



CITY OF PORTLAND INCOME TAX DEPARTMENT

INSTRUCTIONS FOR USE OF THE ONLINE EMPLOYER WITHHOLDING TOOL

Please follow the steps listed below for registration or access. If you have any questions, please contact us at cityincometax@portland-michigan.org or (517) 647-2941.

- 1) Visit <https://michigan-portland.insourcetax.com/>
- 2) Under Withholding and Corporate Tax Payments, click “Pay or File Online”
- 3) **If you are already registered with the City of Portland, but have never used the online withholding tool**, you will need to retrieve your PIN.
 - a. Please click on “Have an account but can not log in or do not know the PIN.” If we have your email on file, an email will be sent with your PIN number. If we do not have an email on file, please follow the prompts to provide that information. *Please note: The email address used will be the only way to access your PIN in the future if it is forgotten.* Once you have retrieved your PIN, proceed to the login screen.

If you are not registered already with the City of Portland, please click on “Request an account” and follow the prompts to get registered.