Step Action Go to the Oracle R12 Home Page URL below in any web browser: 1. https://r12.oci.nashville.org/OA HTML/AppsLocalLogin.jsp Click Tax Customer Registration link 2. **User Name** Password Log In Cancel Login Assistance Tax Customer Registration Accessibility None $\mathbf{\sim}$ Language English $\mathbf{\sim}$

How to Register a Metro Customer Account to Create/Pay Taxes Online:

Step	Action				
3.	Enter the following information on the Access Request screen:				
	 Metro assigned Account Number in the Value field Email Address in the Email Address field Email Address in the Re-enter Email Address field 				
	Access Request: Selec	t Organization			
	Please enter the details of the cust * Indicates required field	tomer that you would like to request access to			
	Identify Using	Customer Number			
	* Value	1			
	* Email Address	test@gmail.com			
		(Example: first.last@domain.com)			
	* Re-enter Email Address	test@gmail.com			
4.	Click the NEXT button. Access Request: Select Org Please enter the details of the customer th # Indicates required field Identify Using Custom * Value 1	Tanization Cancel Step 1 of 6 Next nat you would like to request access to			
	* Empil Address	mail.com			
	Email Address test@g	e: first.last@domain.com)			
	* Re-enter Email Address test@g	gmail.com			

Step	Action								
5.	 Check the square box next to Select All Locations box (see red arrow). Note: If customer has more than one location displayed on this screen and only wants access to one location then click the circle radio button next to location (see blue arrow) they are registering for instead of "Select All Locations". 								
	Access Request: Select Location					ance <u>l</u> I	Bac <u>k</u>	Step 3 of 6) Ne <u>x</u> t
	Select All Locations								
	Organizatio	n 🛆 Customer N	ame Custon Numbe	e Customer Address					
	METRO_GG Metro Registration 1 Test 1				123 Main Street, Nashville, Davidson, TN, 37210, United States				
6.	Click NEXT.	uest: Select L	ocation		Cance	l Bac <u>k</u>	Step 3	8 of 6 Ne<u>x</u>	t
	Select All Locations								
	Organization 🛆	Customer Name	Customer Number	Addre	ess				
	METRO_GG	Metro Registration Test	1	123 M United	ain Street, Nashvi States	ille, Davids	son, TN	, 37210,	

Step	Action					
7.	Enter Contact Information:					
	Prefix (Optional)					
	First Name (Required)					
	Middle Name (Optional)					
	Last Name (Required)					
	Suffix (Optional)					
	Phone Number (Optional)					
	Password (Required)					
	Confirm Password (Required)					
	Access Request: Enter User Information					
	Email Address 2232@gmail.com					
	(Example: first.last@domain.com)					
	Prefix V					
	[®] First Name First					
	Middle Name					
	Last Name Last					
	Suffix					
	* Descurred					
	* Confirm Password					
	Commin Password					
8	Click NEXT					
0.						
	Access Pequest: Enter Liser Information					
	Access Request. Enter Oser Information Cancel Back Step 5 of 6 Next					
	Email Address test@gmail.com					
	(Example: first.last@domain.com)					
	Prefix					
	* First Name First					
	Middle Name Middle					
	* Last Name Last					
	Suffix Suffix					
	Phone Number 1 615 5555555 1					
	Country Code Area Code Number Extension					

Step	Action					
9.	Review all access request information. If there are any issues with the data entered click the					
	Back button to correct the information. If you want to cancel the registration click the					
	button.					
	Access Dermark Deview Access Dermark					
	Access Request: Review Access Request Cancel Back Step 6 of 6 Submit					
	Please review both your registration information and our Terms and Conditions. Check the box to indicate that you have read and agreed with the terms and conditions prior to submitting your request.					
	Email Address test@gmail.com					
	Prefix					
	First Name First					
	Middle Name Middle					
	Last Name Last					
	Receive special offers, promotions, and updates by email					
	Account Number 1					
	Name Metro Registration Test					
	Location All Locations					
	Terms and Agreement					
10	I have read and agree with the Terms and Conditions.	1.0.1.41.4				
10.	Click in the square Box to accept terms and conditions and then Click	the Submit button.				
	Note: There are not any terms or conditions in the link but the box m	ust be checked to				
	register					
	Access Request: Review Access Request Cancel Back Step 6 of 6 Submit					
	Please review both your registration information and our Terms and Conditions. Check the box to indicate that you have read and agreed with the terms and conditions prior to submitting your request.					
	Email Address test@gmail.com					
	Prefix					
	First Name First					
	Middle Name Middle					
	Last Name Last					
	Suffix Suffix					
	Phone Number 1 615 5555555 1					
	Customer Details					
	Account Number 1					
	Name Metro Registration Test Location All Locations					
	Terms and Agreement					
	Review Terms and Conditions I have read and agree with the Terms and Conditions.					

Step	Action			
11.	Click OK in the pop-up window stating that your registration has been submitted.			
	Note: User will receive an email stating that you can now log into the account. The user name will be the email address and the password will be the password entered during registration.			
	Your registration request was submitted successfully. You will receive a notice by email concerning your request.			
12.	You have registered for an online account. If you have any questions or issues during this registration process, please contact Collections.Office@nashville.gov .			