



CITY AND BOROUGH OF JUNEAU, ALASKA
Finance Department – Sales Tax Division
155 South Seward Street, Juneau, Alaska 99801
Phone (907) 586-5215 ext. 4901 FAX (907) 586-0365

How to set up your online profile as a first-time user

Step 1

- Select the link: "First-time user? Register Here" under "Log In"

Enter your User Name and Password

User Name

Password

[Forgot your User Name or password?](#)

[First-time user? Register here](#)

Step 2

- Enter a User Name and Password
- Please note the password parameters listed:
 - Must start with an Alpha character
 - Must contain at least one number
 - Must contain at least one special character
- Enter a valid email address
- Select "Next"

User Creation | Account Search | Confirm account Creation

Account Creation

Step 2: Create a User Name and Password. Password must be between 8 and 16 characters long. It must contain letters, at least one numeric character and at least one special character. Special characters allowed : !@#\$\$%^&*()_+{ }

User Name

Password

Repeat Password

E-mail address

Step 3

- Search for your CBJ Sales Tax Account by entering your CBJ Sales Tax Account #

The screenshot shows a navigation bar with three buttons: "User Creation" (green), "Account Search" (orange), and "Confirm account Creation" (grey). Below the navigation bar is a white search box titled "Search by CBJ Sales Tax Account #". Inside the search box, there is a text input field labeled "CBJ Sales Tax Account #" containing the number "01002447" and a small "x" icon to clear the field. A blue arrow points to the input field. Below the input field is a "Search" button, with another blue arrow pointing to it. At the bottom of the search box are three buttons: "Back", "Cancel", and "Next".

- If you do not know your CBJ Sales Tax Account number, please contact the Sales Tax Office at 907-586-5215 ext. 4901 for assistance.

Step 4

- Verify you entered the correct CBJ Sales Tax Account #
- If all the information is correct, select "Create Profile"

The screenshot shows a navigation bar with three buttons: "User Creation" (green), "Account Search" (green), and "Confirm account Creation" (orange). Below the navigation bar is a white form titled "User Information" with a blue arrow pointing to the "User Name" field containing "nathansservices" and the "e-mail" field containing "nathans@salestax.net". Below the "User Information" section is another white form titled "Account Details" with a blue arrow pointing to the address field containing "NATHAN'S SERVICES", "155 S SEWARD ST", and "JUNEAU AK 99801". Below the "Account Details" section is a "Confirm" section with three buttons: "Back", "Cancel", and "Create Profile". A blue arrow points to the "Create Profile" button.

- If you own multiple businesses, it is possible to link each of your businesses to **one** online profile.
- Contact the Sales Tax Office at 907-586-5215 ext. 4901 to have each of your sales tax accounts linked to one online profile.