Part 1: Creating a User ID

1. Go to www.webtax.org
2. Click on “Use WebTax Now” located on the right side
3. Click on “Register Now”
4. Complete the Registration Page
   a) Enter identifying information
   b) Create a User ID
   c) Create a Password
   d) Select a Security Question
   e) Enter Security Question Answer (twice)
   f) Select your User Settings
   g) Click “Continue”
   h) Click “Register”
   i) Click “Continue” to Login

Part 2: Adding an Account

1. Click on “Add an Account to this Login”
2. Enter ID (Business ID)
3. Enter 6 or 7 digit assigned PIN
4. Click “Continue”
5. Click “Save”

Part 3: Filing a Withholding Return

1. Click on “Manage Account”
2. Click on “Edit Bank Info”
   a) Enter 9 digit bank routing number
   b) Enter bank account number
   c) Select “Account Type”
   d) Enter effective date (i.e. 01/01/2010)
3. Click “Save”
4. Click “Make an EFT Payment” (This file the payment and the KW5)
   a) Select Tax Period End Date
   b) Enter Tax Payment (This includes a zero return)
   c) Enter Penalty (If applicable)
   d) Enter Interest (If applicable)
5. Click “Continue”
6. Review Information
7. Click “Submit”
8. Click “Continue”
9. You are now back at the Home Page

Part 4: Filing a Sales Tax Return

1. Click on "Manage Account"
2. Click on "Edit Bank Info"
   a) Enter 9 digit bank routing number
   b) Enter bank account number
   c) Select "Account Type"
   d) Enter effective date (i.e. 01/01/2010)
3. Click "Save"
4. Click on "File A Return"
5. Read the Introduction
6. If you will be uploading an excel spreadsheet with your jurisdiction codes into your return, you will click on the link Click here to view the instructions and the requirements for the upload process. Otherwise,
7. Click "Continue"
8. Select a Filing Period
9. Select a Return Type
10. Make a Part 3 Selection
11. If you have no sales to report
    Select "No Sales Activity for this Period"
12. Click "Continue"
13. Click on "Upload" to upload an Excel Spreadsheet, or
14. Click on "Add Jurisdiction"
15. Search for a jurisdiction code 1 of 3 ways
    a) Enter a 5 letter code,
    b) Enter the first 3 letters of the city or county,
    c) Or, Click the box to "Return All Jurisdictions"
16. Click on "Lookup Jurisdiction"
17. Locate the 5 letter code at the bottom of the screen
18. Click the "Select Box" on the left
19. Click "Add Selected"
20. Enter dollar amounts in the appropriate boxes
21. Click "Calculate"
22. If you need to remove a Jurisdiction Code
    a) Click "Delete" on the right side of the screen
    b) Or, click "Delete All" at the bottom of the screen
23. Click "Continue"
24. Enter the deductions
25. Click "Calculate"
26. Click "Continue"
27. On Part I, you may enter:
    a) Estimated Tax Due for Next Month
    b) Estimated Tax Due from Last Month
    c) Any Credit on the Credit Memo line
    d) Penalty, or
    e) Interest

28. Click “Calculate”
29. Click “Continue”
30. Select “Payment Option”
    a) The Debit Option is the only option which will allow us to withdraw the money due from your bank account.
    b) The Credit Option is the option you will select if you will be contacting the bank to wire the money to the Kansas Department of Revenue or you will be initiating a credit card payment from a different website.
    c) Check with voucher – you will mail in the pre-printed voucher with your payment.
31. Select a Settlement Date
32. Click “Continue”
33. Review return
34. Select “Back” to make changes
35. Select “Submit Return” to file the return
36. Click “View Printable Return” to print return
37. Click “Print”
38. Click “Back”
39. Click “Finish”
40. The system will then take you to the Account History Page.
41. You may then click on “Business Accounts” on the left to return to the Home Page.