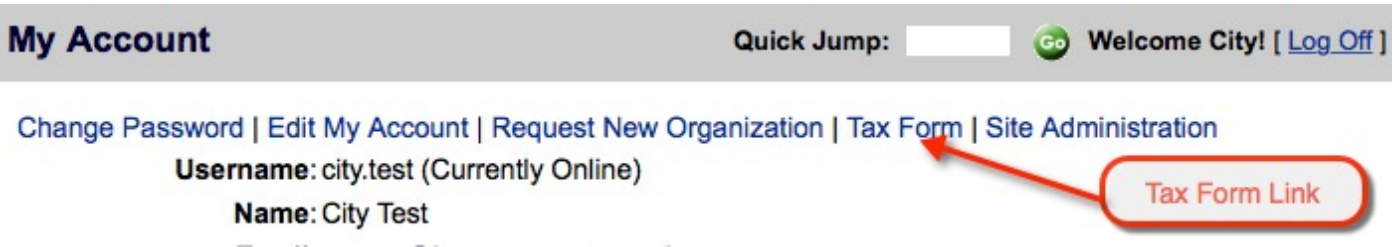


Once you login, a "Welcome" note appears in the right hand corner of every page.

There are several ways you can access your tax reporting forms. The graphic to the right demonstrates two of them. Almost all pages have a Quick Jump keyword. For tax forms, it is **Taxes** (not case sensitive). Enter the keyword and hit return or click on the green Go button.



The other option is to click on the **[My Account]** link that appears in the upper right hand side of every page. Once in the [My Account] area, you will see a link for **Tax Form**. This will take you to the page where your tax forms are listed if you have not already completed them.



Below is an example of a tax reporting page. You will only see the forms for your business. Enter the gross receipts for each month in the appropriate box. When you are done, click the Submit button. That will clear the page and you will receive a confirmation message with a breakdown of the calculations. Note the **Quick Jump keyword** at the bottom right corner of the graphic.

