

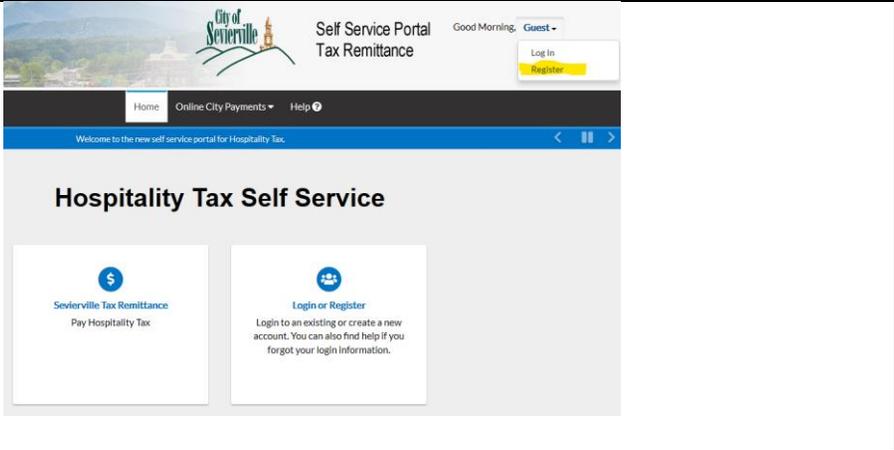


# Register an Account

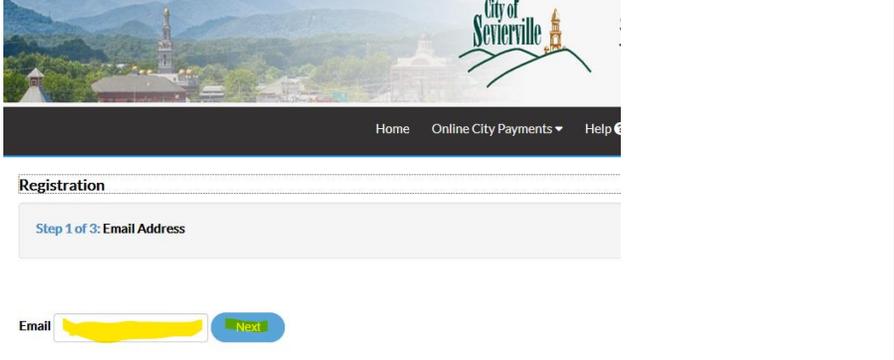
Self Service Portal for Tax Remittance

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

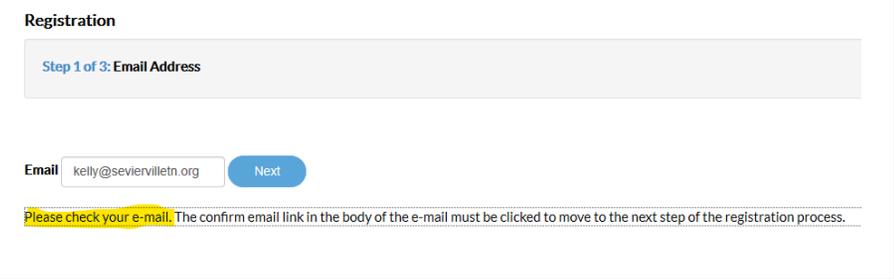
2. In the top right corner, click the arrow next to the word "Guest" and select "Register".



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



4. You will see a notification to please check your email.



- Open your email from Energov and click the link provided to move to the next step of the registration process.
- Once the website has opened, click the button called "Register".

Home Online City Payments Help ?

Registration

Step 2 of 3: Email Address

Email kelly@seviervilletn.org

Back Register

- 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".

Registration

Step 3 of 3: Contact Information

Personal Info \*REQUIRED

I'm not a robot  [Privacy - Terms](#)

\* Username JDoe

\* First Name Jane

Middle Name

\* Last Name Doe

Company Contain Yourself

Business Phone 865-555-1234

\*Please note, this screen shot is not the complete form, only the top portion.

- You will be directed to a screen to verify that your account is active and ready for use. Click the "Log In" button.

Thank you for registering

Thank you for registering for an account. Your account is now active and ready to be used.

Log In

9. Using your Username and Password you selected in step 8, log in and then click the “Log In” button.

**Log In**

\* Username  
JDoe

\* Password  
••••••••

Remember Me

Log In

Forgot your password? [Reset it](#)  
Don't have an account yet? [Register Here](#)

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”.

Home Online City Payments Help

Welcome to the new self service portal for Hospitality Tax.

### Hospitality Tax Self Service

**Sevierville Tax Remittance**  
Pay Hospitality Tax

**My Account**  
Click here to access your account information.

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

**My Account**

Personal Info My Favorites **My Businesses**

**My Businesses**

Search for Business Number, Company Name

Business Number	Company Name	DBA	Status	Company Type	Open
000078-2019	Contain Yourself		Active	Sole Proprietorship	05/2

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