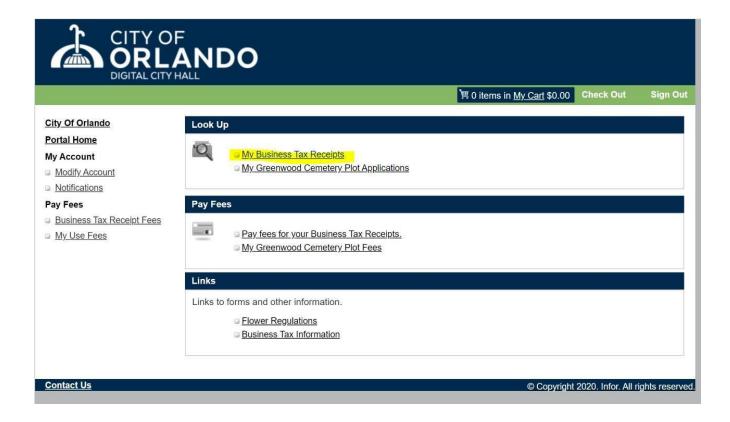
## **Digital City Hall**

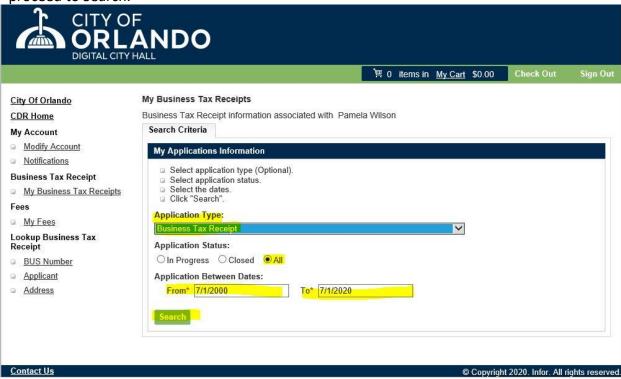
## Business Tax Receipt Declaration Confirmation Step by Step

Once you log in at https://digital.cityoforlando.net/Views/Login

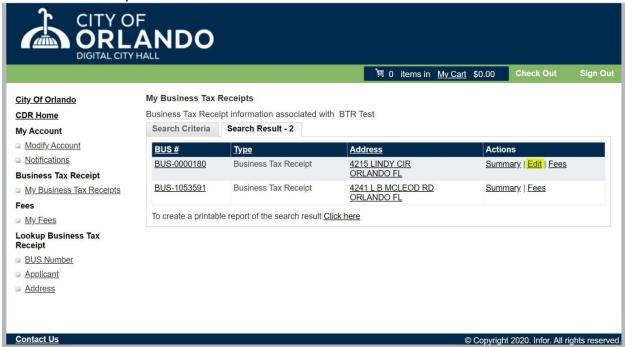
Click My Business Tax Receipt (highlighted below)



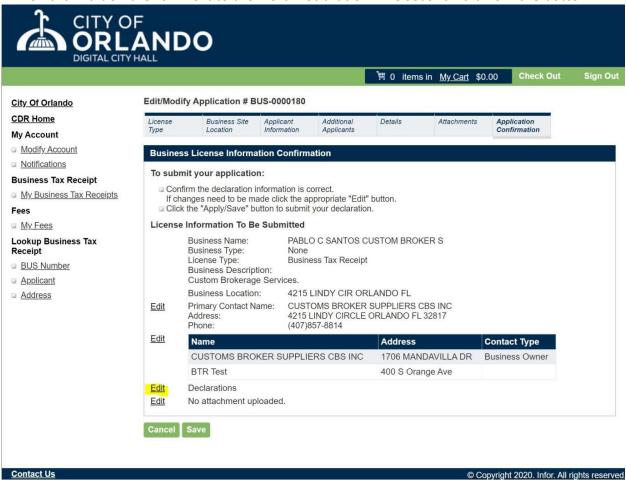
Then click on the drop-down box and select "Business Tax Receipt". Be sure that "ALL" is selected under Application Status and that the date range is 2000 thru current date. Then proceed to Search.



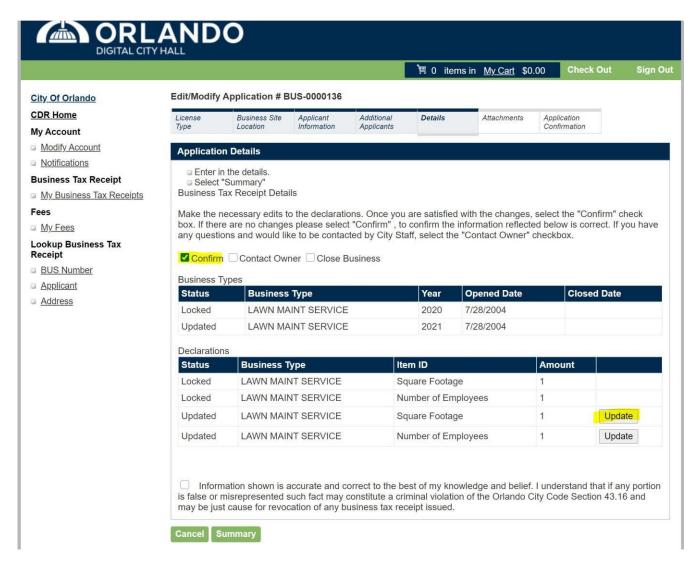
Once you see your business tax receipts listed. Click Edit under the Action column for the business tax receipt that needs to have the declaration variable information confirmed.



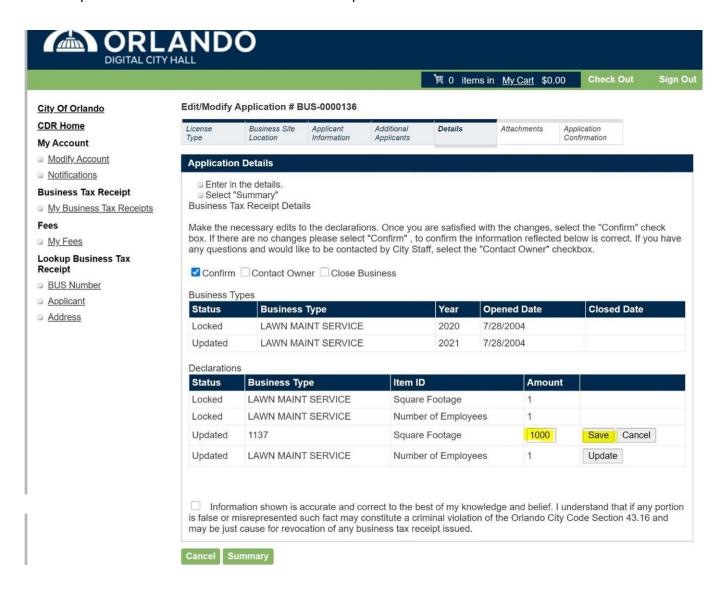
Then click Edit on the row next to the word Declaration. The second Edit from the bottom.



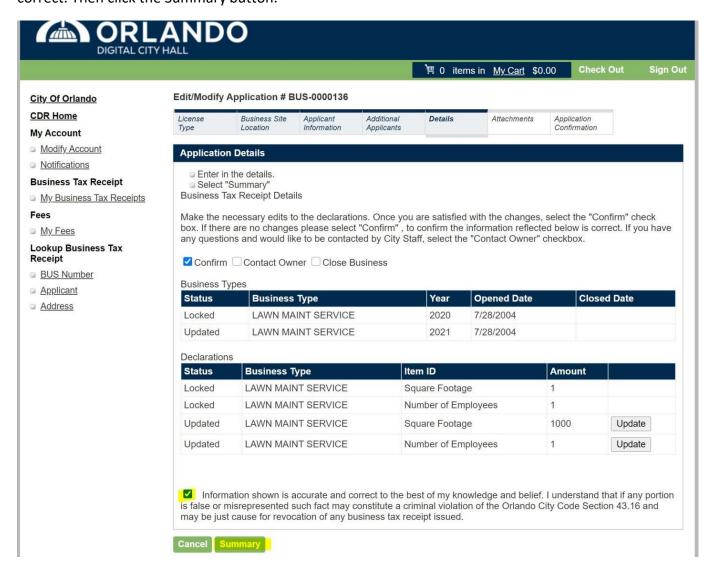
The Application Details screen is where the declaration variables are shown. To complete the declaration variable information, select the Confirm checkbox. Review the declaration variable information. if this information needs to be updated. Click the update button next to the field that will be updated.



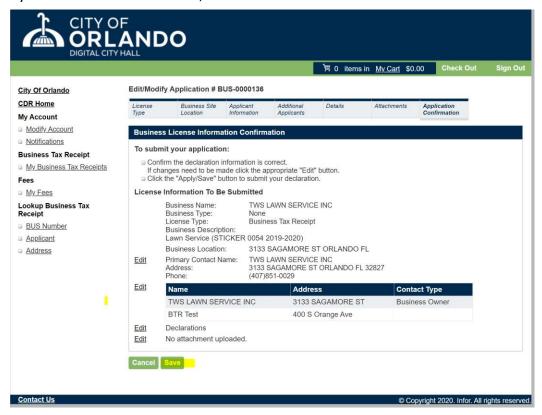
Once updated click the Save button next to the updated amount.



Select the check box below confirming the information is accurate and correct. Then click the Summary button.



Review the summary information. If it is correct, click Save.



You have completed the declaration process.

