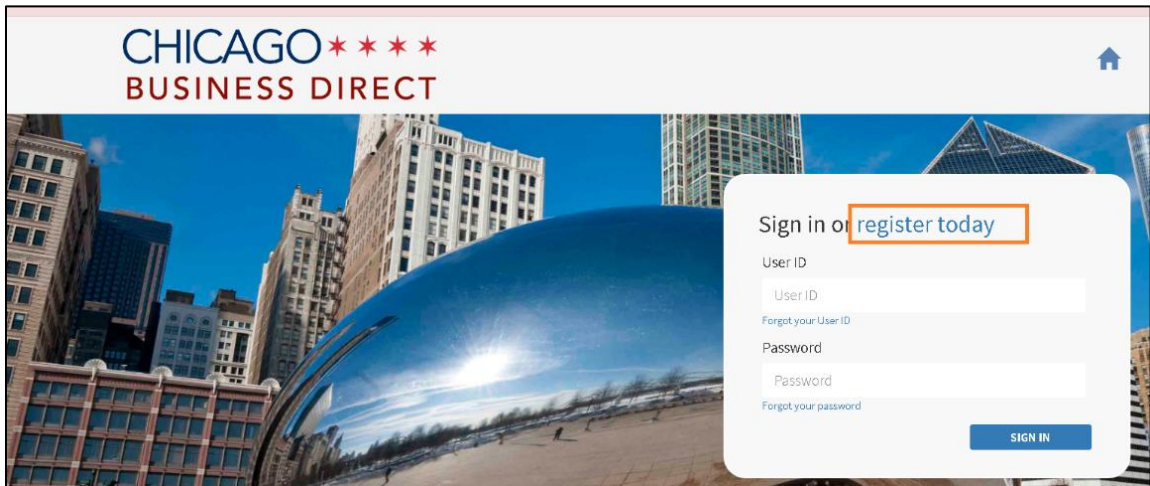



Make a Tax Payment or File a Tax Return on Chicago Business Direct

Start at the Chicago Business Direct (CBD) webpage: www.chicagobusinessdirect.org

1. If license holder has a user profile linked to their IRIS Acct, enter User ID & Password and then click "SIGN IN".
2. If license holder does not have a user profile, click "register today" and complete the information fields on the next page.



3. License holder should enter the email address listed on their IRIS account. CBD will attempt to match the email address below to the same email address listed on the IRIS account.

<p>* User ID</p> <input type="text"/> <p>User ID requirements:</p> <ul style="list-style-type: none">• Length must be between 8 and 20 characters• User ID can only include:<ul style="list-style-type: none">◦ Letters◦ Numbers◦ Special characters ! @ # \$ ^ & _ ~ -• User ID can not begin with #	<p>* Password</p> <input type="password"/> <p>Password requirements:</p> <ul style="list-style-type: none">• Length must be between 8 and 22 characters• Password must include:<ul style="list-style-type: none">◦ One number◦ One uppercase letter◦ One lowercase letter◦ One special character ! @ # \$ ^ & _ ~ -	<p>* Re-enter Password</p> <input type="password"/> <p>• Passwords can not contain:</p> <ul style="list-style-type: none">◦ Any part of the User ID◦ User's First Name◦ User's Last Name
<p>* First Name</p> <input type="text"/>	<p>Middle Name</p> <input type="text"/>	<p>* Last Name</p> <input type="text"/>
<p>* Email Address</p> <input type="text"/>	<p>* Re-enter Email Address</p> <input type="text"/>	<p>* Phone Number</p> <input type="text" value="XXXXXXXX"/>
<p>* Profile Type</p> <p>Select Profile Type <input type="button" value="v"/></p>		
<p>* Enter Captcha Code</p> <input type="text"/>		<input type="button" value="Refresh Image"/>

This is asking you to read the text in the image on the right, then enter it in the field on the left.

4. After the user profile has been linked to the appropriate IRIS account(s), the user will select the appropriate action below and follow the prompts.

The screenshot displays the 'Welcome to Chicago Business Direct' interface. At the top, there are four main navigation buttons: 'TAX SERVICES', 'LICENSE SERVICES', 'MY BUSINESS ACCOUNTS', and 'MY APPLICATIONS'. Below these are six vertical action cards:

- Make a Tax Payment** (9+): Make a tax payment for a current period, outstanding deficiency, or payment plan. (Icon: Dollar sign)
- File a Tax Return** (3): File a tax return or view and print returns that have already been filed. (Icon: Document with checkmark)
- Tax Voluntary Disclosure**: Resolve undisclosed tax and certain non-tax debts without penalty. (Icon: Dollar sign in a speech bubble)
- Renew Business Licenses**: Renew business licenses and Pharmaceutical Representative licenses. (Icon: Clipboard with refresh arrow)
- License Services**: Submit business license related application types. (Icon: Clipboard with list)
- Renew Weighing/Measuring Device Certifications**: Renew weighing and/or measuring device certifications. (Icon: Scales of justice)

For questions or issues related to tax and fee payments, contact the

Chicago Department of Finance - Tax Administration Division:

revenue@cityofchicago.org or (312)747-4747