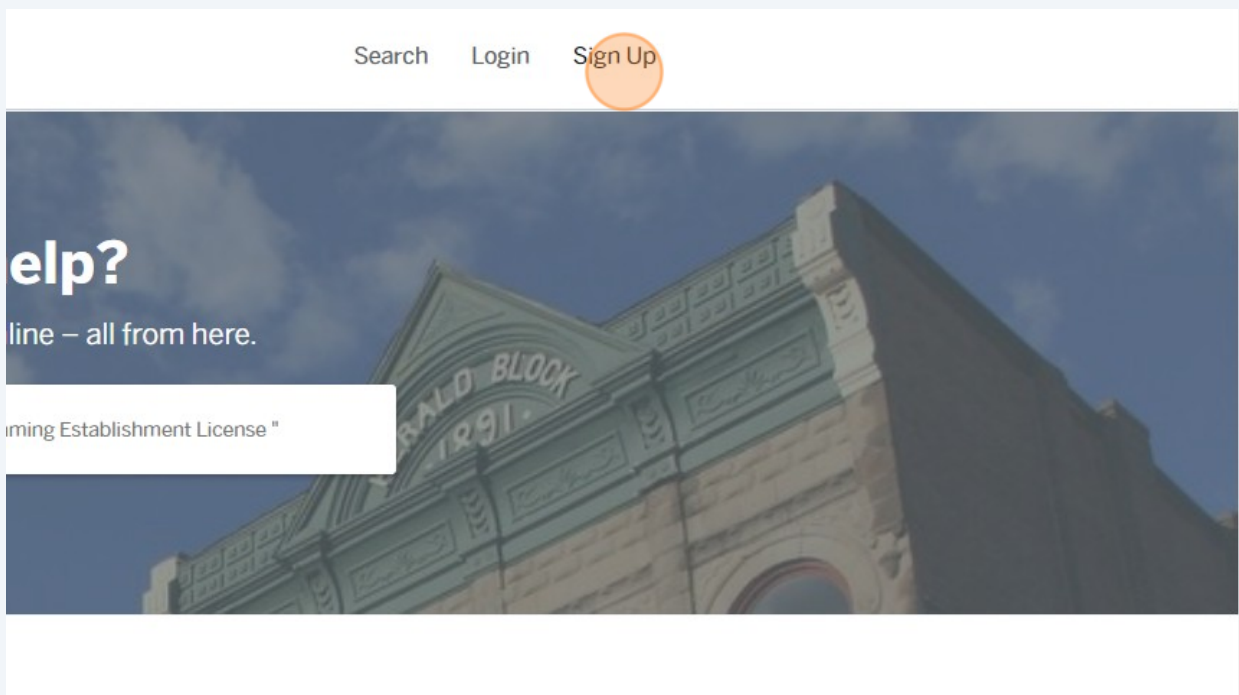


How to Create an OpenGov Account

1 Navigate to <https://decaturil.portal.opengov.com/>

2 Click "Sign Up"



3

If you do not already have an OpenGov account, click "Sign up using Secure Portal"

Create an OpenGov ID
Register once, login to any **OpenGov** community.

For your security, your sign up is performed on our Secure Portal

Sign up using Secure Portal

Already have an
Use your OpenGov ID

For your security, your login is performed on our Secure Portal

Login using Secure Portal

4

Enter your email address and password.

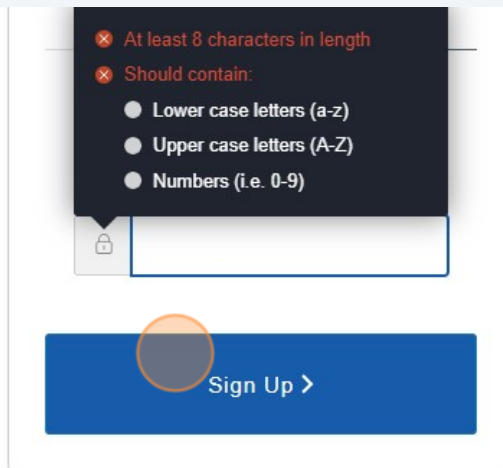
Citizen Services
Welcome to **City of Decatur, IL**

Log In Sign Up

Can't be blank

Sign Up >

5 Click "Sign Up"



6 You will receive an email asking you to verify your account. Once verified, you now have an OpenGov account.

Filling out a Business Registration

1 Navigate to <https://decaturil.portal.opengov.com/>

2 Click "Local Tax Collection"

Our Online Services

Click on the links below to browse services by department



Permits and Inspection Services
Department of Occupancy, Commercial Site Plan
17 more



Local Tax Collection
Local Tax Registration Form, Tax Return

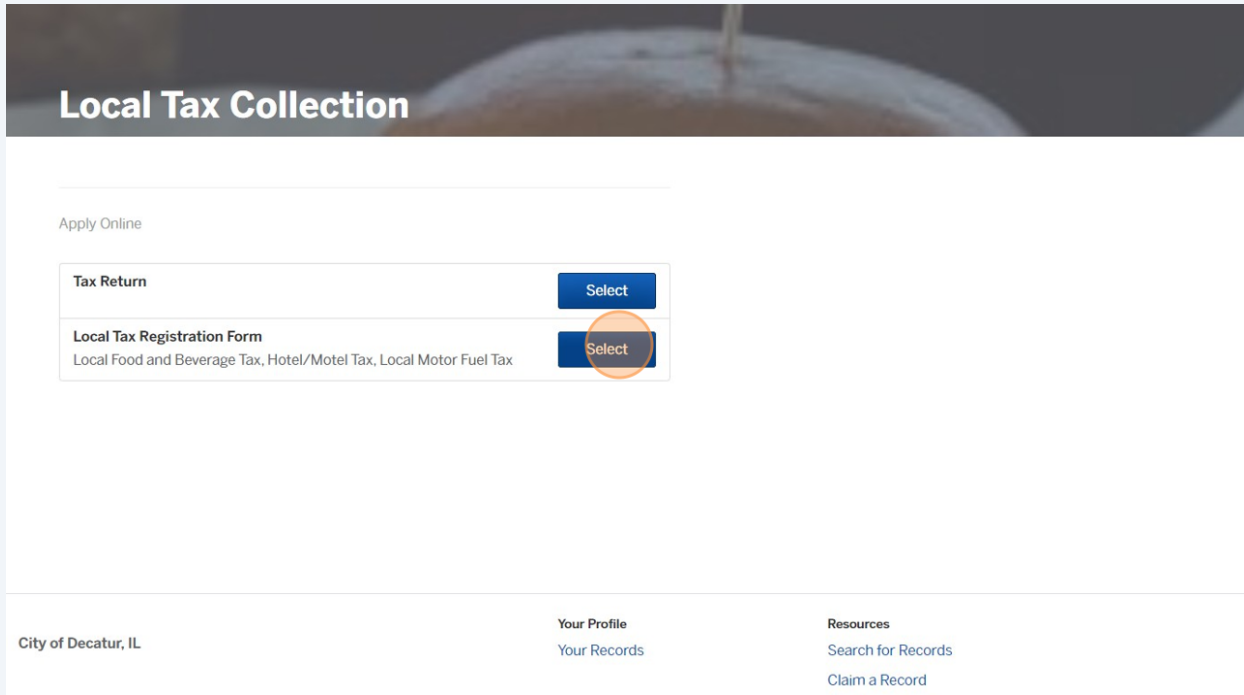
Explore



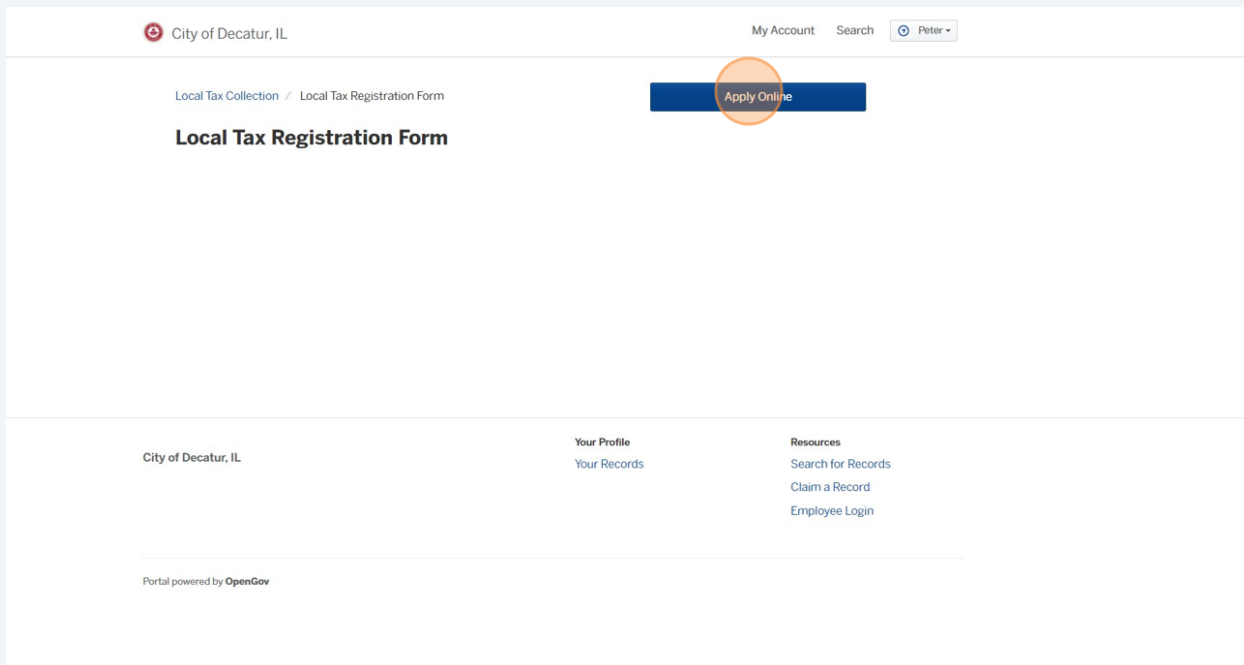
Contractor Licenses
Building Trade, Sign
Construction/Excavation

Explore

3 Click 'Local Tax Registration Form'



4 Click "Apply Online"



5

Confirm your contact information - this is pulling information from your OpenGov account.

City of Decatur, IL My Account Search

Have a project #?

Local Tax Registration Form

Step 1 of 6 · **Confirm your contact information**
Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name <input type="text" value="Peter"/>	Last Name <input type="text" value="Chriske from OpenGov"/>	
Email address <input type="text" value="pchrisk@opengov.com"/>	Phone Number <input type="text" value="555-555-5555"/>	
Address 1 <input type="text" value="247 W Freshwater Way"/>	Address 2 (Optional) <input type="text"/>	
City <input type="text" value="Milwaukee"/>	State <input type="text" value="WI"/>	ZIP <input type="text" value="E"/>

6

Fill out your business information. If you have multiple locations, please add a store number or unique identifier to your DBA.

City of Decatur, IL

Have a project #?

Local Tax Registration Form

Step 2 of 6 · **Business Information**

Business DBA Name * ?

City *

Zip *

Illinois Business Tax (IBT) * ?

7 Fill in the location of your business in Decatur

 City of Decatur, IL

Have a project #?

Local Tax Registration Form

Step 3 of 6 ·

Location

In the City of Decatur. Owners with multiple locations, will f

Street Address *

Location Phone Number *

8 Add any Owner(s), Corporate Officers, or Partners by clicking the button below.

 City of Decatur, IL

Have a project #?

Local Tax Registration Form

Step 4 of 6 ·


Owner(s), Corporate Officers, or Partners

Add Owner(s), Corporate Officers, or Partners

[< Back](#)

[Skip to Confir](#)

9 Digitally sign this registration form and add your title.

 City of Decatur, IL

Have a project #?

Local Tax Registration Form

Step 5 of 6 ·


Acknowledgement

Under penalties as provided by law, I declare that to the best of my knowledge, the information provided on this form is true, correct and complete.

Digital Signature of Applicant

Applicant's Title

10 Confirm your submission and click 'Confirm and Submit' at the bottom of the page.

 City of Decatur, IL

Have a project #?

Local Tax Registration Form

Confirm your submission

Please ensure you've filled everything completely and accurately.
* Please fill all required fields in order to continue.

Contact Information
[Edit ...](#)

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