

Local Service Tax/Berkheimer

<https://www.hab-inc.com/>

To ensure you are getting the most out of your online reporting we wanted to share some Frequently Asked Questions regarding our Reporting Website. We hope you find this information helpful should you find yourself in one of these situations listed below.

Having trouble logging in?

You can reset your password using the website. <https://clients.hab-inc.com>.

- Click on the “forgot password” link on the login page. You will be prompted for the answer to your security question to proceed.
- Please note that your login will become locked out after 3 unsuccessful attempts. If this happens, you can unlock your account and reset your password on the login page using the forgot password link. You will be prompted for the answer to your security question to proceed.

Expecting a report but cannot find the email notification?

You can log in directly to the website to view current and historical ACH confirmations, invoices or reports. <https://clients.hab-inc.com>

- If you see the “Welcome” page, click on your municipality or school district name on the left side of the screen.
- To view historical reports, click on the link titled Latest Standard Reports or Latest Confidential Reports. Here you can drill into the category of document you are looking for. You can further drill into the months/dates by continuing to click the plus sign next to what you are looking for. You will get to a link to click to view the document.

Tip – use the back button if the document did not open in a new window to avoid closing out the website.

Has your email address changed?

Please contact us at accounting@hab-inc.com to get your email address updated in our records and on our reporting website. Your login will change to the new email address once we make the update.

User Guide

For more detailed information we have a user guide for our reporting website that contains some information that might be of assistance to you. You can view or download the user guide by clicking [here](#).