



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.

Login to your account.

Make sure “Account” shows Harris County. Otherwise, click the drop down arrow to select Harris County.

Enter the username and password provided in the invitation letter to log into your account.

If you do not have a username or forgot your password, email to SITDept@hctx.net .

The screenshot shows the login page for the Special Inventory Tax System. At the top left is the Harris County logo. To its right is the text 'ANN HARRIS BENNETT Tax Assessor-Collector'. Further right is the title 'Special Inventory Tax System'. Below the title, the date and time are shown as 'Sunday, October 21, 2018 10:40 PM' and there are links for 'Help' and 'About'. The main content area has a form with the following fields: 'Account:' with a dropdown menu showing 'Harris County', 'User:' with a text input field, and 'Password:' with a text input field. There are links for '[show password]' and '[forgot my password]'. A 'Submit' button is located to the right of the password field. Below the form, there is a note: 'If you are a new user or forgot your username, please contact your Tax Office.' To the right of the form, the text 'Enter your account information and password' is displayed.

Change password (first time login)

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.

The screenshot shows the password change page. It features a form on the left and a list of requirements on the right. The form has the following fields: 'Account:' with a dropdown menu showing 'Harris County', 'User:' with a text input field containing 'a', 'New Password:' with a text input field, and 'Confirm New Password:' with a text input field. There are links for '[show password]' and a 'Submit' button. Below the form, there is a note: 'If you forgot your username or are having problems please contact your Tax Office.' To the right of the form, the text 'Create and verify your new password' is displayed in blue. Below this, the text 'You must reset your password' is shown in red. The requirements are listed as follows: 'Your Password must be: 8 to 15 characters in length and meet at least three of these requirements: At least one upper case character, At least one lower case character, At least one number character, and 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

ANN HARRIS BENNETT
Tax Assessor-Collector

Special Inventory Tax System

Adam Smith Tuesday, December 04, 2018 12:17 PM

Dealerships Payments Due Logout Help

Please select the dealership you wish to file for

P100TEST CAD No: 012356X

APPLE TAX CARS
1001 PRESTON ST
HOUSTON, TX

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.

ANN HARRIS BENNETT
Tax Assessor-Collector

Special Inventory Tax System

Adam Smith Tuesday, November 04, 2018 12:18 PM

Dealerships Payments Due Logout

Motor Vehicle Inventory

Account Information

APPLE TAX CARS
1001 PRESTON ST
HOUSTON, TX 77002
Phone: (713) 274-8550
Dealer#: P100TEST
CAD No: 012356X

Select the Filing Year

2018

This form will automatically submit when you choose a year

Legend

- Not submitted/payment posted
- Some submitted/payment posted
- All submitted/payment posted

View Annual Declaration

| Month | Due Date | Inventory Sales | Levy Due | Pen Due | Fines Due | NSF Due | Total Due | Submitted | PYMT Posted | Action | Pay |
|-----------|------------|-----------------|----------|---------|-----------|---------|-----------|-----------|-------------|--------|--------------------------|
| December | 1/10/2019 | | | | | | | ✗ | ✗ | 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 | | | | | | | ✗ | ✗ | edit | |
| September | 10/10/2018 | | | | | | | ✗ | ✗ | edit | |
| August | 9/10/2018 | | | | | | | ✗ | ✗ | edit | |
| July | 8/10/2018 | | | | | | | ✗ | ✗ | edit | |
| June | 7/10/2018 | | | | | | | ✗ | ✗ | edit | |
| May | 6/10/2018 | | | | | | | ✗ | ✗ | edit | |