Register an Account
Self Service Portal for Tax Remittance

1. To create a new user account, visit https://step.seviervilletn.org

2. In the top right corner, click the arrow next to the word “Guest” and select “Register”.

3. On the next screen, enter your email address and click “Next”.

4. You will see a notification to please check your email.
5. Open your email from Energov and click the link provided to move to the next step of the registration process.
6. Once the website has opened, click the button called “Register”.

7. You will be asked to verify that you are not a robot. **TIP:** This feature can time-out, so it is a good idea to fill out your account information and then go back the top to click this box before moving to the next step. Please fill out all the fields and **be sure to make note of your chosen Username and Password.** When you are finished, be sure to scroll back up to verify that you are not a robot and then scroll back down to the bottom and click “Submit”.

8. You will be directed to a screen to verify that your account is active and ready for use. Click the “Log In” button.
9. Using your Username and Password you selected in step 8, log in and then click the “Log In” button.

10. At this point, the City of Sevierville will be notified that your account has been set up. We will attach your account to your business. Once you have received an email stating this is complete, log in and click the box called “Sevierville Tax Remittance”.

11. Your business(es) will be listed under the My Businesses tab of the next screen. For instructions on filing, please see this document.