



# **eGovern eRemittance**

## **Manage eFiling Account Access**

### **Feature in eGovern V6**

**Release 6.0/6.1 Version 1**

Last Revision Update: 2016/06/09

## Version History

Version	Date	Modify By	Description
1.0	2016/05/31	Olusegun Olaniyan	Create document

## Disclaimer

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## OVERVIEW

Individuals that are Owners in an eProfile, can designate linked account owners as filers. Filers are able to complete and submit period filings on behalf of the owner. At times owners may have a need to remove the ability of account holders to file. This enhancement provides an interface for account owners to manage and remove filing access.

## USER INTERFACE

### Enabling the Feature

The administration interface is standard for the eGovern and is located in the Web Configuration group in the *Govern New Administration (GNA)* ribbon.

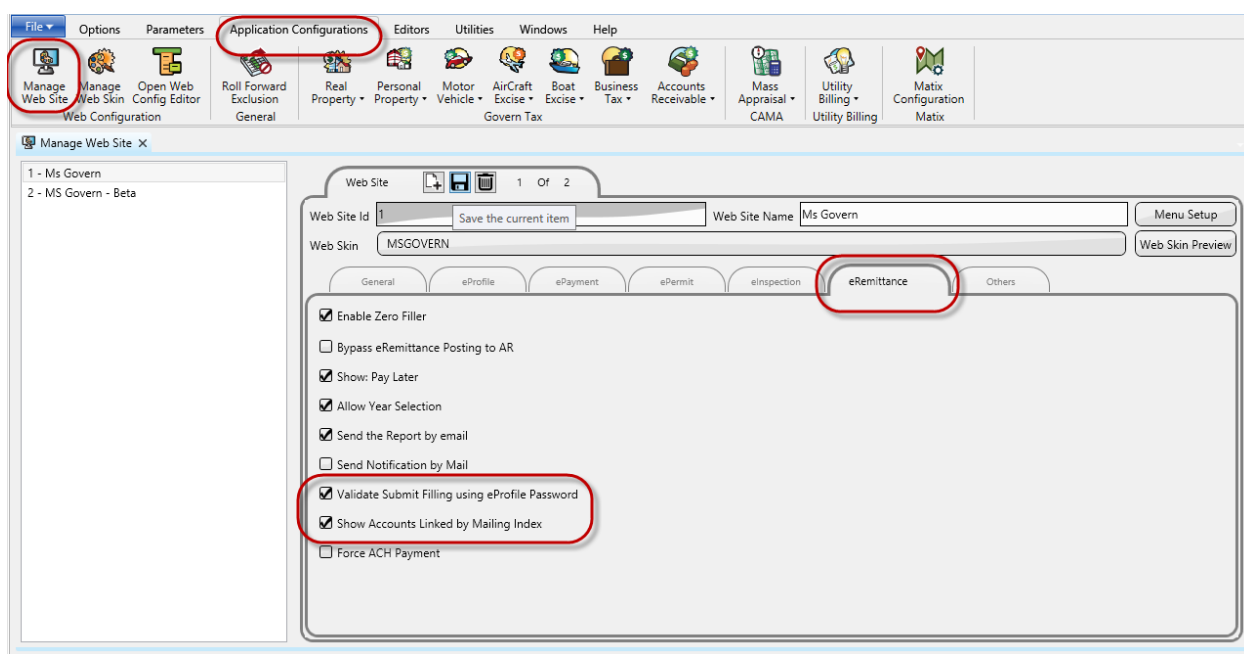
### eRemittance tab Options

#### *Validate Submit Filing using eProfile Password*

Selecting this option will mean that when users are submitting a filing through the eGovern, the system will request the password from the eProfile that is currently connected. Check the box to enable the option.

#### *Show Accounts Linked by Mailing Index*

Use the mailing index in order to show the ST accounts that are related to the eProfile by MAIL\_TYPE OWNER or FILER. If you are an OWNER or FILER you have access to that account and can submit filings for that ST Account. In addition as OWNER you can remove the account, or set it as inactive, all by removing access. Check the box to enable the option.



The screenshot shows the eGovern application configuration interface. The 'Application Configurations' ribbon is selected. The 'Manage Web Site' icon is circled in red. The 'eRemittance' tab is selected and circled in red. Two checkboxes are circled in red: 'Validate Submit Filing using eProfile Password' and 'Show Accounts Linked by Mailing Index'.

See the [Configuration section](#) in this document for details.

## Presentation in eGovern



Enter your Account ID and Password

Account ID: legends  
Password: \*\*\*\*\*

Log In

Forgot your account or password?

First-time user? Register here

The Owner user interface can be seen with a log in to the eProfile account. After accessing the account, the owner will be presented with an interface with two (2) grids.

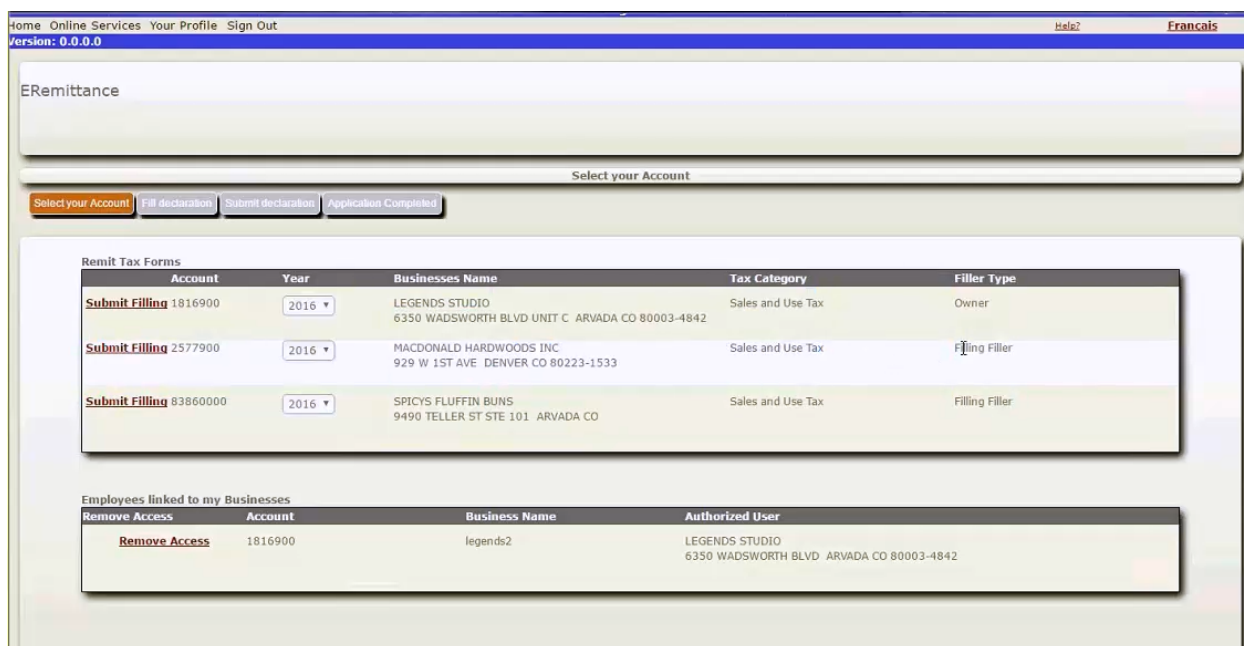
### Remit Tax Forms

This grid will display the name of the owner of the account. In addition there will be a list of filers for the account (Filing Filers). In addition to the owner, the names listed as filers can be authorized to enter filings on behalf of the account owner.

### Employees linked to my Businesses

If you are an account owner, and you have **linked accounts**, these accounts will be listed in this grid. It is in this grid that authorization to submit a filing can be removed.

**NOTE:** The option to **Show accounts Linked by Mailing Index** must be selected in the *eRemittance* tab form in GNA. See [eRemittance options](#) in this document.



Home Online Services Your Profile Sign Out  
Version: 0.0.0.0

Help? Français

ERemittance

Select your Account

Select your Account | Fill declaration | Submit declaration | Application Completed

Remit Tax Forms				
Account	Year	Businesses Name	Tax Category	Filler Type
<a href="#">Submit Filing</a> 1816900	2016	LEGENDS STUDIO 6350 WADSWORTH BLVD UNIT C ARVADA CO 80003-4842	Sales and Use Tax	Owner
<a href="#">Submit Filing</a> 2577900	2016	MACDONALD HARDWOODS INC 929 W 1ST AVE DENVER CO 80223-1533	Sales and Use Tax	Filing Filler
<a href="#">Submit Filing</a> 83860000	2016	SPICYS FLUFFIN BUNS 9490 TELLER ST STE 101 ARVADA CO	Sales and Use Tax	Filing Filler

Employees linked to my Businesses			
Remove Access	Account	Business Name	Authorized User
<a href="#">Remove Access</a>	1816900	legends2	LEGENDS STUDIO 6350 WADSWORTH BLVD ARVADA CO 80003-4842



## Removing Filing Access

To remove filing access...

1. In the *Employees linked to my Business* in the lower grid, click the **Remove Access** link.

Once the above action is completed, the linked user will no longer have access to the filing form.

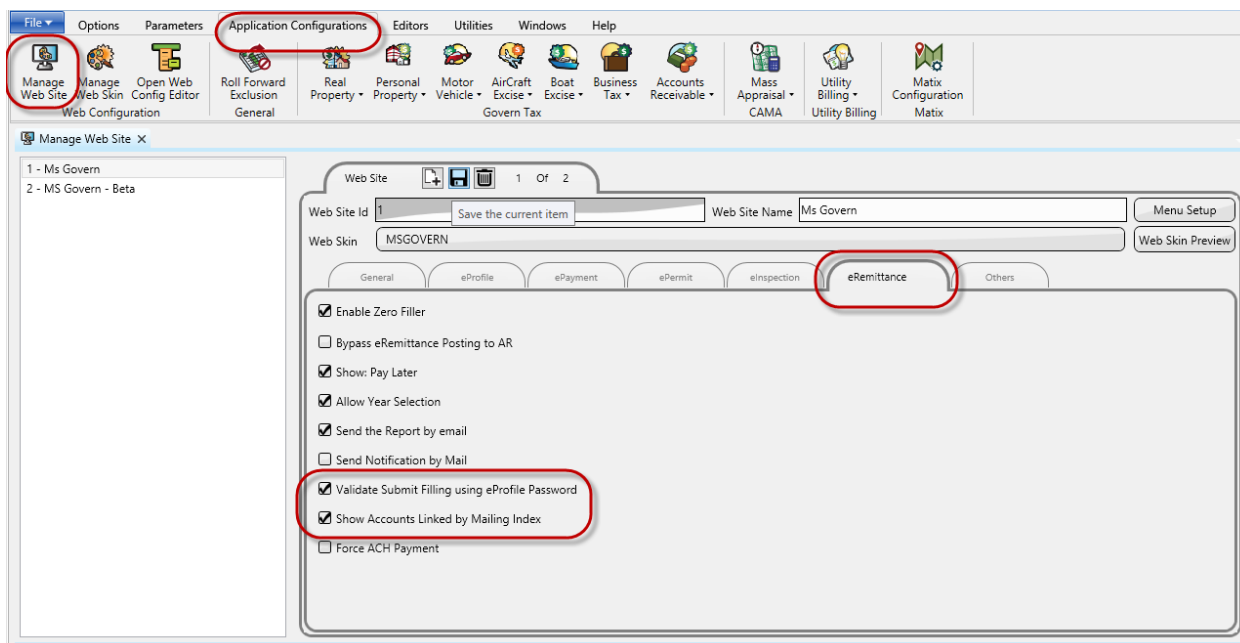
## CONFIGURATION

As with other Govern integrations, the configuration that is required is in the Govern New Administration (**GNA**).

To configure these features in GNA...

1. Launch the GNA application.
2. Select *Application Configuration (tab)* > **Manage Web Site**.
3. In the *Manage Web Site* form under the Web Site tab, click the eRemittance tab.
4. Select the two (2) following options:
  - Validate Submit Filing using eProfile Password
  - Show accounts Linked by Mailing Index
5. Click Save the current item to save your settings.

No additional configuration is required.



The screenshot shows the GNA Application Configuration interface. The 'Application Configurations' tab is selected in the top menu. The 'Manage Web Site' form is open, showing a list of web sites on the left and configuration options on the right. The 'eRemittance' tab is selected, and the following options are checked:

- ☒ Enable Zero Filler
- ☐ Bypass eRemittance Posting to AR
- ☒ Show: Pay Later
- ☒ Allow Year Selection
- ☒ Send the Report by email
- ☐ Send Notification by Mail
- ☒ Validate Submit Filing using eProfile Password
- ☒ Show Accounts Linked by Mailing Index
- ☐ Force ACH Payment

## APPENDIX A

### Tables

The following are the table(s) that were created or modified to implement this feature.

- Table: NA\_NAMES.INTERNET\_PWD