To create your online TouristExpressTM profile and register your tourist account(s), go to <u>https://pasco.county-taxes.com/tourist</u> and complete the following steps:

- 1. Use "Create an account" to complete and submit a new user profile.
- 2. Check your email to confirm your email address and activate your user profile. You will be taken to a "Registration Confirmed" page.
- 3. Log in using your email and password.
- 4. Take a guided tour of the TouristExpress[™] application or click "Not Now" if you would like to immediately proceed to tourist account creation.
- 5. To create your tourist account, go to the My accounts page and click "Add account"
- 6. Answer "No" when prompted, "Do you have a tourist tax account number for Pasco County?" You will be assigned a Tax Collector account number at the end of the process.
- 7. Answer "Yes" when prompted to "Start a new Application."
- 8. Proceed through steps 1 through 5 of the account application, reading all instructions carefully.
- 9. Please allow 1-2 working days for your application to be reviewed and approved. You will receive an email regarding the status of your account.