

VERSION 1.3
MARCH 9, 2017



KALAMAZOO COUNTY ACCOMMODATION TAX SYSTEM

NEW ACCOUNT REGISTRATION

KALAMAZOO COUNTY ACCOMMODATION TAX SYSTEM

OVERVIEW

The Kalamazoo County's Treasurer's Office has commissioned the development of an application to help automate the reporting and payment of the monthly accommodation taxes. This document will help you use and understand that system.

The goals of this system are to:

1. Make it easier for accommodation taxpayers (you) to report and pay taxes.
2. Create a transparent environment for you to see how your taxes are computed and how much you're paying over a given period.
3. Provide quick and easy communications and help via Email and other electronic media.

If you have any concerns, questions, or suggestions for product improvement, please contact:

Julie Harrison
treasurer@kalcounty.com
(269) 384-8124

STARTING THE SYSTEM

You will access the system from the same place that you printed your previous tax forms, on the Kalamazoo County Treasurer's Website @ <http://www.kalcounty.com/treasurer>.

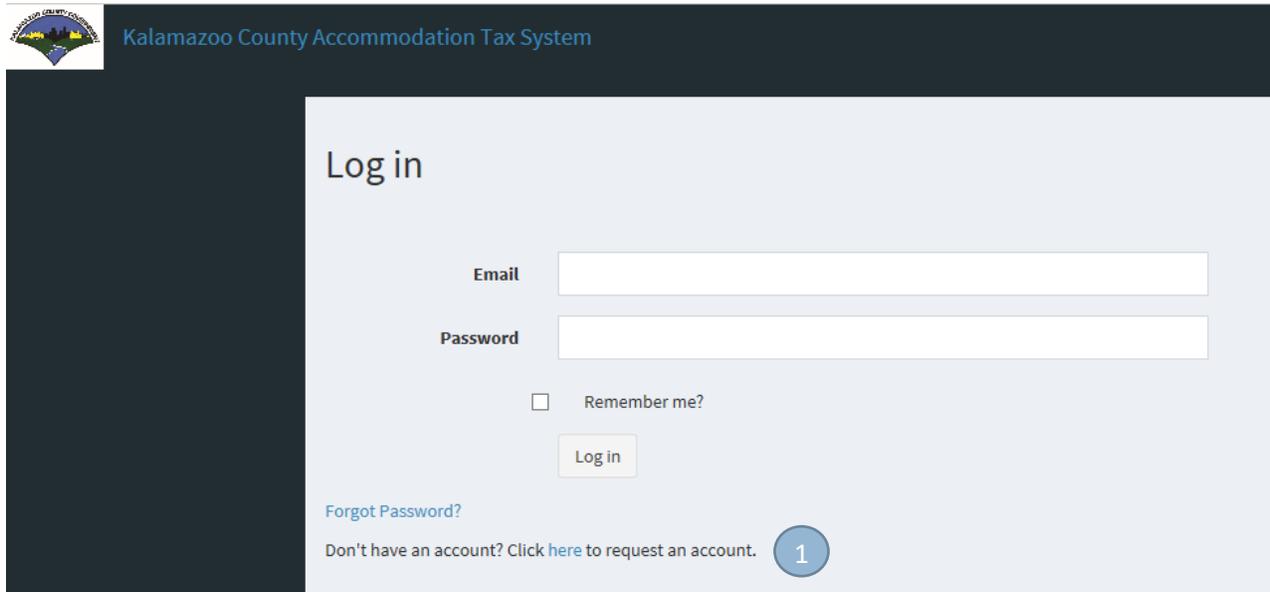
The screenshot shows the website for the Kalamazoo County Treasurer's Department. On the left, a vertical navigation menu lists various services, with the item '*New* Accommodation Tax Payment System' circled in red and labeled with a '1'. The main content area features a 'Welcome To' message, contact details for the department (201 W. Kalamazoo Ave., Rm. 104, Kalamazoo, MI 49007), and office hours (8:00 a.m. - 4:30 p.m. Mon - Fri). It also lists the County Treasurer, Mary Balkema, and her deputies, Megan Buwalda and Peggy Bresnahan. A prominent button labeled 'Delinquent Tax Search/Payment Online' is visible, along with a link to the '2017 Financial Hardship Policy and Application'. At the bottom, there are social media sharing options and a copyright notice for 1995-2016.

1. Clicking on the Accommodation Tax Payment System menu item, will bring you to the Login Page of the Kalamazoo County Accommodation Tax System (KCAT).

SIGNING UP FOR A SYSTEM ACCOUNT

THE LOGIN PAGE

You must have an email address for your business to use for system access. This email will be used to login to the system and to reset your password. To request an account, either contact the Treasurer's Office or press the Request Account link on the Login Page.



Kalamazoo County Accommodation Tax System

Log in

Email

Password

Remember me?

[Forgot Password?](#)

Don't have an account? Click [here](#) to request an account. 1

1. On the Log in page, press on the “here” link. This will take you to the ‘Request Account’ page.

REQUESTING YOUR ACCOUNT

Kalamazoo County Accommodation Tax System

Request Account

Thank you for requesting your account login. Please enter the name of your business and the email address you would like to use to login to the system.

The login email will be used for security purposes only. This includes logging into the system and changing your password. You can use a different email for system correspondence.

Once your account has been created, you will receive an email directing you to the login page where you will need to reset your password. Please allow 1-2 business days for processing once you have submitted your request.

Business Name

Business Address

Login Email

[Return to Login](#)

1. Enter your business information, including the email you would like to use for system access. The Login Email can be different than the email you use for general system correspondence.
2. Press the Request Account button to send an email requesting an account be generated for your business. You will receive a message on the page validating that your request has been sent.

Please allow 1-2 business days for your account request to be processed by the Treasurer's office. You will receive email confirmation once it has been processed.

EMAIL CONFIRMATION

Once your request has been processed by the Treasurer's Office, you will receive an email you will receive an email similar to the one displayed below:

 Reply  Reply All  Forward



Mon 1/23/2017 5:51 PM

Treasurer@KalCounty.com

Create Password for Accommodation Tax System

To Kevin Jackson

Thank you for registering with the Kalamazoo County Accommodation Tax System.

To complete your registration, please click on the **Create Password** link below. You will be taken to a web page that will ask you to enter a new password for your account. Once you set your password, you will be able to login to your new account using this email address and your newly created password.

[Create Password](#)

1

1. Click on the "Create Password" link to take the final steps in creating your account.

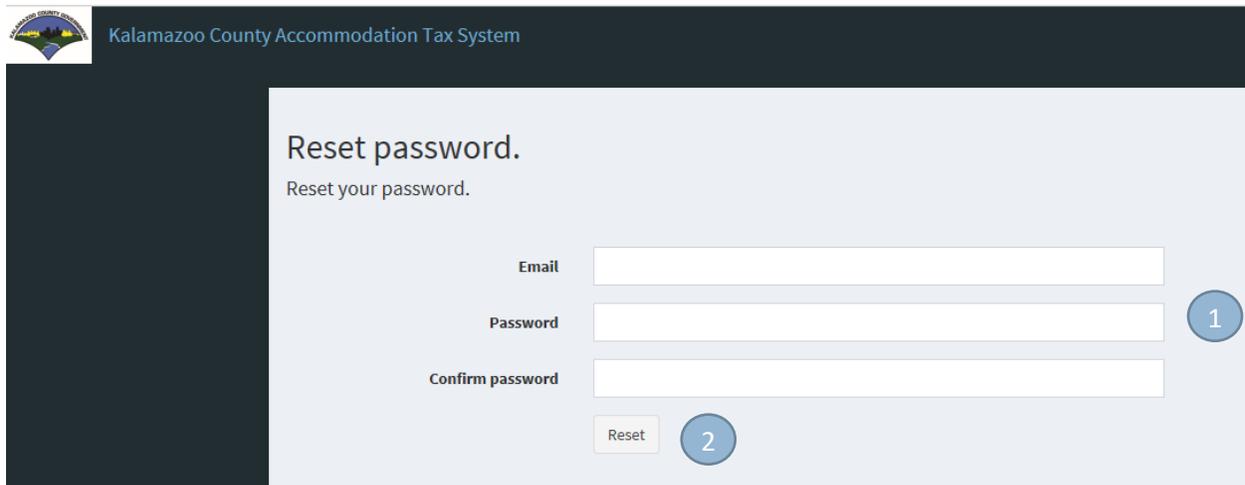
Note for those registered with multiple accounts:

You will receive an email showing you the accounts you are registered for with each new account you register. You must create the password as described above to finalize the registration for all subsequent accounts. You only need to go through the Create Password process once and then you will have access to all accounts you are registered for.

Emails for account registrations after the first are informational only.

CREATING YOUR PASSWORD

Clicking on the “Create Password” link in your email will take you to the following screen:

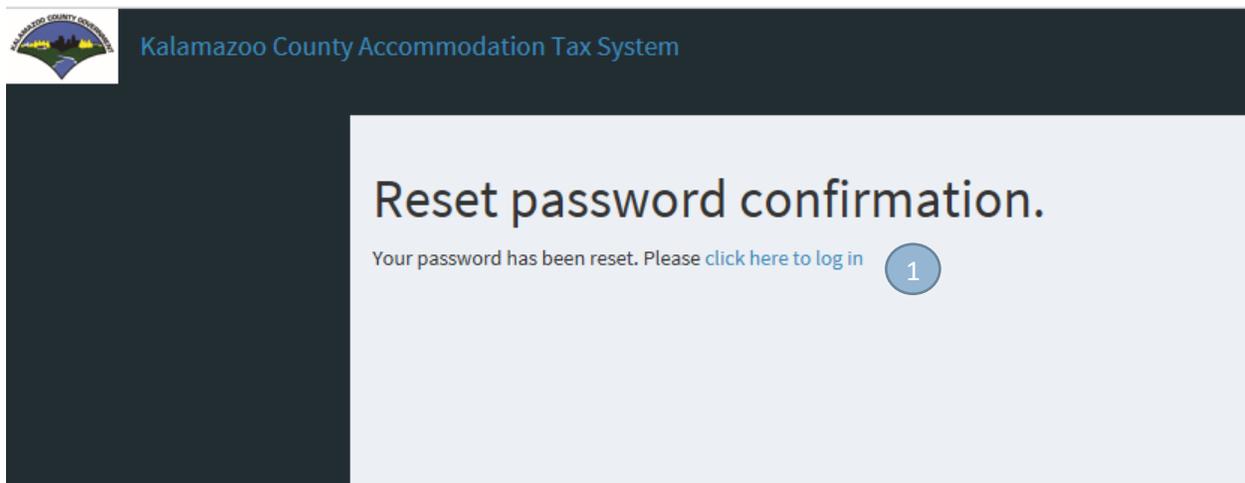


The screenshot shows the 'Reset password' form within the Kalamazoo County Accommodation Tax System. The form includes three input fields: 'Email', 'Password', and 'Confirm password'. A 'Reset' button is located below the 'Confirm password' field. A blue circle with the number '1' is positioned to the right of the 'Password' field, and another blue circle with the number '2' is positioned to the right of the 'Reset' button.

1. Make sure your Email address is correct and then enter a password and confirm it. The password must have at least 6 characters, a numeric value, both a capital and lower case letter, and a special character (not a letter and not a number).
2. Press on the Reset button to create your password and move to the next step.

PASSWORD CONFIRMATION

You will be presented with the following screen that is confirmation that your password creation has been successful:



The screenshot shows the 'Reset password confirmation' screen within the Kalamazoo County Accommodation Tax System. The screen displays the text 'Reset password confirmation.' and 'Your password has been reset. Please [click here to log in](#)'. A blue circle with the number '1' is positioned to the right of the 'click here to log in' link.

1. Clicking here will take you to the Log in page.

LOGGING INTO THE SYSTEM

The screenshot shows the login interface for the Kalamazoo County Accommodation Tax System. The page title is "Kalamazoo County Accommodation Tax System". The main heading is "Log in". There are two input fields: "Email" and "Password". A "Remember me?" checkbox is located below the password field. A "Log in" button is positioned below the "Remember me?" checkbox. To the left of the "Log in" button is a "Forgot Password?" link. Below the "Forgot Password?" link is a smaller link that says "Don't have an account? Click here to request an account." To the right of the login form is the Kalamazoo County Government logo, which features a stylized city skyline and a river. Five blue circular callouts with white numbers are overlaid on the page: 1 points to the Email field, 2 points to the Remember me? checkbox, 3 points to the Log in button, 4 points to the Forgot Password? link, and 5 points to the Kalamazoo County Government logo.

1. Enter the email and password that you registered your account under with the County.
2. Check the Remember Me check box if you want the system to remember you (you don't have to login every time). This setting is computer specific. If you login on one computer and check this box, it will not remember you on another computer.
3. After you have entered your login email and password, press the Log In button to enter the system.
4. If you forget your password at any time, you can click on this link to reset your password. This process will be very similar to the process you went through to create your password initially.
5. You can click on the County logo to go to the Treasurer's website.