



**Use these instructions if your business already has an account number with the tax authority.**

To begin e-filing sales and use tax, click the link on the homepage of [www.parishe-file.com](http://www.parishe-file.com) to **Sign Up Now** for a new account.

- 1. Registration:** Enter User Account Information, Corporate Information, and Mailing Address. Create a User Name and Password. Read the Agreement and click the **Next** button.
- 2. Security Question:** Click the link next to a question to use that question or enter your own question. Enter the answer to your question. Click the **Save** button to save and continue.
- 3. Additional Info:** Verify Corporate Information and add Locations if necessary. Click the **Yes** button at the top of the screen when you are finished adding Locations.
- 4. Return Setup:** Select options from the drop-down menus. Click the **Add Return** button. The return appears in the table at the bottom of the page. Click the **Yes** button at the top of the screen when you are finished setting up your returns. Registration is complete.
- 5. Selection:** To begin filing a return, select options from the drop-down menus. Click the **Next** button.
- 6. Prepare:** The electronic return appears. Select a File Date. Complete the electronic return. Click the **Next** button. If you have filed a return with zero tax due, go to Step 8.
- 7. Payment:** Enter your routing number, bank account number, and the address associated with your bank account. Click the **Next** button.
- 8. File:** Review the information on the File Summary page. If the return or payment information is **incorrect**, click the **Back** button. If the information is **correct**, click the **File Return** button.
- 9. Confirmation:** A page with a success message and your Confirmation Number appears. The Confirmation Number indicates that your return and payment information will be made available to the tax authority on the File Date you selected. Click the link to View/Print your Return.

Click the available links to remain on ParishE-File.com – OR – Click the **LOG OFF** button to end your session.

Click **FAQ** on the menu bar to find an answer to your frequently asked question.  
Click **Support** on the menu bar to contact Technical Support.



**Use these instructions if your business does NOT already have an account number with the tax authority.**

To begin e-filing sales and use tax, click the link on the homepage of [www.parishe-file.com](http://www.parishe-file.com) to **Sign Up Now** for a new account.

- 1. Registration:** Enter User Account Information, Corporate Information, and Mailing Address. Create a User Name and Password. Read the Agreement and click the **Next** button.
- 2. Security Question:** Click the link next to a question to use that question or enter your own question. Enter the answer to your question. Click the **Save** button to save and continue.
- 3. Additional Info:** Verify Corporate Information and add Locations if necessary. To register for an Authority Account Number for the Location selected, click the  button in the Authority Account Number Application section to open the application. Fill in all required fields and click the **Submit** button. An application has been issued to the authorities you selected. An entry on the Return Setup page has been added with a temporary account number of **Applied For**. A return can be filed one time for each authority with this account number before you must enter a new Account Number, provided by the authority.

Click the **Yes** button at the top of the screen when you are finished adding locations and applying for account numbers.

- 4. Return Setup:** Any numbers you have applied for in the previous step will appear in the Return Information Table. Click the **Yes** button at the top of the screen. Registration is complete.
- 5. Selection:** To begin filing a return, select options from the drop-down menus. Click the **Next** button.
- 6. Prepare:** The electronic return appears. Select a File Date. Complete the electronic return. Click the **Next** button. If you have filed a return with zero tax due, go to Step 8.
- 7. Payment:** Enter your routing number, bank account number, and the address associated with your bank account. Click the **Next** button.
- 8. File:** Review the information on the File Summary page. If the return or payment information is **incorrect**, click the **Back** button. If the information is **correct**, click the **File Return** button.
- 9. Confirmation:** A page with a success message and your Confirmation Number appears. The Confirmation Number indicates that your return and payment information will be made available to the tax authority on the File Date you selected. Click the link to View/Print your Return.

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