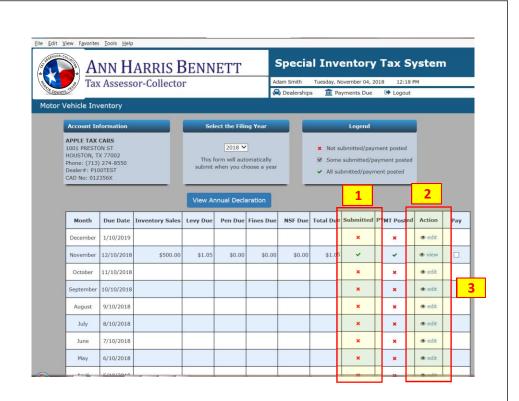
Only a monthly report that has not been filed (submitted) can be edited or revised to accept any corrections or new sales information in the SIT Portal. If a monthly report has already been filed, then the dealer must file a supplemental statement to revise the sales for that month by mail.

IMPORTANT: Use the pre-formated templates to enter your sales information. <u>Click to download the Templates</u>.

- 1) You must provide all information under each of the titled column in the spreadsheet, including the estimated taxes due for each sale entry.
- 2) Rename your new file under "Save As".
- 3) The new file must be saved as .CSV (comma delimited) file format.

Select the Import Month

- If the month has a
 ✓
 under the "Submitted"
 column, then that
 month's statement has
 been filed, and online
 revision is not allowed.
- "Action" column:
 "edit" allow revision to the monthly report.
 - "view" the monthly report has been closed and cannot be revised online.
- Click to select "edit" for the month corresponding to the dealer's file to be imported.



Import Records

- 1. Verify the month of the sales file to be imported
- 2. Select "Import Records" to begin the process



Select Import File

Click "Browse" and select your sales file to be imported.

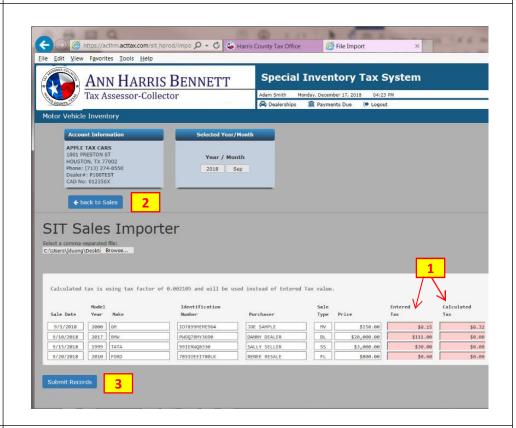
Note: Please make sure you use the pre-formatted template to record your sales. Also, make sure the file is saved as a .CSV (comma deliminted) file. (Excel or other types of file format will not work.)



Review Imported Records

Check the details of he imported records for accuracy.

- Review the "Entered Tax" and the "Calculated Tax" amounts.
- If you need to make any changes, then click "Back to Sales" to restart the process
- If the information is correct, click "Submit Records" to completed the file import process



Submit Records

A message will appear when the file has been successfully imported to your account.

Click "Back to Sales" to return to the main page.

