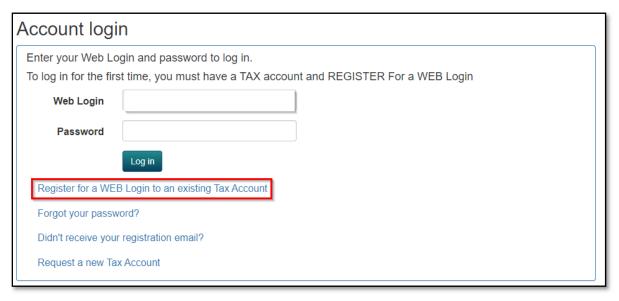
## **Web Instructions – Register for Online Access**

## To register for online web access:

- Please go to the city's home page, https://www.newarkohio.gov/department-of-taxation/, and click on <a href="Newark Tax Filing Online">Newark Tax Filing Online</a>
- Follow the prompts to the Account Login page.
- Then click Register for a WEB Login.



- You will need your account number, which should be on your prior year's return or any recent correspondence you received from our office. Please email **onlinetax@newarkohio.net** for assistance if you do not have your account number.
  - o Note: If you have never had an account with the City of Newark, select **Request a new Tax Account.**
- Follow the prompts to set up access. Unfortunately, a request could take at <u>least</u> one business day for a response. Please monitor your email, including any spam folders.

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