




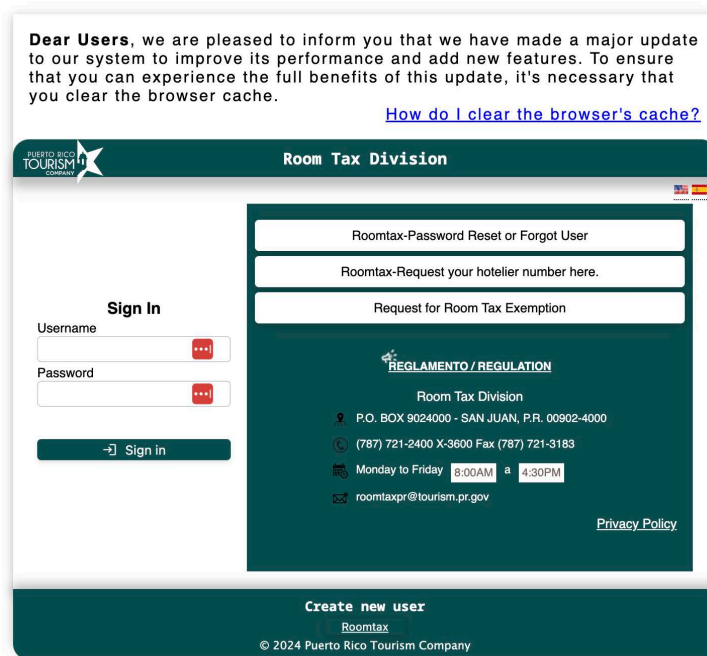
GOBIERNO DE PUERTO RICO
 COMPAÑÍA DE TURISMO DE PUERTO RICO

GUIDE FOR NEW ROOM TAX DIVISION USER REGISTRATION

New User Registration

1. Register – click this to start the process to create an account and request application access

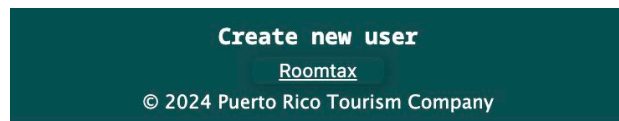
 <http://roomtax.prtourism.com/> (http://roomtax.prtourism.com)



- b. Choose your language:



- c. Register -



- d. Select the bottom read:



e. User ID Creation:

The screenshot shows a web form titled "Create new user" from the Puerto Rico Tourism Company Room Tax Division. The form includes the following fields and sections:

- First Name (max. 15)**: Text input field.
- Last Name (max. 15)**: Text input field.
- Email (max. 40)**: Text input field.
- Re-type Email (max. 40)**: Text input field.
- Hotel ID (xxx-xx-xxxx)**: Text input field.
- Username (max. 10)**: Text input field.
- Password (max. 8)**: Text input field with a strength indicator.
- Re-type Password (max. 8)**: Text input field with a strength indicator.
- Password requirements:**
 - Maximum length: 8 characters
 - Uppercase and lowercase letters: (A,z)
 - Numeric characters: (0-9)
 - Only special characters: @, -, \$!
- EIN (xxxxxxxx)**: Text input field.
- Agreement:** A checkbox and "I Agree" button.
- AVISO IMPORTANTE / IMPORTANT NOTICE:** A section containing contact information for the Room Tax Division, including address, phone, fax, hours, and email.
- Footer:** "Go back to the login Page." and "© 2024 Puerto Rico Tourism Company".

- f. Complete the registration form – after clicking Register, a new form will appear and ask you for some very basic information. Complete the form in its entirety. Your information is reviewed one final time to ensure all fields are properly filled out.
- **NOTE:** Use only alphanumeric characters to create your username or password, **not** Special characters + , . * / ; () " = ' (plus sign, minus sign, comma, period, asterisk, slash, semicolon, left parenthesis, right parenthesis, quotation mark, equal sign, apostrophe).

Upon successful validation and submission of your data, you will see a bottom indicating "I Agree" press this bottom to confirm the *Terms and Conditions* and then press the option "Go Back to the [Login](#) pages and be prompted to sign in.



GOBIERNO DE PUERTO RICO
COMPAÑÍA DE TURISMO DE PUERTO RICO

GUIDE FOR NEW ROOM TAX DIVISION USER REGISTRATION

Dear Users, we are pleased to inform you that we have made a major update to our system to improve its performance and add new features. To ensure that you can experience the full benefits of this update, it's necessary that you clear the browser cache. [How do I clear the browser's cache?](#)

Room Tax Division

Roomtax-Password Reset or Forgot User

Roomtax-Request your hotelier number here.

Request for Room Tax Exemption

REGLAMENTO / REGULATION

Room Tax Division

P.O. BOX 9024000 - SAN JUAN, P.R. 00902-4000

(787) 721-2400 X-3600 Fax (787) 721-3183

Monday to Friday 8:00AM a 4:30PM

roomtaxpr@tourism.pr.gov

[Privacy Policy](#)

Sign In

Username

Password

[Sign in](#)

[Create new user](#)

Roomtax

© 2024 Puerto Rico Tourism Company

- Sign In**
- g. Indicate the Username:
- h. Indicate the Password:
- i. You can access to filling the tax declaration.