

GovOS New User Setup

1. Go to your MUNIREvs website - <https://mtcb.munirevs.com/>
2. Click the [New User? Register Here Button](#)
3. Enter your email address and click "Continue"

The screenshot shows a registration progress bar with four steps: Register, Validate Email (highlighted in blue), User Info, and Business License. Below the progress bar, the text reads: "To register for MUNIREvs, or register a new email address, please complete these steps:" followed by a numbered list of five steps. Below the list, a red line of text states: "If you are changing your email address, please enter the NEW email address you would like to register below." A form titled "Email Address" contains a text input field with the label "Email Address (Required)" and a "Continue" button.

4. You will then see a page that says Confirmation Email Sent

The screenshot shows the same registration progress bar as the previous step. The main content area displays the text "Confirmation Email Sent." followed by instructions: "Confirm your email address by following the instructions that have been sent to [redacted]@gmail.com." and "If you do not receive a confirmation email, you can [generate another one](#) or [contact us](#) if you need assistance."

5. Go to your email inbox and open the email from MUNIREvs that says "Verify your Email Address"
 - a. Check your spam/junk folder if you can't find it
6. Click the "https" link in the email which will bring you to the user setup screen
7. Complete your user profile and click the orange "Continue to Business Profile" button



Register → **Validate Email** → **User Info** → **Business License**

Set Your Password * Required

New Password *

Re-enter New Password *

User Profile

This information is to confirm that the business licensee is authorizing the below individual to have access to their MUNIRevs account.

First Name * Address *

Last Name * City *

Telephone * State *

Country * Postal Code *

United States

[Continue to Business Profile](#)

Password

The requirements for a MUNIRevs account password are as follows:

- Must be 6 characters or more in length.
- Must contain both letters and numerals.
- May not contain your email address or your name.

- Once you have registered for your account (steps 1-7), please email hsheldon@mtcb.colorado.gov to obtain your Account Number and Activation code. Please provide the property owner name, STR property address, mailing address, and proof of ownership (Warranty Deed) in the email.
- Once you have your account number and activation code, you will need to link the property to your account. Log in to Munirevs and scroll down to the bottom of the "Business Center" and under "No Accounts Found" click on the link.

Manage Your Account(s)

Print your License, or make account changes by clicking on your account(s) below.

No accounts found

[Click here to register](#) as the user of a new or link to an existing account.

- On the next page, you will enter in your Account Number and Activation Code, then push "Lookup". Next choose your role (owner, property manager, etc.) and connect to your property. Then "Go to Business Center"



● **Connect to your Property.**

To connect to your property, please provide the following identifying information.

If you do not have this information, please contact **LOGGINGRevs Support**.

In your email request, please be sure to include the **6 Digit Account Number, Owner Name, and Rental Address** so that we may promptly authenticate you for the requested account.

The screenshot shows a web interface for connecting a property. At the top, there are two input fields: "Account Number" (Your 6-digit tax remittance Account Number) and "LOGGINGRevs Activation Code" (Your 6-digit LODGINGRevs Activation Code). Both fields contain "XXXXXX". An "AND" symbol is between them. A yellow arrow points from the "Account Number" field to the "AND" symbol, and another yellow arrow points from the "AND" symbol to the "LOGGINGRevs Activation Code" field. A third yellow arrow points from the "LOGGINGRevs Activation Code" field to a blue "Lookup" button. Below the "Lookup" button, a message states: "The following business was found. To connect to this business, indicate your role, then click 'Connect'." Below this message is a table titled "Found Business:" with columns: "Business Name", "Role", "Assigned by", and "Date". The table contains one row: "Testing Again", "Employee" (with a dropdown arrow), a redacted name, and "10/23/20 14:50:05". A yellow arrow points from the "Role" dropdown to a green "Connect" button. Below the "Found Business" table is a section titled "Connected Accounts:" with columns: "Business Name", "Role", "Assigned by", and "Date". A yellow arrow points from the "Connect" button to a yellow "Go to Business Center" button.

11. If you already have a user login, you need to link your property to your account. Multiple properties can be linked to the account.

- Go to your MUNIREvs Business Center - <https://mtcb.munirevs.com/business-center/>
- Click "[Add or remove accounts from your user login by clicking here.](#)" This link is at the bottom of the business center.

12. You will now see Open Tasks in the "Business Center" for the STR license application. Click the link and complete the application. The orange "submit" button will allow you to navigate to the next page of the application. Please upload the required documents and pay the license and pillow fee at the end of the application. Heidi Sheldon will review and reach out via email if anything needs to be addressed for your application to be approved.

For assistance, contact Heidi Sheldon: HSheldon@mtcb.colorado.gov or 970-349-6632