

GET ACCESS TO COMMUNITY CONNECT

For Business Occupational Tax Annual Filings

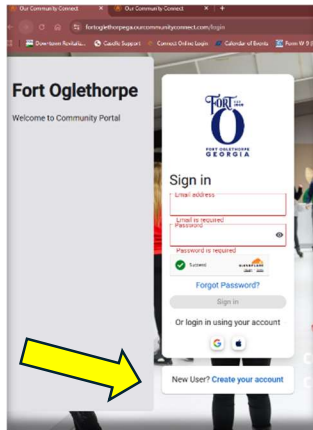
1. GO TO THIS LINK TO GET STARTED

<https://fortogov.com/occupational-tax-certificates/>

2. CLICK ON **COMMUNITY CONNECT**

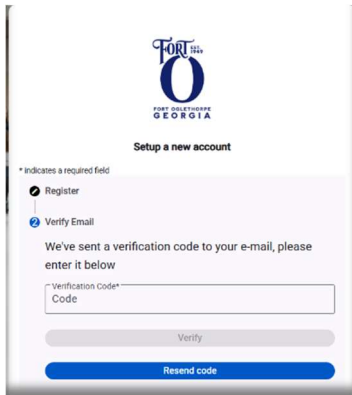
3. CREATE YOUR ACCOUNT

Click the link to the right of the yellow arrow.

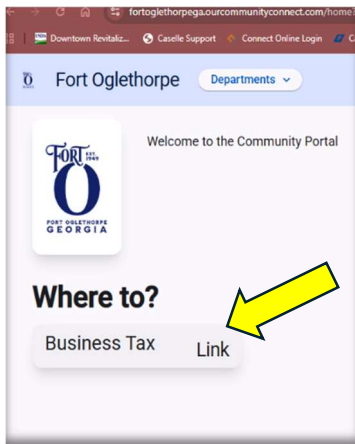


4. Confirm Your Email With a Code

Check and confirm your email.

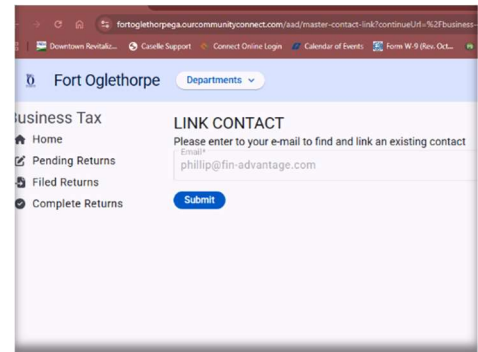


5. CLICK THE BUSINESS TAX LINK



6. LINK YOUR CONTACT

You will be asked to enter your email account.

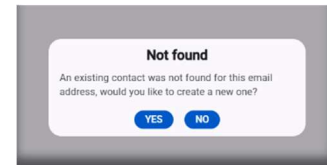


- a.) After you hit SUBMIT, if your email account is associated with an individual's contact information in our Caselle database, your contact profile will be linked to your Online Community Connect account.

Proceed to STEP 8 to LINK YOUR BUSINESS.

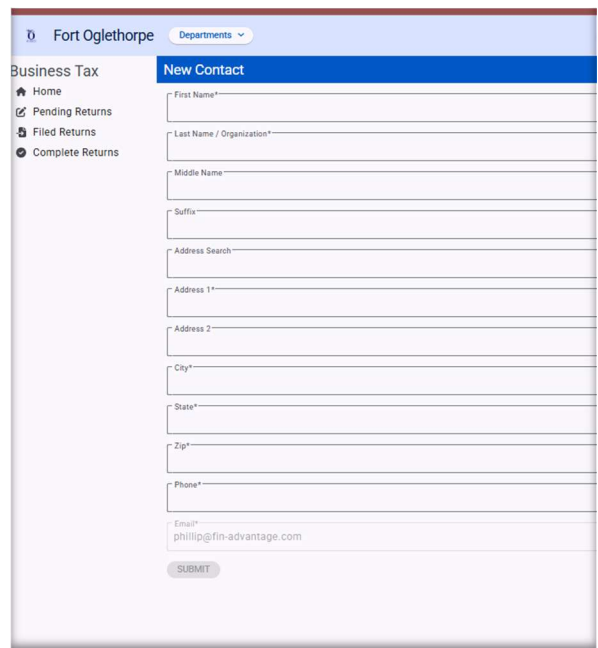
- b.) After you hit SUBMIT, if your email account is not associated with an individual's contact information in our Caselle database, you will see a message that says **Not Found** and you will be asked to create a contact profile.

Proceed to STEP 7 to CREATE YOUR CONTACT PROFILE.



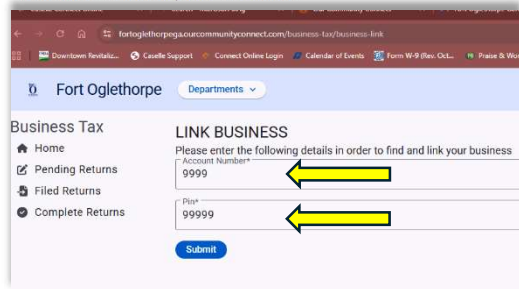
7. CREATER YOUR CONTACT PROFILE

Carefully enter all required information. Then hit SUBMIT.

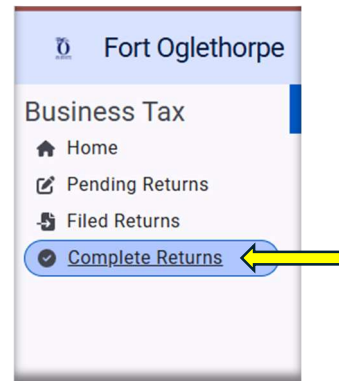


8. LINK YOUR BUSINESS

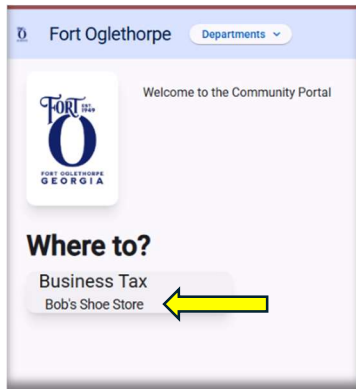
You will need to enter your business's Account Number and the PIN provided to you in the letter we sent to your business. Then, hit Submit.



IN COMMUNITY CONNECT
YOU CAN VIEW PREVIOUSLY
FILED RETURN INFORMATION.



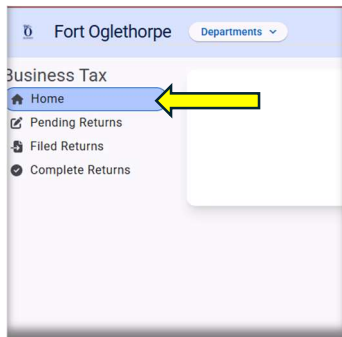
9. SUCCESS – YOUR BUSINESS IS NOW LINKED



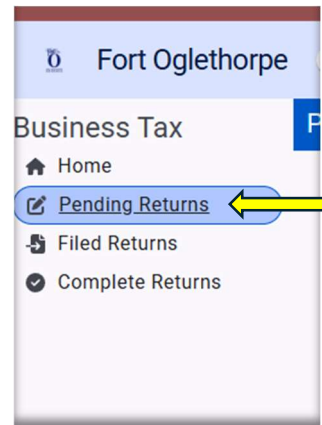
AFTER JANUARY 5th, 2026
YOU CAN COMPLETE (i.e. file)
YOUR BUSINESS'S
2026 ANNUAL RETURN

10. LINK ANOTHER ACCOUNT

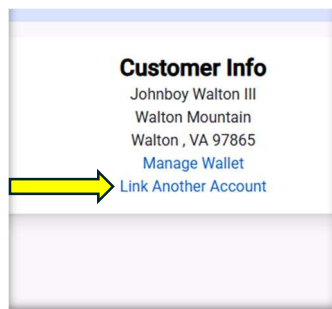
If you have more than one business, you can link another account by going to HOME, and then under CUSTOMER INFO on the right side of the screen, you will click, Link Another Account.



(Left Side of Screen)



(Right Side of Screen)



IF YOUR BUSINESS USES
A THIRD PARTY TO FILE YOUR
OCCUPATIONAL TAX RETURNS,
PLEASE SHARE THESE INSTRUCTIONS,
ALONG WITH YOUR PIN #
AND ACCOUNT #, WITH THEM.