



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.

<p>Login to your account.</p> <p>Make sure “Account” shows Harris County. Otherwise, click the drop down arrow to select Harris County.</p> <p>Enter the username and password provided in the invitation letter to log into your account.</p> <p>If you do not have a username or forgot your password, email to SITDept@hctx.net .</p>	<p>The screenshot shows the top header with the Harris County logo, 'ANN HARRIS BENNETT Tax Assessor-Collector & Voter Registrar', and 'Special Inventory Tax System'. Below the header is a login form with fields for 'Account:' (a dropdown menu showing 'Harris County'), 'User:', and 'Password:'. There are links for '[show password]' and '[forgot my password]'. A 'Submit' button is at the bottom right of the form. A message at the bottom says: 'If you are a new user or forgot your username, please contact your Tax Office.'</p>
<p>Change password (first time login)</p> <p>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.</p>	<p>The screenshot shows a password change form with fields for 'Account:' (dropdown showing 'Harris County'), 'User:', 'New Password:', and 'Confirm New Password:'. There are links for '[show password]' and a 'Submit' button. A message at the bottom says: 'If you forgot your username or are having problems please contact your Tax Office.'</p> <p>To the right of the form, the following instructions are displayed:</p> <ul style="list-style-type: none"> Create and verify your new password You must reset your password Your Password must be: <ul style="list-style-type: none"> 8 to 15 characters in length and meet at least three of these requirements: <ul style="list-style-type: none"> At least one upper case character At least one lower case character At least one number character At least one special character

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

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

Month	Due Date	Inventory Sales	Levy Due	Pen Due	Fines Due	NSF Due	Total Due	Submitted	PYMT Posted	Action	Pay
December	1/10/2019							X	X	edit	
November	12/10/2018	\$500.00	\$1.05	\$0.00	\$0.00	\$0.00	\$1.05	✓	✓	view	<input type="checkbox"/>
October	11/10/2018							X	X	edit	
September	10/10/2018							X	X	edit	
August	9/10/2018							X	X	edit	
July	8/10/2018							X	X	edit	
June	7/10/2018							X	X	edit	
May	6/10/2018							X	X	edit	