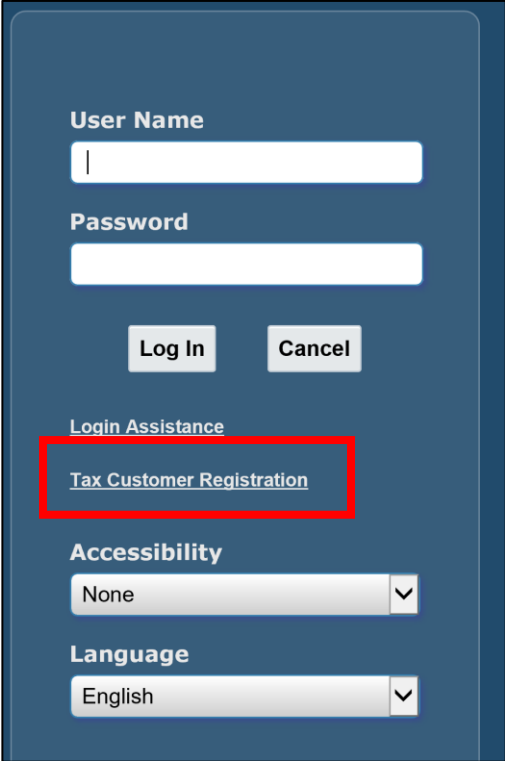


How to Register a Metro Customer Account to Create/Pay Taxes Online:

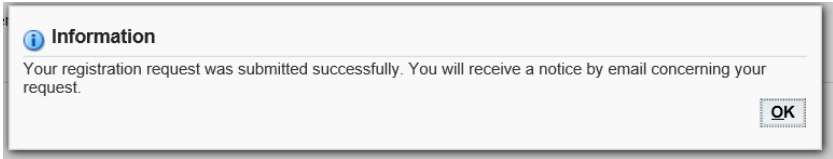
Step	Action
1.	<p>Go to the Oracle R12 Home Page URL below in any web browser:</p> <p>https://r12.oci.nashville.org/OA_HTML/AppsLocalLogin.jsp</p>
2.	<p>Click Tax Customer Registration link</p> 

Step	Action
3.	<p>Enter the following information on the Access Request screen:</p> <ul style="list-style-type: none"> - Metro assigned Account Number in the Value field - Email Address in the Email Address field - Email Address in the Re-enter Email Address field <div data-bbox="302 447 1320 909"> <h3>Access Request: Select Organization</h3> <p>Please enter the details of the customer that you would like to request access to</p> <p>* Indicates required field</p> <p>Identify Using Customer Number <input type="text" value="1"/></p> <p>* Value 1</p> <p>* Email Address test@gmail.com (Example: first.last@domain.com)</p> <p>* Re-enter Email Address test@gmail.com</p> </div>
4.	<p>Click the NEXT button.</p> <div data-bbox="302 993 1421 1381"> <h3>Access Request: Select Organization</h3> <p><input type="button" value="Cancel"/> Step 1 of 6 <input type="button" value="Next"/></p> <p>Please enter the details of the customer that you would like to request access to</p> <p>* Indicates required field</p> <p>Identify Using Customer Number <input type="text" value="1"/></p> <p>* Value 1</p> <p>* Email Address test@gmail.com (Example: first.last@domain.com)</p> <p>* Re-enter Email Address test@gmail.com</p> </div>

Step	Action										
5.	<p>Check the square box next to Select All Locations box (see red arrow).</p> <p>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”.</p> <div><div>Access Request: Select Location<div>CancelBackStep 3 of 6Next</div></div><div><div><input type="checkbox"/> Select All Locations</div><div><div>...</div><table><thead><tr><th></th><th>Organization</th><th>Customer Name</th><th>Customer Number</th><th>Address</th></tr></thead><tbody><tr><td><input type="radio"/></td><td>METRO_GG</td><td>Metro Registration Test</td><td>1</td><td>123 Main Street, Nashville, Davidson, TN, 37210, United States</td></tr></tbody></table></div></div></div>		Organization	Customer Name	Customer Number	Address	<input type="radio"/>	METRO_GG	Metro Registration Test	1	123 Main Street, Nashville, Davidson, TN, 37210, United States
	Organization	Customer Name	Customer Number	Address							
<input type="radio"/>	METRO_GG	Metro Registration Test	1	123 Main Street, Nashville, Davidson, TN, 37210, United States							
6.	<p>Click NEXT.</p> <div><div>Access Request: Select Location<div>CancelBackStep 3 of 6Next</div></div><div><div><input checked="" type="checkbox"/> Select All Locations</div><div><div>...</div><table><thead><tr><th></th><th>Organization</th><th>Customer Name</th><th>Customer Number</th><th>Address</th></tr></thead><tbody><tr><td></td><td>METRO_GG</td><td>Metro Registration Test</td><td>1</td><td>123 Main Street, Nashville, Davidson, TN, 37210, United States</td></tr></tbody></table></div></div></div>		Organization	Customer Name	Customer Number	Address		METRO_GG	Metro Registration Test	1	123 Main Street, Nashville, Davidson, TN, 37210, United States
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	METRO_GG	Metro Registration Test	1	123 Main Street, Nashville, Davidson, TN, 37210, United States							

Step	Action
7.	<p>Enter Contact Information:</p> <p> Prefix (Optional) First Name (Required) Middle Name (Optional) Last Name (Required) Suffix (Optional) Phone Number (Optional) Password (Required) Confirm Password (Required) </p> <div> <div>Access Request: Enter User Information</div> <div> <div>Email Address2232@gmail.com</div> <div>(Example: first.last@domain.com)</div> <div>Prefix</div> <div> <div>* First NameFirst</div> <div>Middle Name</div> <div>* Last NameLast</div> <div>Suffix</div> </div> <div> <div>Phone Number161555551</div> <div>Country CodeArea CodeNumberExtension</div> </div> <div> <div>* Password</div> <div>* Confirm Password</div> </div> </div> </div>
8.	<p>Click NEXT</p> <div> <div>Access Request: Enter User Information</div> <div> <div>CancelBack</div> <div>Step 5 of 6</div> <div>Next</div> </div> <div> <div>Email Addresstest@gmail.com</div> <div>(Example: first.last@domain.com)</div> <div>Prefix</div> <div> <div>* First NameFirst</div> <div>Middle NameMiddle</div> <div>* Last NameLast</div> <div>SuffixSuffix</div> </div> <div> <div>Phone Number16155555551</div> <div>Country CodeArea CodeNumberExtension</div> </div> </div> </div>

Step	Action
9.	<p>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 Cancel button.</p> <div> <div>Access Request: Review Access Request</div> <div> <div>Cancel</div> <div>Back</div> <div>Step 6 of 6</div> <div>Submit</div> </div> <p>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.</p> <div> <div>Email Address</div> <div>test@gmail.com</div> </div> <div> <div>Prefix</div> <div></div> </div> <div> <div>First Name</div> <div>First</div> </div> <div> <div>Middle Name</div> <div>Middle</div> </div> <div> <div>Last Name</div> <div>Last</div> </div> <div> <div>Suffix</div> <div>Suffix</div> </div> <div> <div>Phone Number</div> <div>1 615 5555555 1</div> </div> <div> <input type="checkbox"/> <div>Receive special offers, promotions, and updates by email</div> </div> <div>Customer Details</div> <div> <div>Account Number</div> <div>1</div> </div> <div> <div>Name</div> <div>Metro Registration Test</div> </div> <div> <div>Location</div> <div>All Locations</div> </div> <div>Terms and Agreement</div> <div> <div>Review Terms and Conditions</div> <div> <input checked="" type="checkbox"/> <div>I have read and agree with the Terms and Conditions.</div> </div> </div> </div>

Step	Action
11.	<p>Click OK in the pop-up window stating that your registration has been submitted.</p> <p>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.</p> 
12.	<p>You have registered for an online account. If you have any questions or issues during this registration process, please contact Collections.Office@nashville.gov.</p>