







How to e-file your sales and use tax

This Quick Start Guide walks you through the steps to set up an account and start using the Parish E-File system. A series of YouTube videos are also available for your convenience. See the list at the end of these instructions for links to each video.

Navigate to <https://parishe-file.revenue.louisiana.gov>.

GETTING STARTED

Sign Up for Account		Click the Sign-up button to apply for a new account.
Select Account Type		Click the Create a Business Account button.
Registration		Enter: <ul style="list-style-type: none"> • User Account Information • Corporate Information • Mailing Address Create a Username and Password . Read the Agreement . Click the Next button.
Create Security Question		To select a system question: <ul style="list-style-type: none"> • Identify the question you want to use. • Click the link next to it. To create a question of your choice: <ul style="list-style-type: none"> • Type a question into the Secret Question field. Create your Secret Answer : <ul style="list-style-type: none"> • Enter the answer to your question. Save your answer in a secure location. Click the Save button to save and continue.

TAX AUTHORITY ACCOUNT NUMBER

Choose one of the following steps based on whether your business has a Tax Authority Account Number or not.



If your business HAS an account number with the tax authority:

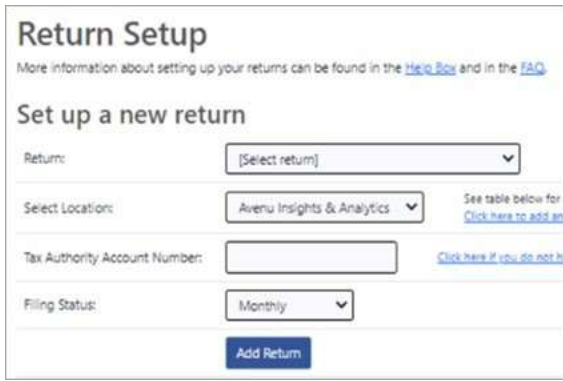


<p>Verify Information</p>		<p>Verify Corporate Information and add Locations if necessary.</p>
<p>Click Yes to Save</p>		<p>Click the Yes button at the top of the screen when you are finished adding Locations.</p>

If your business does NOT have an account number with the tax authority:

<p>Verify Information</p>		<p>Verify Corporate Information and add Locations if necessary.</p>
<p>Register for an Authority Account Number</p>		<p>Click the “+” button in the Authority Account Number Application section.</p>
<p>Enter Your Information</p>		<p>Fill in all required fields for the Location selected. Click the Submit button.</p>
<ul style="list-style-type: none"> • An application will be issued to the authorities you selected. A temporary account number appears under “Applied For” on the Return Setup screen. 		
<ul style="list-style-type: none"> • A return can be filed one time for each authority with the temporary account number, and then 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.
- Any numbers you have applied for in the previous step will appear in the **Return Information Table** for setting up a return.
- Click the **Yes** button at the top of the screen.

SETTING UP A RETURN

Return Setup		To begin filing a return, select options from the dropdowns. Click the Add Return button.
Verify Return is Listed in Table		The return appears in the table at the bottom of the page.
Complete the Registration		Click the Yes button at the top of the screen when you are finished setting up your returns. Registration is complete.



FILING A RETURN

File the Return	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">File Return</h3> <p style="font-size: small; margin: 0;">Select the filing period, return, and location you would like to file for. Click the Next button.</p> <p>1. Select Filing Period:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">November 2022</div> <p>2. Select Return:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Multi-Jurisdiction Return</div> <p style="font-size: x-small; margin: 0;">Don't see your return listed? Click here to add the return.</p> <p>3. Select Location:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">Avenu Insights & Analytics</div> <p style="font-size: x-small; margin: 0;">Does your company have multiple locations? Click here to add another business location.</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Cancel </div> </div>	<p>To complete the electronic return, select:</p> <ul style="list-style-type: none"> Filing Period Return Location <p>Click the Next button.</p>
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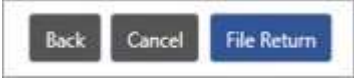

MAKING A PAYMENT

Enter Payment Information	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Bank Name: <input style="width: 150px;" type="text"/></div> <div style="border: 1px solid gray; padding: 5px;">Routing number: <input style="width: 150px;" type="text"/></div>	<p>Enter your routing number, bank account number, and the address associated with your bank account. Click the Next button.</p>
<p>If you have filed a return with zero tax due, go to the next step.</p>		

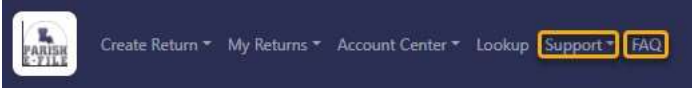

FILING AND CONFIRMATION

Review Information	<div style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">Summary</h3> <p style="font-size: x-small; margin: 0;">The following information will be transmitted to the taxing authority along with your return. If all of the information below is correct.</p> <p style="color: red; font-size: x-small; margin: 0;">Payment made on past due balances may be assessed additional penalties and interest.</p> <p style="font-size: x-small; margin: 0;">Only by clicking FILE RETURN will you receive a CONFIRMATION NUMBER.</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr> <th style="text-align: left;">Return Name</th> <th style="text-align: right;">Amount Due</th> </tr> </thead> <tbody> <tr> <td>Acadia Parish</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table> <table style="width: 100%; font-size: x-small;"> <tr> <td style="width: 33%;">Company Information</td> <td style="width: 33%;">Return Information</td> <td style="width: 33%;">Payment Information</td> </tr> <tr> <td>Name: <input style="width: 60px;" type="text"/></td> <td>Account Number: 1234 <input style="width: 40px;" type="text"/></td> <td>Account Type: <input style="width: 60px;" type="text"/></td> </tr> <tr> <td>Company: Test Application</td> <td>Filing Period: April 2022</td> <td>Account: <input style="width: 60px;" type="text"/></td> </tr> <tr> <td>Phone: 225-239-2600</td> <td>Filing Status: Monthly</td> <td>Routing Number: <input style="width: 60px;" type="text"/></td> </tr> <tr> <td>Fax: <input style="width: 60px;" type="text"/></td> <td></td> <td>Billing Address: <input style="width: 60px;" type="text"/></td> </tr> </table> </div>	Return Name	Amount Due	Acadia Parish	\$0.00	Total	\$0.00	Company Information	Return Information	Payment Information	Name: <input style="width: 60px;" type="text"/>	Account Number: 1234 <input style="width: 40px;" type="text"/>	Account Type: <input style="width: 60px;" type="text"/>	Company: Test Application	Filing Period: April 2022	Account: <input style="width: 60px;" type="text"/>	Phone: 225-239-2600	Filing Status: Monthly	Routing Number: <input style="width: 60px;" type="text"/>	Fax: <input style="width: 60px;" type="text"/>		Billing Address: <input style="width: 60px;" type="text"/>	<p>Review the information on the Summary page.</p>
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Finalize Return		<p>If the return or payment information is incorrect, click the Back button. If the information is correct, click the File Return button.</p>
Success Confirmed		<p>A success message is displayed. 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 View button to print your return.</p>

Using FAQ, Support, or Logout Buttons

FAQ & Support		<p>Click:</p> <ul style="list-style-type: none"> • FAQ to find answers to frequently asked questions. • Support to contact Technical Support.
Log Out		<p>Click on your username dropdown in the upper right corner and click Log Out.</p>

YOUTUBE VIDEO SUPPORT

Please see our video tutorials for additional information.



1. [Create a New User Account](#)
2. [Add a Payment Method](#)
3. [Apply for an Account Number for One or Multiple Parishes](#)
4. [Set Up a New Return](#)
5. [Add a New Location](#)
6. [File-Pay Return Single Location-Parish-State](#)
7. [File-Pay Return Multiple Parishes-State](#)
8. [Import a File](#)
9. [File an Amended Return](#)
10. [View My Filing History](#)
11. [Reset My Password](#)
12. [Create and Manage Clerical Users](#)
13. [Set Up Practitioner Account-Add Clients](#)
14. [File and Pay as a Tax Practitioner](#)