

Instructions for Creating a Microsoft Account

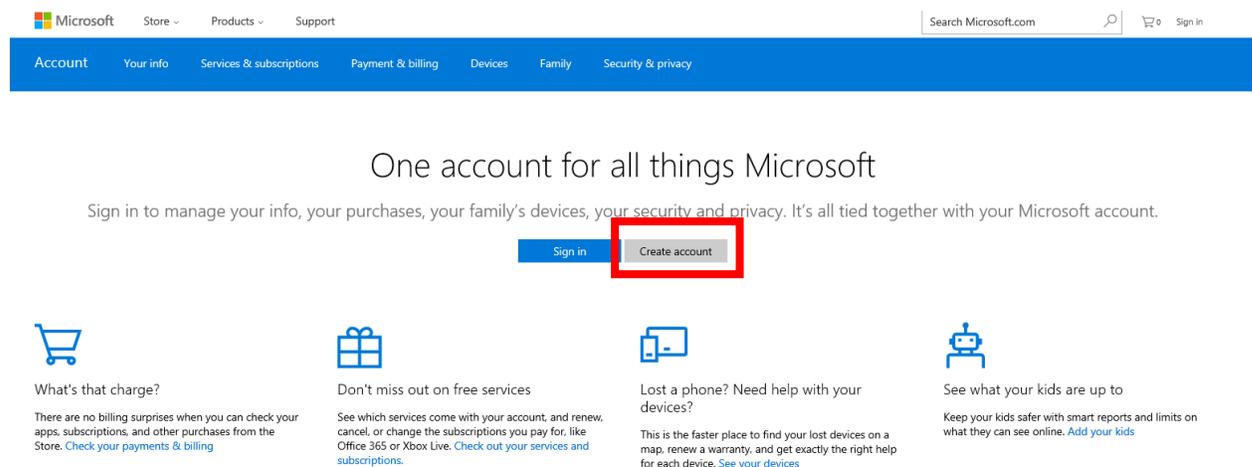
JLARC's lodging tax expenditure reporting system is hosted through Microsoft SharePoint Online, which requires a Microsoft account for access.

- If you created a Microsoft account to report 2015 lodging tax expenditures, you may use the existing account to log into the SharePoint site and report 2016 expenditures.
- If you have a Microsoft account through your municipality (check with your IT department to see if you are "federated" and use Office 365), you may use that account to access the SharePoint site.
- If neither of the above situations applies to you, **you will need to create a Microsoft account using your work email as the user name. Do not use a personal Microsoft account.**

Please read through these instructions before creating your account.

Contact JLARClodgingtax@leg.wa.gov with questions regarding Microsoft account creation.

1. Enter account.microsoft.com into your web browser. It will take you to this page:



2. If your municipality is federated and uses Office 365 (check with your IT department if you are unsure) or you have an account from a previous year of lodging tax reporting, you may sign in with your work email and password. If your municipality is not federated, click the "Create account" link (in the red box in the above image).
3. This will take you to the account creation page (mage below).

Microsoft account opens a world of benefits.

someone@example.com ← Enter your email address

Create password ← Create a password

Send me promotional emails from Microsoft

[Use a phone number instead](#)

[Get a new email address](#)

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

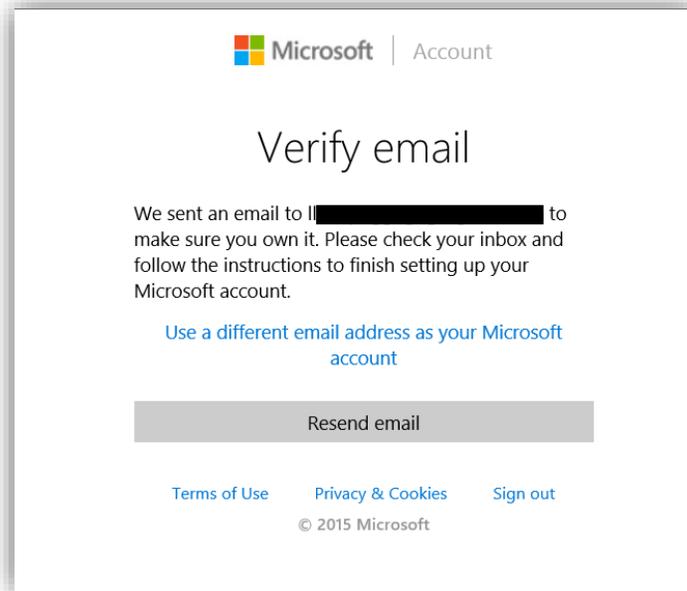
Next

Microsoft

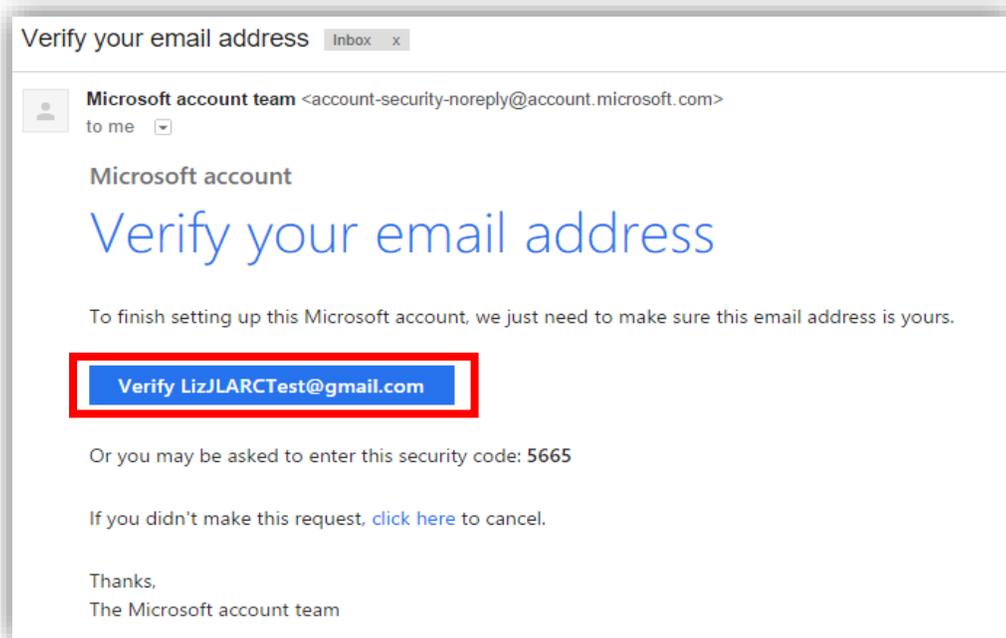
4. Enter your entire work email (such as jonsmith@city.gov) in the field
5. Choose a password.
6. Click "**Next**"

Make sure you record all account information you created, including the password.

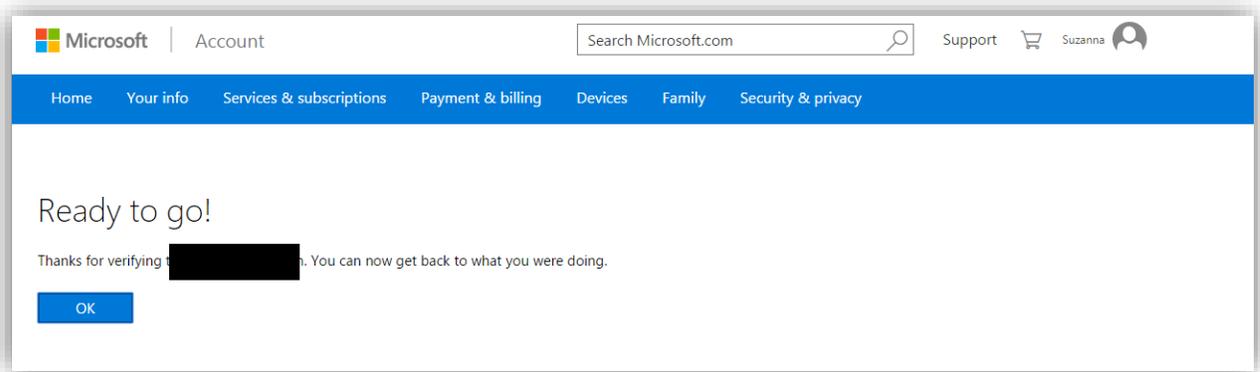
7. Microsoft will send a verification email to the email you selected to be your user name (your municipal email). Click the blue link in the email to verify your account.



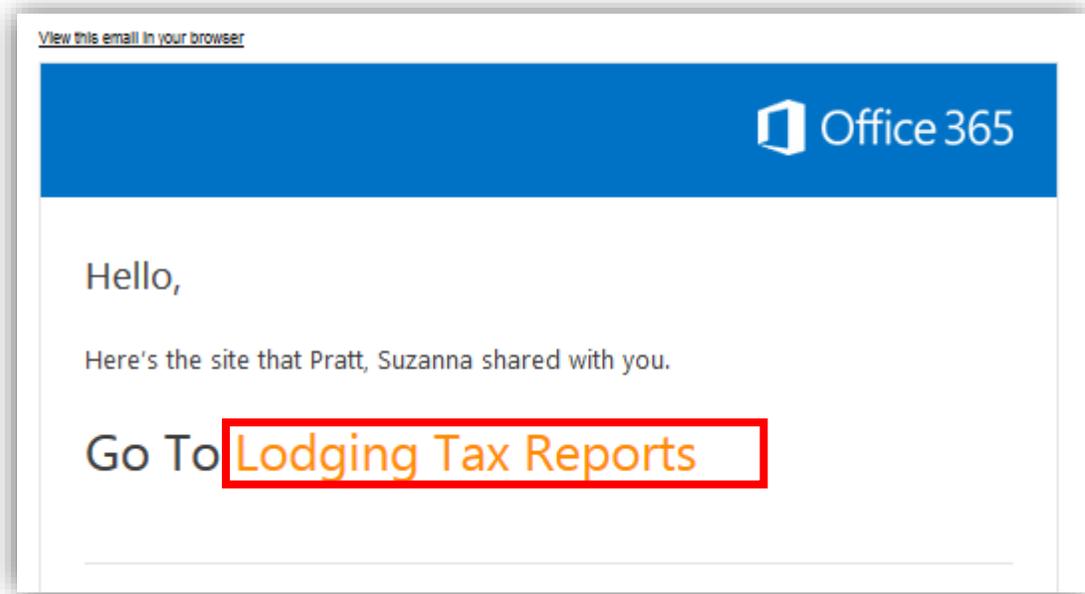
8.



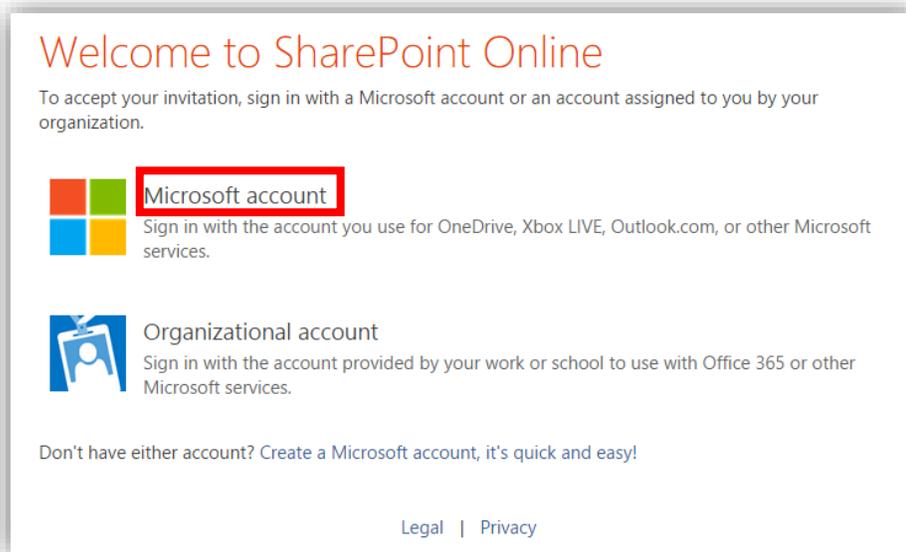
9. Once you click the verification link that was emailed to you, you will be taken to this page:



10. Your Microsoft account is now verified. Make sure you write down the password you created in a secure location.
11. Email JLARClodgingtax@leg.wa.gov with the subject line “Lodging Tax SharePoint Invitation Request.” In the body of the email, please tell us the email address that was selected to be the user name for the Microsoft account you just created. A JLARC analyst will send an invitation link for the SharePoint site to the email you specify.
12. The invitation email from JLARC will contain a link to “Lodging Tax Reports.” Click this link.



13. The link will take you to the login page. Click **Microsoft account** and sign in with the Microsoft account you just created.



14. This will take you to the Lodging Tax Reporting System. JLARC staff recommend that you add this site to your favorites or create a shortcut to go directly to the site in the future without entering your credentials.

The screenshot shows the homepage of the "Lodging Tax Expenditure Reporting System". At the top, there is a navigation bar with a logo on the left and several menu items: Home, Organizations, Expenditure Reports, Instructions for 2016 Reporting, Recent, Reporting User Info Tracker, Recycle Bin, and EDIT LINKS. The main content area has a heading "Home" and a large "Welcome to the Lodging Tax Expenditure Reporting System" message. To the right of the welcome message are four blue links: "Add a new organization", "View/edit organizations", "Submit a new 2016 Lodging Tax Expenditure report", and "View/edit 2016 Lodging Tax Expenditure reports". Below these links is a link for "No lodging tax expenditures in 2016". The main text area contains instructions for reporting, a deadline of March 15, 2017, and contact information for JLARC.

Home

Welcome to the Lodging Tax Expenditure Reporting System

Please review the [instructions](#) for reporting lodging tax expenditures.

Follow the links on the right to report your municipality's expenditures of lodging tax revenue in 2016. To report expenditures, first add the name of the organization to which your municipality granted funds, then fill out an expenditure report for each funded activity. You may also report that your municipality did not spend lodging tax revenue in 2016.

The reporting system will remain open until March 15, 2017. You may add expenditure reports and edit your data at any time before March 15, 2017. To print your data, follow these [instructions](#).

View JLARC's [2015 lodging tax expenditure report](#).

If you have any questions, please email JLARClodgingtax@leg.wa.gov.

[Add a new organization](#)

[View/edit organizations](#)

[Submit a new 2016 Lodging Tax Expenditure report](#)

[View/edit 2016 Lodging Tax Expenditure reports](#)

[No lodging tax expenditures in 2016](#)

Contact JLARClodgingtax@leg.wa.gov or [Suzanna Pratt](#) (360) 786-5106 if you have any questions regarding site access.