

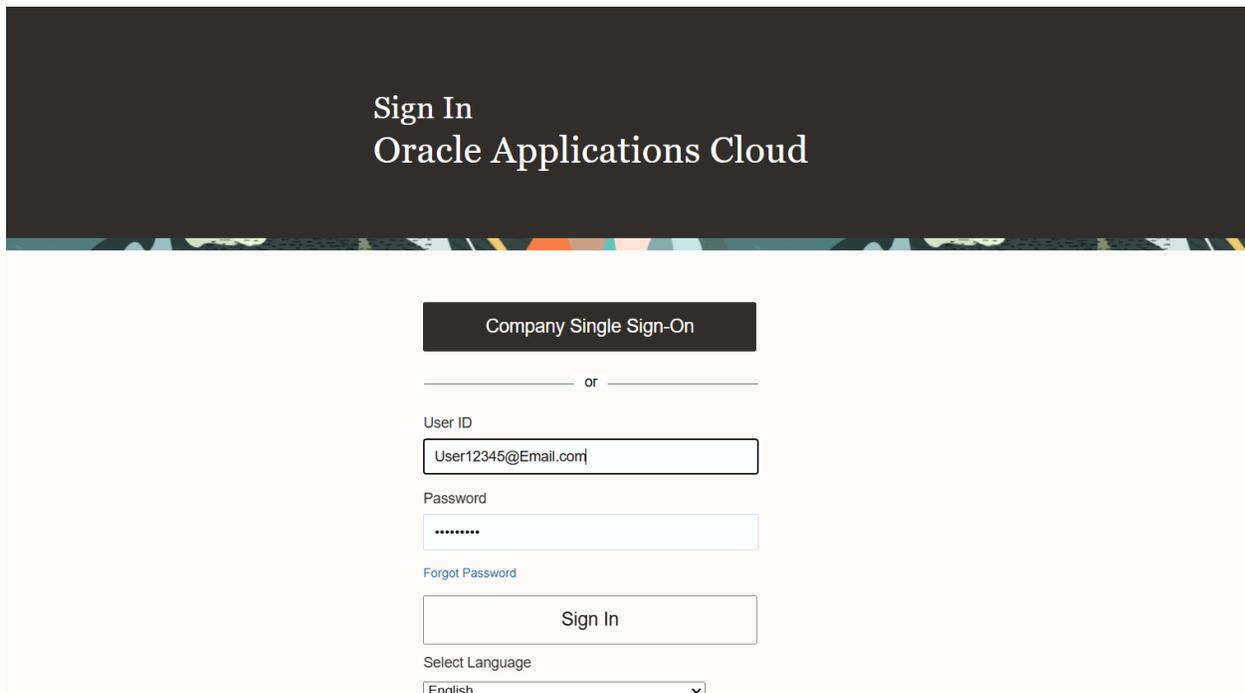
## Taxpayer log-in instructions Oracle Cloud 1.2.26

Note: Make sure you are logged into the correct link: Bill Mgmt Dashboard

<https://ibqhjb.fa.ocs.oraclecloud.com/fscmUI/faces/BillManagementDashboard>

Step 1:

Enter Username and password, then click Sign In



Sign In  
Oracle Applications Cloud

Company Single Sign-On

or

User ID  
User12345@Email.com

Password  
.....

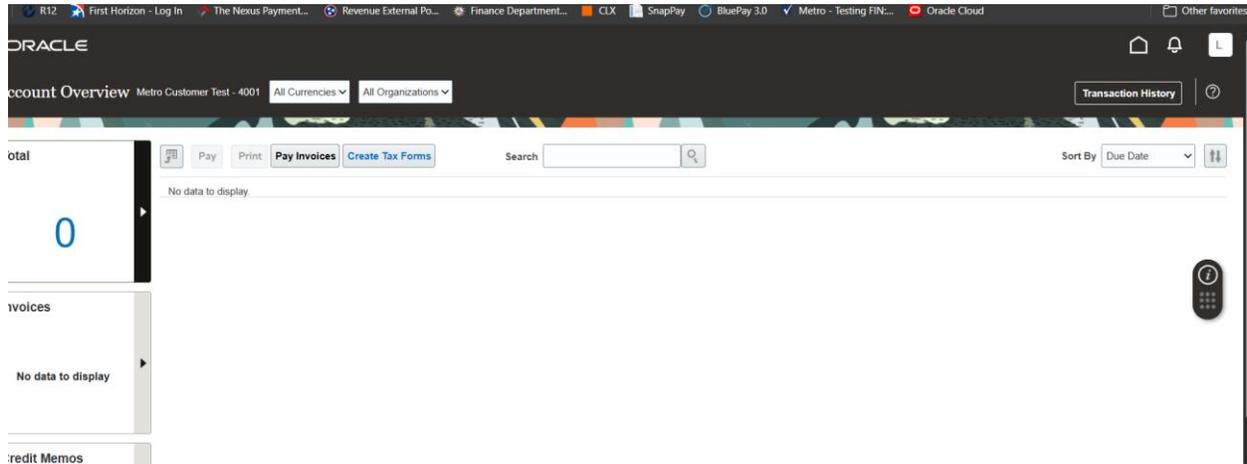
[Forgot Password](#)

Sign In

Select Language  
English

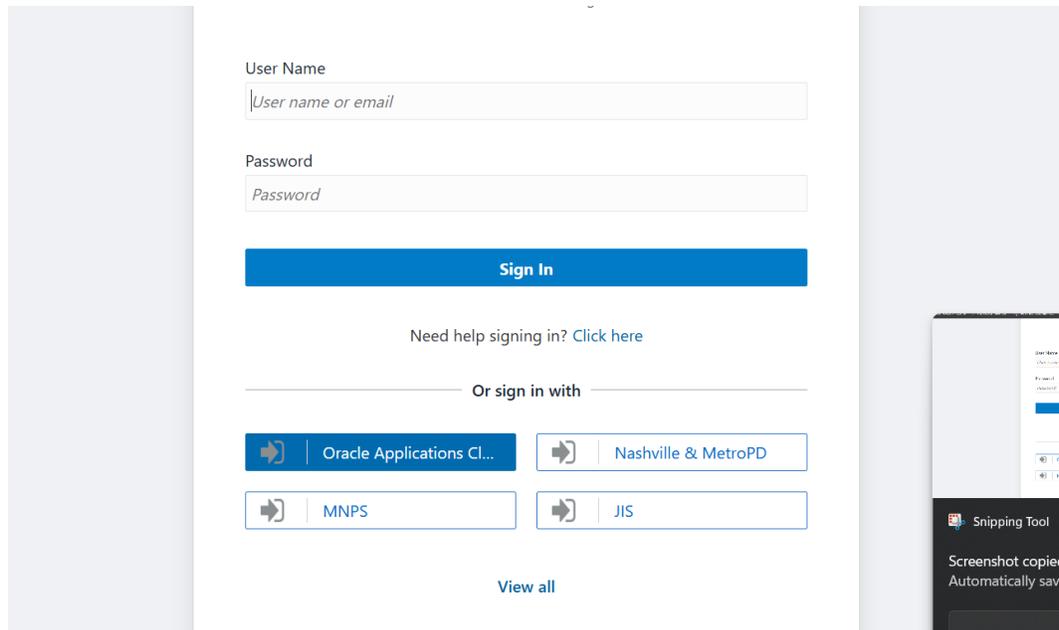
Step 2:

Click Create Tax Form (depends on tax type)



Step 3:

Select Oracle Applications



Step 4:

Complete required fields (Depends on tax type)

ACK.003.001 - Customer Experience x metrojournal.com

Hotel Occupancy Tax Return \

## Hotel Occupancy Tax Return Form

Hotel Occupancy Tax - 512



Account Number  
4001 - Metro Customer Test

### Tax Information

Date Prepared: 02-Jan-2026  
Postmarked Date: 02-Jan-2026  
Due Date:

Tax Return Year:   
Tax Return Month:

### Customer

Party Name: Metro Customer Test  
Account Name: Metro Customer Test

Account Address:  
123 Main St Nashville TN 37027

### Section 1 - Occupancy Tax

\* 1. Gross Rental Receipts from Occupancy of Rooms

2. Allowed Deductible and/or Excludable

### Section 2 - Additional Occupancy Tax

\* Number of nights

\* 11. Total nights rented for all rooms   
(\$52.50 each night)

### Attachments

**DROP YOUR FILES HERE**

Select or drop files here.

To send more than one file you must drop them together