

# OCCUPATION TAX

## MyInterlinc Registration

City of Lincoln  
City Treasurer's Office

# Getting Started

\*If you plan to make occupation tax payments online via ACH, each company must Register an account on MyInterlinc.

\*Once you have your MyInterlinc account registered, your occupation tax company profile must be set up.

\*Once you have your occupation tax company profile set up, you will be able to remit your tax payments online.

\*If you plan to file your occupation tax return and make payments through the mail or in person, the MyInterlinc registration and company profile setup are not required. However, you may still register online and set up a company profile if you want to view your payments history on-line.

# Registration Process

- \* To register under 'MyInterlinc', go to the Lincoln.ne.gov website.
- \* Click on the 'Myinterlinc' link to begin the registration process.

The screenshot shows the InterLine website interface. At the top, the navigation bar includes 'lincoln.ne.gov' and 'lancaster.ne.gov'. The main header reads 'City of Lincoln AND Lancaster County Nebraska, USA'. A navigation menu on the left lists categories such as 'Featured Sites', 'Online Services', 'Government', 'Employment', 'Education', 'Health', 'Safety', 'Links', and 'Help'. The 'MyInterlinc' link is highlighted with a red circle. A search bar is located in the center, and a central content area lists services like 'ePay Services', 'Snow Operations', 'Street Closures and Detours', and 'Report Potholes'. On the right, there are links for 'City of Lincoln' (Mayor's Office, City Council, Departments) and 'Lancaster County' (Commissioners, County Agencies, Towns & Cities). The bottom of the page features a footer with copyright information: 'Copyright © City of Lincoln & Lancaster County, Nebraska, USA' and a link to the 'City of Lincoln Diversity Statement and Policy'. A 'Privacy/Security Policy' link is also present in the bottom right corner.

# Registration Process Cont..

- \* Click on the 'Join Now' link to begin the registration process.

The screenshot displays the MyInterLinc website interface. At the top, there is a navigation bar with 'City Agencies' and 'MyInterLinc' menus, and a search bar for 'Search Lincoln'. Below the navigation bar is a banner image of Lincoln, Nebraska, with the 'CITY OF LINCOLN NEBRASKA' logo on the left and the 'LANCASTER COUNTY NEBRASKA' seal on the right. The main content area features a 'Welcome to MyInterLinc' heading and a login prompt: 'Please Enter Your User Name and Password'. The login form includes fields for 'User Name' (with a red asterisk) and 'Password', a 'Remember Me' checkbox, and a 'Login' button. A note below the form states 'The password is case sensitive.' To the left of the login form, there is a 'MyInterLinc' menu with a 'Join Now' link circled in red, and a link for 'Forgot your Username or Password?'. To the right, there are two links: '+ What is MyInterLinc?' and '+ My old password does not work on the new site.' The footer contains social media icons for RSS, YouTube, Facebook, and Twitter, along with a list of services: Media Releases, Calendar, Government, Residents, Tourism, Business, Search, Site map, Contact us, Service Request, Privacy/Security, and Help. On the right side of the footer, there are links for 'Featured sites', 'Service maps', 'Online Services', 'ePay Services', 'MyInterLinc', and 'IntraLinc'. The Lancaster County, Nebraska logo is also present in the footer.

# Registration Process Cont..

- \* Please be sure to complete all fields. Make note of the user name and password you select.
- \* If there are required fields that are not completed or a password that does not follow MyInterLinc guidelines, the field will be highlighted in red.
- \* Correct those fields then click on the 'Insert' button

The screenshot shows the 'Citizen Profile' registration form on the MyInterLinc website. The form is divided into several sections:

- Your User Name:** Includes fields for User Name (XYZCorporation), Password (masked with dots), and a 'Change your Password' link. The password field is highlighted in red.
- Your Name & Address:** Includes fields for First Name (John), Init (E), Last Name (Doe), Business Name (XYZ Corporation), Address Type (Home/Work), Street (12345 Elm ST), Unit, City (Lincoln), State (NE), and Zip (68516).
- Your Phone & Email Contacts:** Includes fields for Home Phone (402-111-1111), Work Phone (402-111-1111), and Email (xyzcorp@yahoo.com).
- Your Secret Question & Answer:** Includes a question (Father's middle name?) and an answer (W).

At the bottom of the form, there are 'Insert' and 'Cancel' buttons. The 'Insert' button is highlighted in red.

# Registration Process Cont..

- \* Once you have successfully registered, the Citizen Profile page will be refreshed with your data.
- \* You may either edit your data by clicking on the 'Edit' button or go back to your profile menu.
- \* If your registration information looks OK, click the Log Off link in the menu and you will be directed back to the Login page.

The screenshot displays the 'Citizen Profile' page on the MyInterLinc website. The page features a navigation menu on the left with options: Home, MyInterLinc, Menu, Show Access, Subscription, Edit Your Profile (highlighted with a plus sign), Change Password, Cancel Profile, and Log Off. The main content area is titled 'Citizen Profile' and contains several sections: 'Your User Name' (User Name: XYZCorporation), 'Your Name & Address' (Name: John E Doe, Business Name: XYZ Corporation, Work Address: 12345 E Elm ST, Lincoln, NE 68516), 'Your Phone & Email Contacts' (Home: (402) 111-1111, Work: (402) 111-1111, Email: xyzcorp@yahoo.com), and 'Your Secret Question & Answer' (Question: Father's middle name?, Answer: \*). At the bottom, it shows 'Added Date: 2/27/2015', 'Last Update: 2/27/2015', and 'Status: A'. There are 'Edit' and 'Back to Menu' buttons at the bottom of the profile information.

# Next Steps

- \* You are now ready to set up your company profile.
- \* Instructions for setting up your company profile can be found at:  
<http://lincoln.ne.gov/city/finance/treas/pdf/Company-Profile-Setup-Instructions.pdf>