# Getting Started

**Enter Sale** 

File Report

Make Payment

Before using the Special Inventory Tax Portal (SIT Portal), you will need to register and request access to the Portal. If you do not have this information, complete the Dealer Information Form and return it to the Tax Office via email to SITDept@hctx.net, fax to 713-368-2029, or mail to PO Box 3486, Houston, TX 77253-3486.

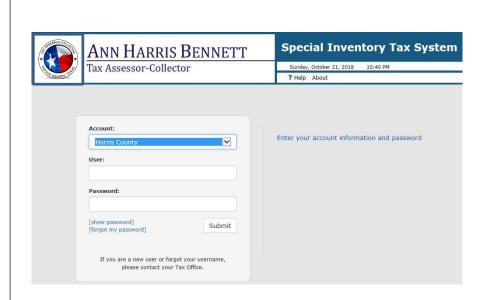
Use this guide to help you navigate through the SIT Portal. On panels where there are numbered bullet points, the screen image will show the corresponding number relating to the bullet item.

### Login to your account.

Make sure "Account" shows Harris County. Otherwise, click the drop down arrow to select Harris County.

Enter the username and password provided in the invitation letter to log into your account.

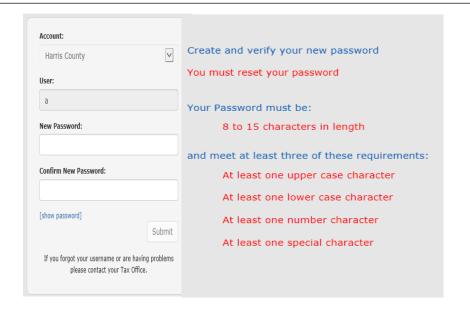
If you do not have a username or forgot your password, email to <a href="mailto:SITDept@hctx.net">SITDept@hctx.net</a>.



## **Change password**

(first time login)

When you log in for the first time, you must change your password. Follow the guidelines provided to set a new password to the account.



#### **SIT Portal**

#### Review and verify:

- 1. User's name
- 2. Date & time
- 3. Dealership link
- 4. Payments due
- 5. Dealership account(s)
- 6. Dealer Information
- 7. Help



### **Yearly Summary**

- This page provides a monthly summary of the account.
- User can review and edit the monthly sales.
- User can also initiate payment for the month.
- It also historical sales data for reports electronically filed through the SIT Portal.

