



Sales and Use Tax e-Services Webinar

Reference Guide

January 2026

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Disclaimer

This reference guide is for educational purposes only. It is meant to accompany an oral presentation and not to be used as a standalone document.

This presentation is based on the facts and circumstances being discussed, and on the laws in effect when it is presented. It does not supersede or alter any provisions of Minnesota laws, administrative rules, court cases, or revenue notices.

If you have any questions, contact us at salesuse.edu@state.mn.us, 651-296-6181, or 1-800-657-3777 (toll-free).

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Course Description and Objectives

This course is a demonstration of e-Services, Minnesota Department of Revenue's online portal used by customers to file and pay business taxes. This course is designed specifically for customers who file sales and use tax returns.

After today's training, you will be able to:

- Navigate e-Services
- File and pay a sales and use tax return
- Manage your user profile
- Find resources on our website

What is Save and Finish Later?

If you are not ready to continue filing your return but you would like to save what you have completed so far, select the **Save and Finish Later** button. The return is not submitted to the Department of Revenue and it must be completed and submitted within 14 days of selecting this button. After 14 days, the saved return expires and the process to file a return must be restarted.

Confirmation

After you submit your return and payment, you will receive a confirmation.

- The View History button brings you to a list that shows pending and completed requests.
- The Email Me button sends an email of the confirmation page to the e-Services email address listed within the user profile.
- The Printer Friendly button will open the confirmation in a new tab.
- The Print Return button will open a copy of the return in a new tab.

How do I manage my locations?

If you need to add a second location, contact the Department of Revenue for assistance. However, you can edit a current location in e-Services.

1. Log in to e-Services and select the **Manage Locations** link in the Sales & Use Tax panel.
2. In the Existing Sales Location tile, select the **001** Location Code link, or the appropriate Location Code link.
3. To make changes, select the **Edit Location** link.

You can make the following changes:

- Edit your North American Industry Classification System (NAICS) code
- End Local Sales and Other Taxes
- Add Special Local Taxes, Vehicle Excise Taxes, and Goods and Services Taxes
- Add Local Sales and Use Taxes

How can I see previous returns and payments?

1. Log in to e-Services and select the **I Want To** tab.
2. In the Payments & Returns tile, select the **Manage payments and returns** link.

Notes:


3. Use the drop-down menus to show either returns or payments, and to filter specific accounts, periods, and statuses.

Notes:

Where can I find additional resources?

You can open the e-Services help page three different ways:

- On the Minnesota Revenue website by searching for “e-Services Help”
- At the e-Services log in page, by selecting the Go to e-Services Help Topics link
- When logged into e-Services by selecting the question mark icon

Our newest help feature is Minni, the chatbot.  Minni was trained to help you with common e-Services questions and can also answer a few general tax questions, usually providing a link to Revenue’s website for more information. Minni is available at the top of every page while you are working in e-Services.

For more information about Sales and Use Tax, visit the Minnesota Revenue webpage, and in the Businesses tab, select Sales and Use Tax.

We have additional courses to assist you with your sales and use tax questions. From the Sales and Use Tax page, select Education, and then select the educational opportunities link. Please visit our website for a complete listing of our classes, descriptions, and dates.

You can connect with us by selecting one of the icons on our website.



You can subscribe to GovDelivery to receive email updates on sales and use tax law changes, rules, publications, and other related information. You will be able to choose the type of updates you want and the frequency of the emails. You can follow us on Facebook or X. You can find employment opportunities on LinkedIn. You can also subscribe to our YouTube channel.

How can I contact the Sales and Use Tax Division?

- By phone at 651-296-6181 or 800-657-3777
- By email at salesuse.tax@state.mn.us for questions about your account or salesuse.tech@state.mn.us for questions about Sales and Use Tax law
- On our website at [Get Sales Tax Help](#)