

## 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 \*

**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.

**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

- Once you have registered for your account (steps 1-7), please email [support@munirevs.com](mailto:support@munirevs.com) to obtain your Account Number and Activation code.
- On the next page, you will enter in your Account Number and Activation Code, look up your property, choose your role, connect to your property, and click 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 **LODGINGRevs 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.

**Account Number** AND **LODGINGRevs Activation Code**

Your 6-digit tax remittance Account Number

Your 6-digit LODGINGRevs Activation Code

XXXXXX

XXXXXX

Lookup

The following business was found. To connect to this business, indicate your role, then click "Connect".

**Found Business:**

Business Name	Role	Assigned by	Date
Testing Again	Employee		10/23/20 14:50:05

Connect

**Connected Accounts:**

Business Name	Role	Assigned by	Date
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Go to Business Center



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10. If you already have a user login,

- a. Go to your MUNIREvs Business Center - <https://mtcb.munirevs.com/business-center/>
- b. Click "[Add or remove accounts from your user login by clicking here.](#)"

11. You will now see Open Tasks in the Business Center

For assistance, contact our Support Team: [support@munirevs.com](mailto:support@munirevs.com) | (888) 751-1911