

**Step 1:** Go to <https://telluride.munirevs.com>  
(Bookmark this site for quick access in the future).



Click Register for initial use and choose Login for future activity.

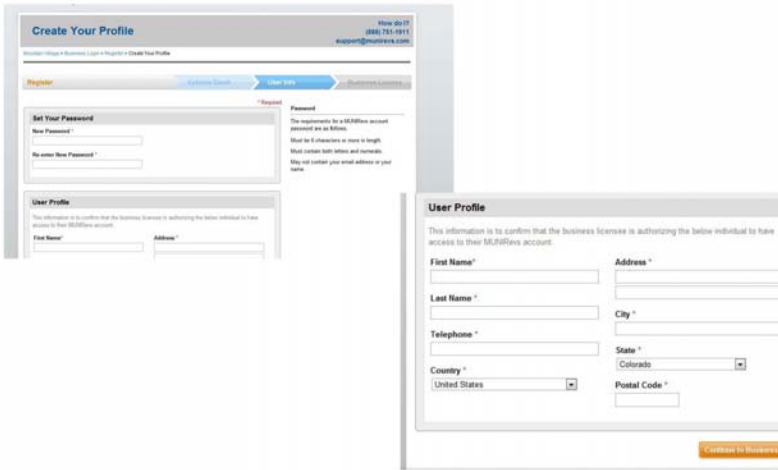
**Step 2**

Submit your e-mail address.



Receive confirmation of Submission. Follow link received via e-mail to continue.

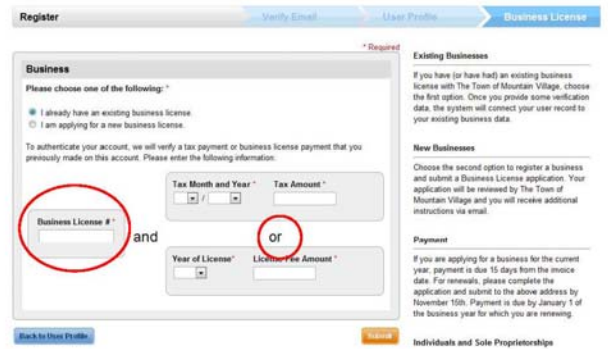
**Step 3**  
**Complete User Profile**



**Step 4**

**Existing Businesses:** Provide Data to Authenticate your account  
Your Sales Tax / License Number **AND**  
**EITHER:** 1) a prior tax amount paid **OR** 2) the year and amount of your license.

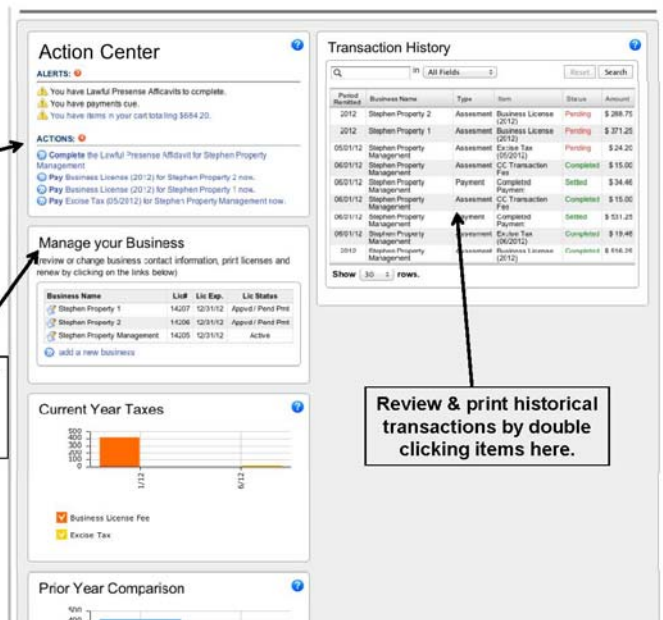
**New Businesses:** Select "I am applying for a new business license."



**Business Center Tools**

Any items due will show up as links here.

Edit business details, or print your license by double-clicking your businesses here.



# MUNIREvs Business License

## NEW USERS Set Up Instructions

1. Go to <https://telluride.munirevs.com>
2. Click “New Users” and enter your email address. Click on “Continue”.
3. You should receive an email from MUNIREvs with a link. Click on the link contained in the email and follow the prompts to set up your user profile (i.e. create a password, etc).
4. When you gain access to your MUNIREvs home page (Business Center), click the link that says “Register a new or existing business”.
5. Choose the option “I am applying for a new license”.
6. Follow the instructions presented, filling in all required fields (marked by a red \*). If there is required information that you DON’T know, just enter “0000” or “NA”, otherwise the form will not submit.
7. When entering employee counts, calculate the number of employees that will be **physically present in the Town of Telluride** during your busiest week of the year. Employees working over 20 hours per week are considered full time. Employees working 20 hours or less are considered part time.
8. Once you submit the application, it must be approved by Town of Telluride Staff. They may have follow-up questions that must be answered before approval is granted.
9. After the application is approved, you will get a notification from MUNIREvs that the license has been approved and is pending payment. Log back onto your MUNIREvs account. Under “Open Tasks”, you should see a task to pay the business license fee. Click on the task and follow the instructions to submit payment.

\*\*Please note that payment can be submitted online via credit card or electronic bank draft. A credit card processing fee of \$15.00 will be added for any credit card transactions. There is NO fee to pay by electronic bank draft.\*\*

- For any questions regarding business licensing, please contact the Town of Telluride Business License Administrator at 970-728-2159.
- For tax-related questions, call the Finance Department at 970-728-2152.
- If you have account access issues or any questions regarding MUNIREvs, please contact the MUNIREvs support team at 888-751-1911.