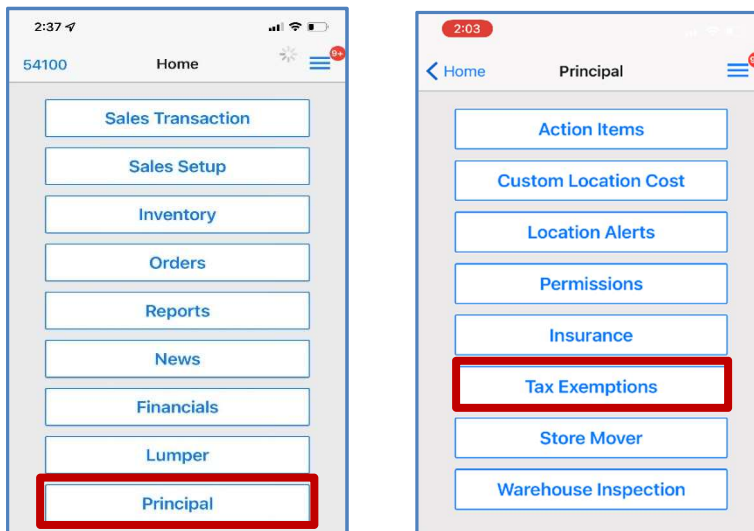




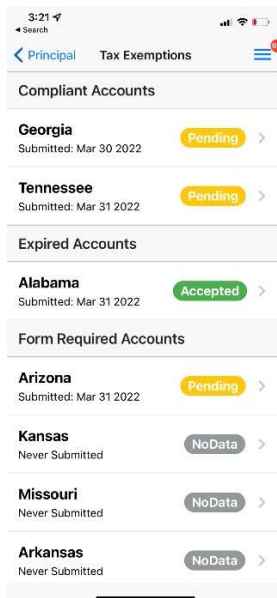
MyBusiness: Tax Exemption Feature

Sales tax exemption documents can be entered directly into the MyBusiness app by principal independent wholesale distributors.

1. To access this feature, tap on “Principal” on the home screen, then tap on “Tax Exemptions.”



2. Any states where your business has warehouses will appear in the list. If your state does not require documentation, you will not see that state listed.



3. Tap on a state, and enter the **“Sales Tax Number”** and **“Expiration Date”** (as applicable). Then tap **“Next.”**

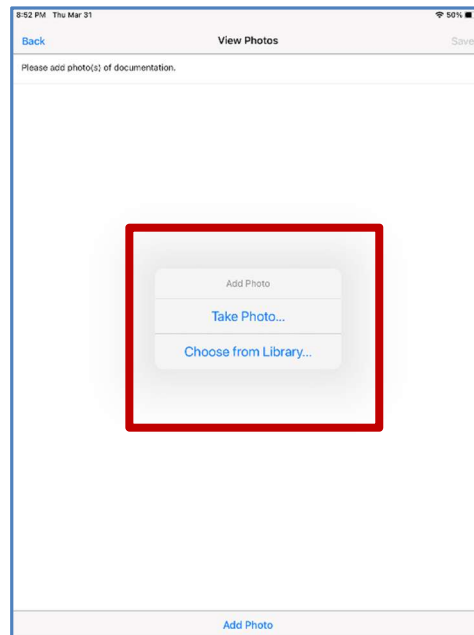
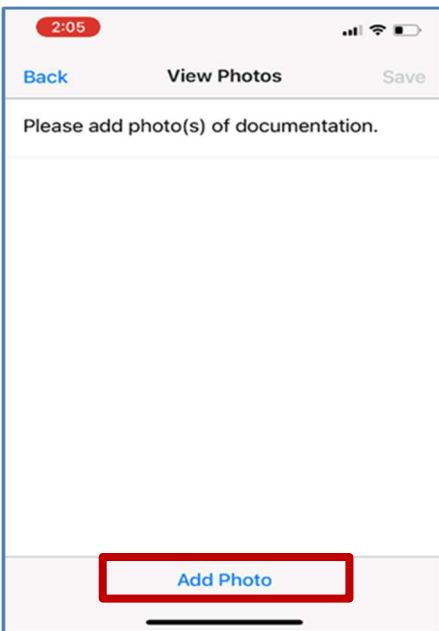
3:05
Search
Submit Tax Exemption **Next**

Warehouse State
Arizona

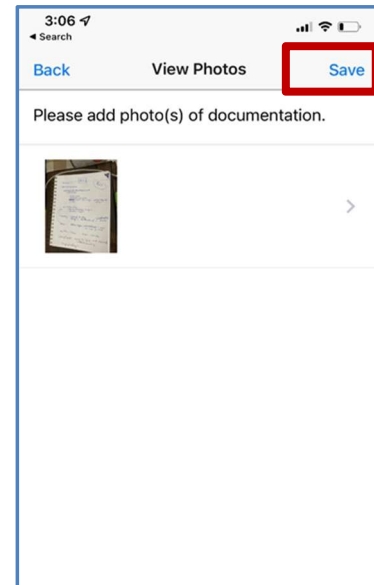
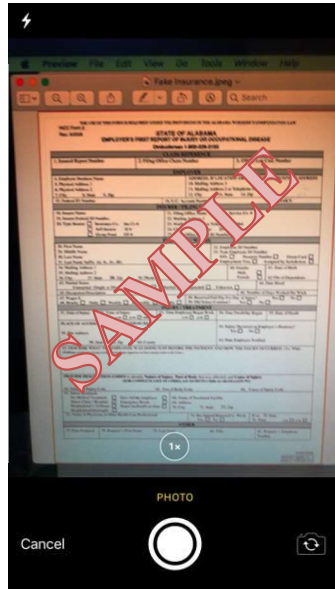
Sales Tax Number
245678

Expiration Date
03/31/2024

4. Add a photo of your information by tapping **“Add Photo”** at the bottom of the screen. *MyBusiness* will ask for access to your photos. Choose either **“Select Photos”** or **“Allow Access to All Photos.”** To add a photo, tap on either **“Take Photo”** or **“Choose from Library.”**



- You can add as many photos as needed to include every page of your documentation by tapping **“Add Photo.”** When you’ve added all the photos necessary, tap **“Save”** at the upper right.



- The status will change to **“Pending”** in yellow. Repeat this process for each of your states. Once the information has processed, the yellow will turn green and show as **“Accepted.”** The colored areas reflect the status of each state’s current documentation (*Pending, Accepted, Rejected, No Data*). If a photo is rejected, the yellow pending button will turn red and will show as **“Rejected.”** If your entry is **“Rejected,”** tap the button to see the reason.

