MUNIRevs Registration Instructions

1. Go to craig.munirevs.com Google Chrome is the preferred internet browser.

2. Once there, select "register as a new user"

3. Enter email address

4. Go to your email to get the verification email sent from MUNIRevs and click on the link in the email to verify your email account (if you don't see an email, check your junk folder)

5. Complete user profile

6. When you get to the screen that asks for an account # and activation code, there are two options:

   a. If you have an existing account with the City of Craig, enter account # and activation code (activation code can be obtained from City of Craig if needed) and lookup account

   b. Or, if you have a business that has not had previous business with the City of Craig, select the option below those boxes that says "I have a new business and need to register with the City of Craig"

      i. Complete the business information form (make sure that all fields that are marked with an * have information in them. If they don't apply, mark as N/A

      ii. Once submitted, application should disappear. If not, double check that mandatory fields on application have data in them

      iii. Upon review and approval, you will get a notification that your license has been approved and you can log back in to print it