

NAVIGATING COMMUNITY CONNECT

For Occupational Tax Certificate Filings

This is the landing page you will see after you have set up your account and linked your business.

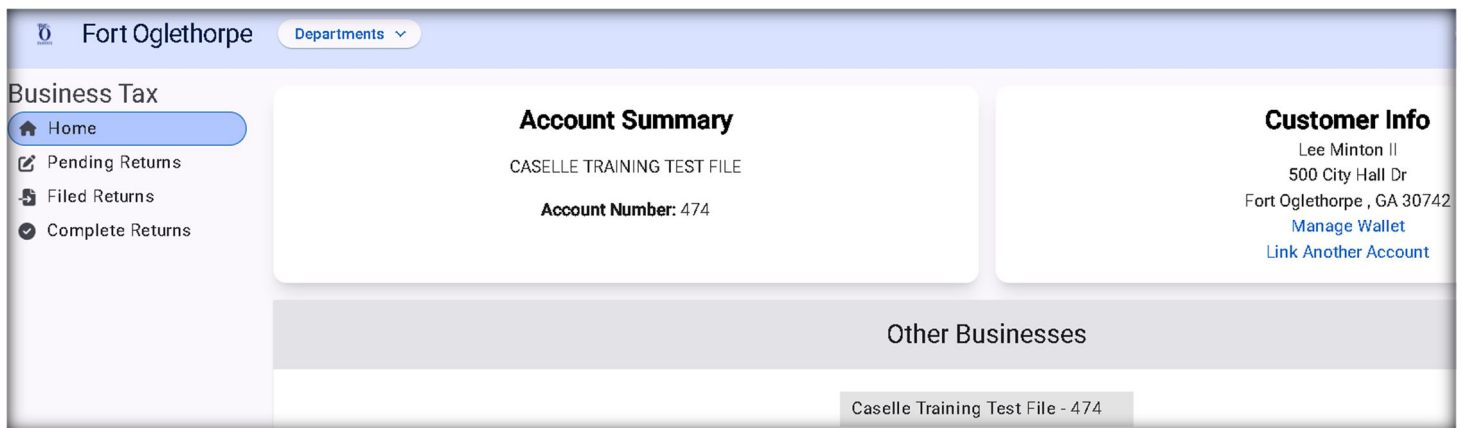
From here, you will click on "Business Tax". This will take you to a dashboard that lists your business. If you own more than one business, you will see multiple businesses listed under "Other Businesses" in the dashboard as seen in the next screenshot below.

On the left side of your dashboard, you will see three choices:

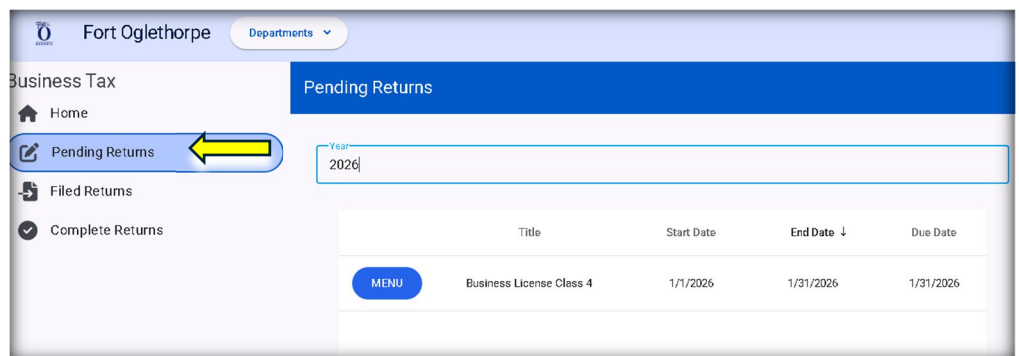
- Pending Returns: returns ready to be filed and submitted.
2026 returns will be available after January 5, 2026.
- Filed Returns: returns that have been filed, payment pending.
- Complete Returns: returns that have been filed and payment has been made.



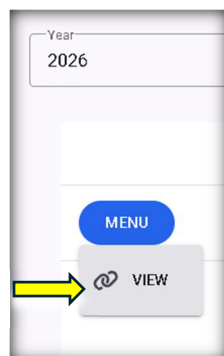
DASHBOARD Screen



1. To start a return, click on Pending Returns. Be sure the year is set to 2026.



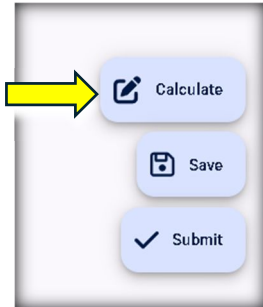
2. Then, click on MENU, and click on VIEW.



(Continue from Previous Page)

3. Enter Gross Receipts.

4. Click CALCULATE found on the lower right side of the screen.



Business License Class 4 (01/01/2026 - 01/31/2026)

Reference	Description	Amount
Line (a)	(a) Gross Receipts from Past Year	\$0.00
Line (b)	(b) Tax Liability (use above tax schedule to compute tax liability)	\$0.00
Line (c)	(c) Administrative Fee	\$50.00
Line (d)	(d) Penalties (If applicable, PLEASE SEE INSTRUCTION PAGE)	\$0.00
Line (d1)	(d1) Interest shall accrue at the reate of 1.5% per month	\$0.00
Line (e)	(e) Total Amount Due (b + c + d) (Check Payable to City of Fort Oglethorpe)	\$0.00

5. After you click CALCULATE, the system will generate the tax liability, penalty, and interest, and provide you with a total. The blue calculator icons indicate calculated fields. Your business's screen may look different, depending on business classification.

Reference	Description	Amount
Line (a)	(a) Gross Receipts from Past Year	\$45.00
Line (b)	(b) Tax Liability (use above tax schedule to compute tax liability)	\$25.08
Line (c)	(c) Administrative Fee	\$50.00
Line (d)	(d) Penalties (If applicable, PLEASE SEE INSTRUCTION PAGE)	\$0.00
Line (d1)	(d1) Interest shall accrue at the reate of 1.5% per month	\$0.00
Line (e)	(e) Total Amount Due (b + c + d) (Check Payable to City of Fort Oglethorpe)	\$75.08

6. If you agree with the total, be sure to hit SAVE.



7. When you are ready to finalize the return, hit SUBMIT. Changes cannot be made after you SUBMIT.



8. The total Balance Due will appear at the bottom of your screen. Scroll down if you do not see it.

Balance Due: \$75.08

9. Scroll down below the Balance Due to make your payment by credit/card or e-check (ACH).

Convenience Fees for Paying Online:

ACH or E-check \$2.25
Credit/Debit Card 3.5% with \$2.95 minimum

Balance Due: \$75.08

Select a payment method

☐ Credit Card

☐ Checking Account

☐ Savings Account

Payment summary

Amount	\$75.08
Service Fee	Enter details
Total	Enter details

Pay now

Your Return Is Not Fully Complete and Finalized Until Your Payment is Received by the City of Fort Oglethorpe.
Occupational Tax Certificates will be mailed after payment is confirmed.