Property Tax Management System User Guide

The Property Tax Management System is a new online payment option designed to make it easier to manage the property tax payment process for multiple properties. This guide is a resource that explains how to use this system. If you have further questions or encounter any problems, please contact PropTaxMgmt@ttc.lacounty.gov.

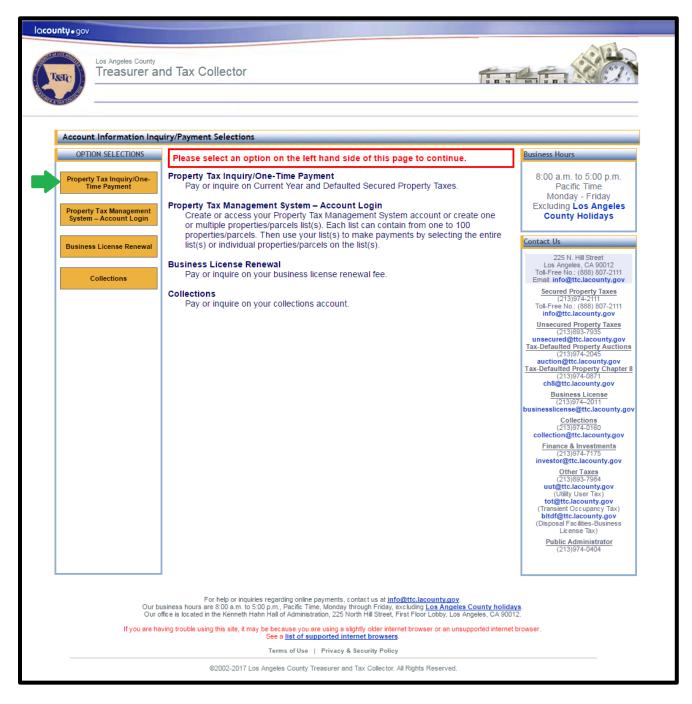
Thank you for using the Los Angeles County Treasurer and Tax Collector Property Tax Management System.

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One-Time Payment

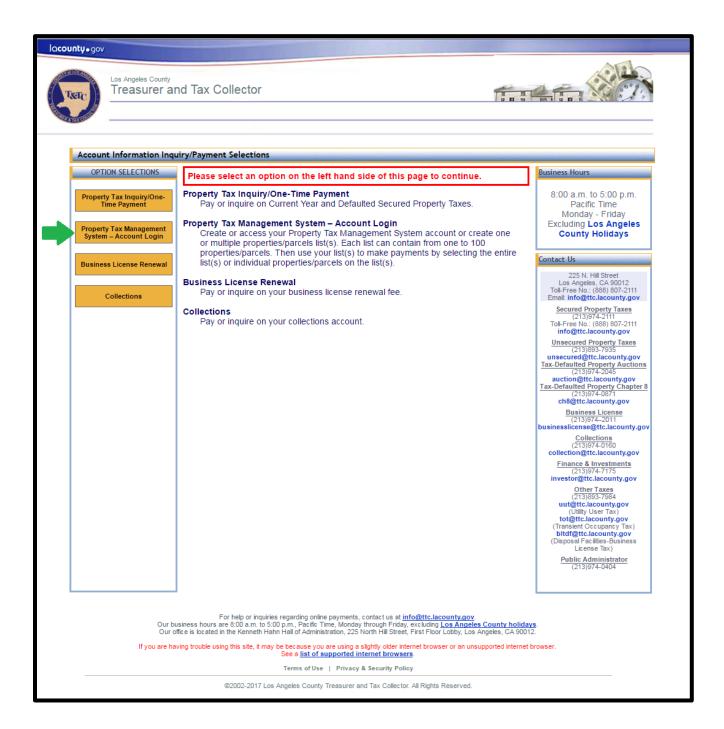
Since 2009 the Treasurer and Tax Collector has provided an online property tax payment option. If you do not want to set up a Property Tax Management System account you can still make payments by clicking "**Property Tax Inquiry/One-Time Payment**" under Option Selections section located on the left hand side of the screen.



Account Creation

Creating a Property Tax Management System account allows you to store your list of properties/parcels and their associated Personal Identification Numbers (PINs). The following instructions will guide you through this process.

Step 1: Click "Property Tax Management System – Account Login"



Step 2: Click "Create an Account" link

On the Account Login page click "Create an Account".

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TRIC	Los Angeles County Treasurer and	d Tax Collector		
Proper	ty Tax Management	t System - Account Login		🛞 Help
OPT		Account Login:		
Propert T	ty Tax Inquiry/One- lime Payment	Email Address:		
Propert System	ty Tax Management m – Account Login	Password:	Submit	
Businer	ss License Renewal	Forgot your Acco	unt Login Email Address or Passwol	<u>rd?</u>
	Collections	Click <u>Create an Account</u> to es	tablish a new account.	
		siness hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Mi ice is located in the Kenneth Hahn Hall of Administration, ing trouble using this site, it may be because you are us		
		Terms of Use Pri	ivacy & Security Policy	
		©2002-2017 Los Angeles County Treasu	arer and Tax Collector. All Rights Reserved.	

Step 3: Fill out and submit the "Create an Account" Form

Enter your information into the "Create an Account" form (all fields are required) and click **Submit**.

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Los Angeles County Treasurer and	Tax Collector		
Property Tax Management S	ystem - Create an Account		
OPTION SELECTIONS	Please enter the following	information: (All fields are required.)	
Property Tax Inquiry/One- Time Payment Property Tax Management System – Account Login	Your Email Address: Confirm Email Address:		│ │ Your password must be at least 8 characters; must
Business License Renewal	Your Password: Confirm Password:	Your password strength is weak.	Contain at least 1 alpha, 1 numeric, one upper case and one lower case character, cannot repeat any of your previous 6 passwords.
Collections	First Name: Last Name: Phone No.:		
	Security Question #1: Security Answer #1:		(not case sensitive)
	Security Question #2: Security Answer #2: Security Question #3:		(not case sensitive)
	Security Answer #3:	Submit	(not case sensitive)
Our busine Our office	ess hours are 8:00 a.m. to 5:00 p.m., Pacific T	ie payments, contact us at info@ttc.lacounty.g ime, Monday through Friday, excluding Los Ang stration, 225 North Hill Street, First Floor Lobby, L	eles County holidays.
If you are having	See a <u>list of s</u>	uare using a slightly older internet browser or an supported internet browsers.	unsupported internet browser.
		Treasurer and Tax Collector. All Rights Reserve	d.

Step 4: Confirm the account

After submitting the "Create an Account" form, an email will be sent to the email address you specified. The email may take a few minutes to arrive. When you open the email, you will see a link labeled "**CONFIRM MY ACCOUNT**". Click that link. You will be directed to the Property Tax Management System Account Login page where you should see the message: "Please log in to confirm your account." Please note that the link will expire in 24 hours. If you need assistance creating or confirming your account, please contact us at PropTaxMgmt@ttc.lacounty.gov or at (213) 974-0540.

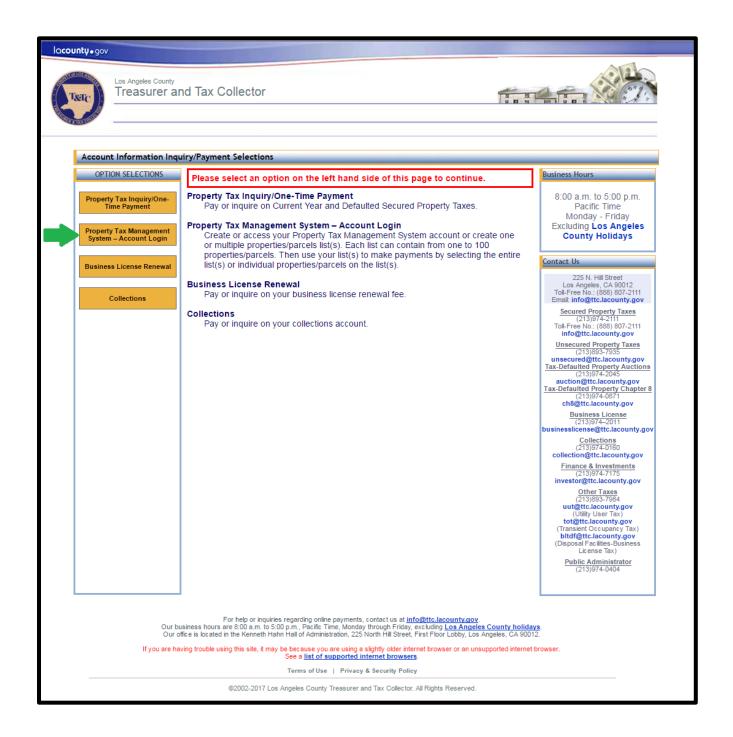
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File Message Adobe PDF				۵ 🕜
Actions *	🗙 🔍 🏟 🚔 🏨 Meetin	g 🔁 EDL-TTC FISNotif	Mark Unread	2
Copy to SharePoint *	Delete Reply Reply Forward More -	Team E-mail 🔻 Move 🖹 Actions 🛪	🔻 Follow Up 👻 Translate 🔓 Select 👻	Zoom
OnePlaceMail Dele	e Respond	Quick Steps 🕞 Move	Tags 🖙 Editing	Zoom
From: To: Cc: Subject: LA County Treasurer and	Tax Collector Property Tax Management System		Sen	t: Tue 10/24/2017 3:21 PM
If you did not request a	expire in 24 hours after expire in 24 hours after expire in 24 hours after expire in 24 hours after expire in 24 hours after property Tax Management System acc <u>PropTaxMgmt@ttc</u>	nt. Please click "CONFIRM MY ACCOUN er which you will need to re-establish your a <u>CONFIRM MY ACCOUNT</u> count from the Los Angeles County Treasure <u>clacounty gov</u> and we will investigate this m dress that cannot accept incoming email. Ple	ccount. r and Tax Collector, please forward t atter.	9

	<u>@</u> !	felp
Property Tax Managemen	nt System - Account Login	-
OPTION SELECTIONS	Account Login: Please log in to confirm your account.	
Property Tax Inquiry/One- Time Payment	Email Address:	
Property Tax Management System – Account Login	Password: Submit	
Business License Renewal	Forgot your Account Login Email Address or Password?	
Collections	Click <u>Create an Account</u> to establish a new account.	

Property Tax Account Login

This section covers steps to log into your account. If you are already logged in, you can skip this section. You have to have created a Property Tax Management System account to be able to login to the system.

Step 1: Click "Property Tax Management System – Account Login"



Step 2: Enter your Email and Password

Enter the email and password you specified when you created your account and click "Submit".

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Los Angeles County Treasurer an	nd Tax Collector		
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	nt System - Account Login		
OPTION SELECTIONS	Account Login:		
Property Tax Inquiry/One- Time Payment	Email Address:		
Property Tax Management System – Account Login	Password:		
System - Account Login		Submit	
Business License Renewal	Forgot your Account I	ogin Email Address or Password?	
Collections	Click <u>Create an Account</u> to establi	sh a new account.	
	For help or inquiries regarding online payments usiness hours are 6:00 a.m. to 5:00 p.m., Pacific Time, Monda ffice is located in the Kenneth Hahn Hall of Administration, 225 wing trouble using this site, it may be because you are using a See a list of supported li Terms of Use Privacy	slightly older internet browser or an unsuppo nternet browsers.	
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Recover Forgotten Password or Email

It is possible to recover the password or the email address you specified when you created your Property Tax Management System account. The next two sections describe this process.

Recover a forgotten Password

Step 1: Click "Property Tax Management System – Account Login"

Step 2: Click "Forgot your Account Login Email Address or Password?"

Below the Email Address and Password fields, you will see "**Forgot your Account Login Email Address or Password?**" click that link to continue.

		Help
Property Tax Management	System - Account Login	
OPTION SELECTIONS	Account Login:	
Property Tax Inquiry/One-	, 1000 and 20g.m.	
Time Payment	Email Address:	
Property Tax Management	Password:	
System – Account Login	Submit	
Business License Renewal	Forgot your Account Login Email Address or Password?	
Collections	Click <u>Create an Account</u> to establish a new account.	

Step 3: Click "I forgot my password"

You will see two options. Select "I forgot my password". Click "Next".



Step 4: Submit your email address

Enter the email address that you specified when you created your account into the email address field and click "**Submit**".

Property Tax Management System - Reset Password	
Enter your email address and click Submit.	
Your email address:	
Submit	

Step 5: Check your email and click CONFIRM MY ACCOUNT link

After submitting the form, an email will be sent to the email address stated on the confirmation message. It is the same email you have entered in Step 4. Check your inbox for that email account. The email may take a few minutes to arrive. The email will contain a link labeled "**CONFIRM MY ACCOUNT**". Click that link. Please note that the link will expire after 24 hours.

Property Tax Management System - F A confirmation email has been process. The link will expire in	sent to john*****@email.com			instructions to comp	lete the
Image: Second secon	LA County Treasurer and Tax Collecto	r Property Tax Management Sy	rstem - Message (HTML)		
Copy to SharePoint * OnePlaceMail To: Cc	Reply Reply Forward More * All Respond	EDL-TTC FISNotif ~ To Manager ~ Team E-mail ~ Quick Steps Far	Move OneNote	Mark Unread Categorize - Follow Up - Tags G Editing Sent:	Zoom
You have requested to reset your em below to complete If you did not request a change from	the process. The link will expire	in 24 hours after which y <u>RM MY ACCOUNT</u> and Tax Collector Propert	rou will need to resub ty Tax Management S	mit your request.	
	m a notification-only address tha		0	reply to this message.	Y

Step 6: Answer the security questions

To reset your password you are required to answer two of the security questions that you chose when you created your account. After entering each answer into the "Security Answer" field click "**Submit**".

nswer the security question a	and click Submit.	
Security Question:	What is your oldest sibling's middle name?	
Security Answer:	(not case sensitive)	
	Submit	

Step 7: Create a new password

You will now have the opportunity to create a new password. Please note that the password has to meet the following requirements:

 Your password must be at least 8 characters; must contain at least 1 alpha, 1 numeric, one upper case and one lower case character; cannot repeat any of your previous 6 passwords.

Step 8: Log in using your new password

Now that you have changed your password, you can log in using your email address and new password.

Recover Email Address

Step 1: Click "Property Tax Management System – Account Login"

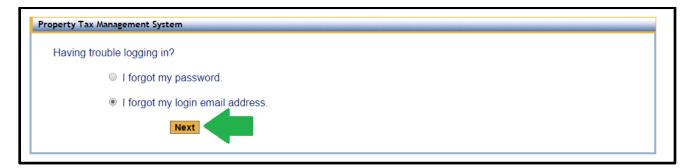
Step 2: Click "Forgot your Account Login Email Address or Password?" link

Below the Email Address and Password fields, you will see "Forgot your Account Login Email Address or Password?" Click that link to continue.

	🛞 Holp
Property Tax Managemen	t System - Account Login
OPTION SELECTIONS	Account Login:
Property Tax Inquiry/One- Time Payment	Email Address:
Property Tax Management System – Account Login	Password: Submit
Business License Renewal	Forgot your Account Login Email Address or Password?
Collections	Click <u>Create an Account</u> to establish a new account.

Step 3: Click "I forgot my login email address"

You will see two options. Select "**I forgot my login email address**" by clicking on it. Click "Next".



Step 4: Enter your Name and Phone Number

To recover your email, you will need to enter your First Name, Last Name and Phone Number. The name and phone number fields have to be the same as what you originally entered when you created your account. Name fields are not case sensitive. Click "**Submit**" to continue.

Property Tax Management Sy	stem - Retrieve Login Email Address
Enter the following info	mation and click Submit.
First Name: Last Name: Phone No.:	

Step 5: Answer the security questions

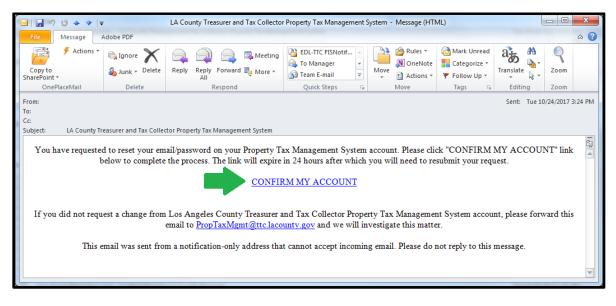
To continue you will have to provide answers to the security questions that you chose when you created your account. After entering your answers into the "Security Answer" field click "**Submit**". After you click submit, a confirmation message will be provided that reveals part of the email address you originally specified when you created your account.

Security Question:	What was the make of your first car?
Security Answer:	(not case sensitive)
	Submit

A confirmation email has been sent to ikol****@ttc.lacounty.gov. Please check your email and follow the instructions to complete the process. The link will expire in 24 hours after which you will need to resubmit your request.

Step 6: Check your email and click CONFIRM MY ACCOUNT link

After submitting the form, an email will be sent to the email address stated on the confirmation message. Check your inbox for that email account. The email may take a few minutes to arrive. The email will contain a link labeled "**CONFIRM MY ACCOUNT**". Click that link. Please note that the link will expire after 24 hours.



Step 7: Log in using your email address

Now that you know your email address, you can log in.

My Properties/Parcels Management

Your properties/parcels in the Property Tax Management System are managed using one or more lists. Properties/parcels can be added to lists individually or as a group. Existing lists can be edited, printed or removed. You have to be logged in to the Property Tax Management System to use this feature.

Create a Properties/Parcels List

Step 1: Click "My Properties/Parcels"

Under Option Selections section located on the left hand side of the screen click "**My Properties/Parcels**" to see your list(s) of properties/parcel(s) or to create a list for the first time.



Step 2: Click "Create a New List"

To create a New List, click "**Create a New List**" which will open the "New Property/Parcel List" form.

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Los Angeles County Treasurer an	nd Tax Collector
	🛞 Help
Property Tax Managemer OPTION SELECTIONS	nt System - Property/Parcel List Create a list(s) with your properties/parcels.
OPTION SELECTIONS	There is no property/parcel list created under your profile. Please select "Create a New List" to create a
My Properties/Parcels	property/parcel list. Each list can contain from one to 100 properties/parcels. You can create multiple lists.
Make a Payment	Create a New List
My Profile	
Logout	
<u>User Guide</u>	
Our bu Our o	For help or inquiries regarding online payments, contact us at <u>info@ttc.lacounty.gov</u> . usiness hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays.</u> ffice is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012.
If you are ha	ving trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser. See a <u>list of supported internet browsers</u> .
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Step 3: Fill out "New Property/Parcel List" form

The "New Property/Parcel List" form contains several fields that must be completed to create your list(s). You can also use the "Type or Copy/Paste Your List" feature, see <u>Type or Copy/Paste Your List</u> section for more details. We recommend saving your changes regularly to avoid losing your work, especially for large lists.

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Los Angeles County Treasurer ar	nd Tax Collector
Property Tax Managemen	🛞 Нор at System - New Property/Parcel List
OPTION SELECTIONS	To create a new list, enter the following information. Each list can contain from one to 100 properties/parcels. You can create multiple lists.
My Properties/Parcels	List Name: *
Make a Payment	Description:
My Profile	Enter the Assessor's ID No. and Personal Identification Number (PIN) or Type or Copy/Paste Your List You must enter the 10-digit Assessor's ID No. and 6-character PIN to continue. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is not used in the PIN. The 'D' is always a number zero.
Logout	Assessor's ID No. 2 PIN 2 Property Location
<u>User Guide</u>	1
Our of	For help or inquiries regarding online payments, contact us at <u>info@ttc.lacounty.gov</u> . siness hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays</u> . The is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012. ving trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser. See a list of supported internet browsers. Terms of Use Privacy & Security Policy
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- 1. *List Name* Name your list to distinguish it from other lists. For example: "Single Family Homes" or "Commercial Properties".
- 2. *Description* This is an optional field that can be used to further describe the list of properties.
- Assessor's ID No. (AIN) and PIN These fields are used to enter the AIN and PIN for your property/parcel. You can enter from one to 100 properties/parcels per list. Pictures below describe where you can find this information on your tax bill as well as directions for the PIN entry:

CITIES, COUNTY, SCHOOLS AND ALL SECURED PROPERTY TAX FOR	Y, TREASURER AND TA	CIES IN LOS ANGEL TO X COLLECTOR EB AT Jacountypropert		CK.
PROPERTY IDENTIFICATION ESSESSOR*5 10.NO.: 1224 567 890 15 000 WHILE OF RECORD AS OF JANUARY 1,2015 ARILING ADDRESS PIN 123456 ELECTRONIC FUND TRANSFER (EFT) NUMBER IDF: 10.123450 IDF: 10.123450	DETAIL OF TAX AGENCY GENERAL TAX LEVY ALL AGENETES VOTED INDERTEDAESS COUNTY HETRO WATER OLST FLODG CONTROL COMMITY COLLEGE UNIFFED SCHOOLS DIRECT ASSESSMENTS LA STORMATCR CITY BIT FUND FLODG CONTROL FLODG CONTROL CASSESSMENTS	AGENCY PHONE NO	567 890 15 00 BATE 87 (890	
PARCEL INFORMATION PIN 122456	COUNTY TAX	COLLECTOR	MATION	

PIN Entry

You must enter the 10-digit Assessor's ID No. and 6-character PIN for each property/parcel on the list in order to continue with processing your payment. If you do not have your PIN, please email us at **info@ttc.lacounty.gov**. Include "Duplicate Bill" in the subject line, or call us at 1(888) 807-2111, press 1, 2 and then press 9 to reach a representative. Upon your request, we will mail you a copy of a duplicate bill to the property address or the address on record. Please note, for security purposes, we cannot disclose your PIN over the telephone.

×

You have three attempts to enter a valid PIN. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is **not** used in the PIN. The 'O' is always a number zero. If you are locked out, you can select **Other Payment Options** or wait until 7:00 a.m. on the next business day to try your online payment again.

Step 4: Save the newly created list

After filling out the "New Property/Parcel List" form click "**Save**" to create your list. The next screen will show your newly created list:

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Los Angeles County Treasurer at	nd Tax Collector		Hat the Control of th
			🋞 Help
	nt System - Property/Parcel List		
OPTION SELECTIONS	Create a list(s) with your prop		
My Properties/Parcels	List Name	List Description	
	Residential Properties	List of residential properties	Edit Remove Print List
Make a Payment			
	Create a New List		
My Profile			
Logout			
User Guide			
Our bi Our o	For help or inquiries regardi usiness hours are 8:00 a.m. to 5:00 p.m., f office is located in the Kenneth Hahn Hall of	ing online payments, contact us at <u>info@ttc.lav</u> Pacific Time, Monday through Friday, excluding f Administration, 225 North Hill Street, First Floo	county.gov.) <u>Los Angeles County holidays.</u> r Lobby, Los Angeles, CA 90012.
If you are ha	aving trouble using this site, it may be beca See a	use you are using a slightly older internet brows list of supported internet browsers.	ser or an unsupported internet browser.
	Term	s of Use Privacy & Security Policy	
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Edit a Properties/Parcels List

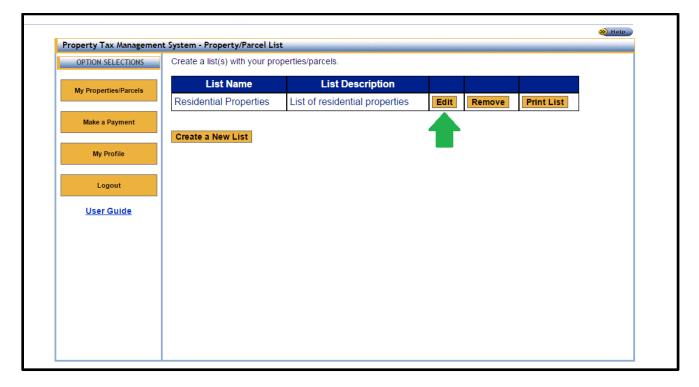
Existing list(s) can be edited.

Step 1: Click "My Properties/Parcels"

Under Option Selections section located on the left hand side of the screen click "**My Properties/Parcels**" to see your list(s) of properties/parcels.

Step 2: Click "Edit"

Each Properties/Parcels list may be edited. Click "**Edit**" to make changes to any existing list(s). If you have no lists in the system, you will only see "Create a New List". See <u>Create a Properties/Parcels list section</u> if you have not previously created a list.



Step 3: Make modifications to "New Property/Parcel List" form

When editing a list, the fields are prefilled using previously saved information. You can add or remove properties/parcels from the list, as well as update the List Name or List Description.

Step 4: Save changes to the list

When you have finished making your changes, click "**Save**" button to submit your edits.

Remove a Properties/Parcels List

Existing lists can removed.

Step 1: Click "My Properties/Parcels"

Under Option Selections section located on the left hand side of the screen click "**My Properties/Parcels**" to see your saved lists.

Step 2: Click "Remove"

Each Properties/Parcels list has a corresponding "**Remove**" option. Click "Remove" to delete the list from the Property Tax Management System. You will be prompted to confirm the removal. After confirmation, the list will be permanently deleted.

						🛞 Help
Property Tax Managemen	nt System - Property/Parcel List		_			
OPTION SELECTIONS	Create a list(s) with your prop	perties/parcels.				
My Properties/Parcels	List Name	List Description				
My Properties Parcels	Residential Properties	List of residential properties	Edit	Remove	Print List	
Make a Payment		-	-		-	
	Create a New List					
My Profile				_		
Logout						
User Guide						

Type or Copy/Paste Your List

An alternative to entering one property at a time is the ability to type in or copy/paste multiple Assessor's ID Nos. and their associated PINs. Typing or copy/pasting your AINs and PINs can be used to create a list or edit existing list(s).

Step 1: Create New or Edit existing list

Start by <u>creating a new list</u> or <u>editing an existing list</u>. If this is a new list, make sure you enter a List Name before going to step 2.

Step 2: Click "Type or Copy/Paste Your List"

OPTION SELECTIONS	To create a new list, enter the following information. Each list can contain from one to 100 properties/parcels. You can create multiple lists.
My Properties/Parcels	List Name: * Residential Proprieties
Make a Payment	Description: List of residential properties
My Profile	Enter the Assessor's ID No. and Personal Identification Number (PIN) or Type or Copy/Paste Your List You must enter the 10-digit Assessor's ID Ive, and 6-character PIN to continue. The PIN may contain all alpha, all numeric or alpha/numeric characters. The alpha letter 'O' is not used in the PIN. The 'D' is always a number zero.
Logout	Assessor's ID No. 2 PIN 2 Property Location
<u>User Guide</u>	1

Step 3: Review the Instructions for required format

Your list(s) must be in a specific format. The instructions that are displayed on the Property Tax Management System web page are provided below:

- For all the properties/parcels on your list, you will need the 10-digit Assessor's Identification No. (AIN) and 6-character Personal Identification Number (PIN). The AIN and PIN can be found on your tax bill. You must enter the AIN and PIN in order to create a list.
- 2. The list must conform to the following format for each parcel: 10-digit AIN, 6-character PIN:
 - Separate the AIN and the PIN by a comma
 - No space is allowed
 - One property/parcel per line
 - For example:

111222333,123ABC

9999888777,AB1234

- 3. You can create your list using a text editor (e.g. Notepad) on your computer, and then copy the content and paste it to the text box below.
- 4. Each list can contain from one to 100 properties/ parcels. You can create multiple lists.

You can also download the instructions as a PDF document by clicking "**Download these instructions as a PDF**".

Step 4: Type or Copy/Paste Your List

After you have properly formatted your list, you can Type or Copy/Paste it into the provided text box. Listed below is an example:

unty•gov	
Los Angeles County Treasurer an	nd Tax Collector
Property Tax Managemen	t System - Create Property/Parcel List
OPTION SELECTIONS	List Name: Residential Properties
My Properties/Parcels	Instructions for creating your property/parcel list:
Make a Payment	 For all the properties/parcels on your list, you will need to have the 10-digit Assessor's Identification No. (AIN) and 6-character Personal Identification Number (PIN). The AIN and PIN can be found on your tax bill. You must enter the AN and PIN in order to create a list.
My Profile	The list must conform to the following format for each parcel: 10-digit AIN, 6-character PIN. se Separate the AIN and the PIN by a comma. No space is allowed. One property/parcel per line.
Logout	One property parcel per line. For example:
<u>User Guide</u>	111122233.123ABC 9999888777,AB1234
	3. You can create your list using a text editor (e.g., Notepad) on your computer, and then copy the content and paste it to the text box below.
	4. Each list can contain from one to 100 properties/parcels. You can create multiple lists.
	Enter your property/parcel list: 111122333.323ABC 222222333.322ABC 3333222333.333ABC 4444222333.444ABC 5555222333.655ABC 6666222333.666ABC 1.692 characters remaining.
	For help or inquiries regarding online payments, contact us at <u>Info@tex.Locomb.etov</u> esc hours as 8:00 am, b 5:00 pm, P actin Time Money transph Refor, accularly <u>Loc Ampeles County holidays</u> is located in the Kenneth Hahn Hall of Administration, 228 horth HIL Street, First Root Lobby, Los Angeles, CA 90012. tooble using this Ste, If may be because you are using a slightly older internet from unsupported internet browser. See a first of supported internet firstwares. Terms of Use Privacy & Security Policy @2020.2010 Los Angeles County Transure and Tax Collector. All Rights Reserved.

Step 5: Click "Submit"

After clicking "**Submit**", the system will process the contents of the text box and show a "List Creation Summary" screen. The screen will display any AINs and/or PINs that require correction.

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Los Angeles County Treasurer a	and Tax Collector
Property Tay Mapageme	Melo System - Create Property/Parcel List
OPTION SELECTIONS	List Name: Residential Properties
My Properties/Parcels	List Tranie, Residential Properties
Make a Payment	There are 10 parcels in your list. 6 parcels are valid. 2 parcels have invalid AIN(s) and/or PIN(s).
My Profile	2 parcels are duplicates.
Logout	Line #3: Invalid PIN TUCFH3 Line #4: Invalid AIN 9999999999 Line #8: Duplicate AIN 1111222333 in current list
<u>User Guide</u>	Line #10: Duplicate AIN 4444555666 in current list
	Do you want to continue to insert the 6 valid parcels to the list or modify the list and submit it again?
Our	For help or inquiries regarding online payments, contact us at <u>info@ttc.lacounty.gov</u> . business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays</u> . office is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012. having trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser. See a list of supported internet browsers.
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- If your file was not formatted properly, see examples and instructions in previous steps starting at <u>Step 3: Review the Instructions for required format</u>.
- If the file format was correct but there were errors with any of the AINs and/or PINs, you will see the List Creation Summary page. Click "Insert Valid Parcels" to insert only the valid parcels. Alternatively, you can click "Modify the list" to go to the previous screen and make the necessary edits.
- If you have duplicate AIN/PIN, you must delete the duplicate AIN/PIN from the list.
- Review <u>Appendix 1</u> for the list of common errors that may occur.

Step 6: Save changes to the list

When you are finished making changes, click "Save".

Print a Properties/Parcels List

Step 1: Click "My Properties/Parcels"

Under Option Selections section located on the left hand side of the screen click "**My Properties/Parcels**" to see your saved lists.

Step 2: Click "Print List"

Each Properties/Parcels list(s) can be printed by clicking "**Print List**". After you click "Print List" you will see the list in a print friendly format. If you have no lists in the system, you will only see "Create a New List". See <u>Create a Properties/Parcels List</u> <u>section</u> if you have not created a list.

Step 3: Print the list

Print the list from the page showing the properties/parcels in the print friendly format.

Make a Payment

You can make payments on one or multiple properties from your properties/parcels list(s). Unlike the Property Tax One-Time Payment or Inquiry option under Option Selections section on the left hand side of the Property Tax Management System log in page, you must be <u>logged in</u> to the Property Tax Management System to use this feature.

Step 1: Click "Make a Payment"

Step 2: Select payment: eCheck or Credit/Debit Card

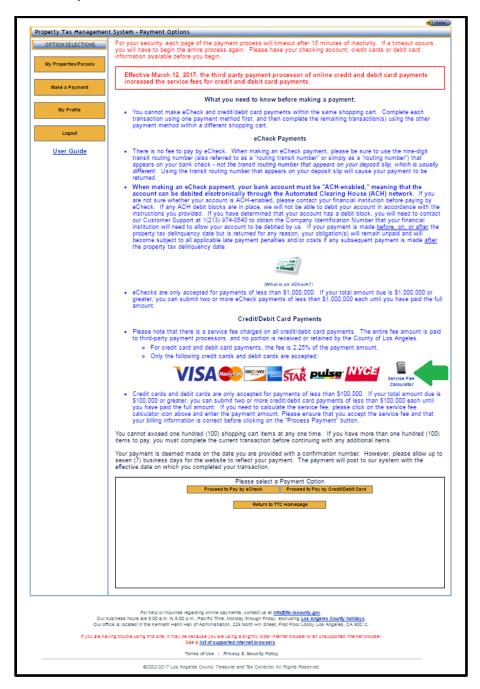
Payments can be made using two different options: eCheck or Credit/Debit Card. Click the form of payment you intend to use. The eCheck total payment amount must be less than \$1,000,000 and the Credit/Debit Card total payment amount must be less than \$100,000.



Please note the following:

- There are no fees for eCheck payments.
- For credit card and debit cards payments, the fee is 2.22% of the payment (minimum \$1.49 per transaction).
- Please note that the entire fee amount is paid to third-party payment processors and no portion of it is received or retained by the County of Los Angeles.

You can use the "Service Fee Calculator" link in the Credit/Debit Card Payments section to calculate your fee.



Step 3: Review and Accept the Terms of Payment

You have to review the Terms of Payment text by using the inner scroll bar on the lower right. When you scroll to the bottom of the text, Click "I accept..." then click "**Next**" to proceed.



perty Tax Managemen	t System - Payment Options
OPTION SELECTIONS	For your security, each page of the payment process will timeout after 15 minutes of inactivity. If a timeout occurs, you will have to begin the entire process again. Please have your checking account, credit cards or debit card information available before you begin.
Make a Payment	Effective March 12, 2017, the third party payment processor of online credit and debit card payments increased the service fees for credit and debit card payments.
and the set of the set	What you need to know before making a payment:
My Profile	 You cannot make eCheck and credit/debit card payments within the same shopping cart. Complete each transaction using one payment method first, and then complete the remaining transaction(s) using the other payment method within a different shopping cart.
Logout	eCheck Payments
<u>User Guide</u>	 There is no fee to pay by eCheck. When making an eCheck payment, please be sure to use the nine-digit transit routing number (also referred to as a "routing transit number" or simply as a "routing number") that appears on your bank check - not the transit routing number that appears on your deposit slip, which is usually different. Using the transit routing number that appears on your deposit slip will cause your payment to be returned.
	When making an eCheck payment, your bank account must be "ACH-enabled," meaning that the account can be debited electronically through the Automated Clearing House (ACH) network. If you are not sure whether your account is ACH-enabled, please contact your financial institution before paying by eCheck. If any ACH debit blocks are in place, we will not be able to debit your account in accordance with the instructions you provided. If you have determined that your account has a debit block, you will need to contact our customer Support at 1(213) 974-0540 to obtain the Company Identification Number that your financial institution will need to allow your account to be debited by us. If your payment is made <u>before, on, or after</u> the property tax delinquency date but is returned for any reason, your obligation(s) will remain unpaid and will become subject to all applicable late payment penalties and/or costs if any subsequent payment is made <u>after</u> the property tax delinquency date.
	= Gheek
	(What is an eCheck?) • eChecks are only accepted for payments of less than \$1,000,000. If your total amount due is \$1,000,000 or greater, you can submit two or more eCheck payments of less than \$1,000,000 each until you have paid the fu amount.
	Credit/Debit Card Payments
	 Please note that there is a service fee charged on all credit/debit card payments. The entire fee amount is pai to third-party payment processors, and no portion is received or retained by the County of Los Angeles. For credit card and debit card payments, the fee is 2.25% of the payment amount.
	Only the following credit cards and debit cards are accepted:
	Credit cards and debit cards are only accepted for payments of less than \$100,000. If your total amount due i \$100,000 or greater, you can submit two or more credit/debit card payments of less than \$100,000 each until you have paid the full amount. If you need to calculate the service fee, please click on the service fee calculator icon above and enter the payment amount. Please ensure that you accept the service fee and that your billing information is correct before clicking on the "Process Payment" button.
	You cannot exceed one hundred (100) shopping cart items at any one time. If you have more than one hundred (100 items to pay, you must complete the current transaction before continuing with any additional items.
	Your payment is deemed made on the date you are provided with a confirmation number. However, please allow up t seven (7) business days for the website to reflect your payment. The payment will post to our system with the effective date on which you completed your transaction.
	computer system meets the requirements set forth above; and (iii) you agree to the Terms of Payment, which will be deemed to supplement the Terms of Use and Privacy & Security Policy found elsewhere at this site and which are incorporated herein by this reference:
	 I accept all terms and conditions of the preceding agreement I do not accept the terms and conditions of the preceding agreement
	If you want to print a copy of this agreement for your own records, do so before proceeding to the next page.
	Back Next
	Last Updated: June 25, 2016
	For help or inquiries regarding online payments, contact us at <u>info@tto.lacoumly.gov.</u> usiness hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays</u> , ice is located in the Kenneth Hainh Hail of Administration, 2:25 North Hill Steet, First Floor, Lobby, Los Angeles, OA 50012.
	ing trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser.
	Gee a <u>list of supported internet browsers.</u> Terms of Use Privacy & Beourity Polloy
	Terms of use Privacy & accurity Policy

Step 4: Choose Property/Parcel List

Select your Property/Parcel List from the drop down: "Choose Property/Parcel List". If you do not see any lists to pick from, you will have to create one. See "<u>Create a Properties/Parcels</u> <u>List</u>" chapter of this guide.

Step 5: Click "Select Properties/Parcels for Payment"

After selecting the appropriate Property/Parcel List, click "**Select Properties/Parcels for Payment**".

lacounty.gov	
Los Angeles County Treasurer an	nd Tax Collector
Property Tax Managemer	nt System - Make a Payment
OPTION SELECTIONS	Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment
My Properties/Parcels	
Make a Payment	A single payment is subject to the following restrictions:
My Profile	 You cannot exceed 100 items per shopping cart. If you have more items to pay, you can complete the current transaction, then begin again.
Logout	 Your total payment for eCheck cannot be greater than \$999,999.99 per shopping cart.
<u>User Guide</u>	
Our bu Our o	For help or inquiries regarding online payments, contact us at <u>info@ttc.lacounty.gov</u> . usiness hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays</u> . office is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012.
If you are ha	aving trouble using this site, it may be because you are using a slightly older internet browser or an unsupported internet browser. See a <u>list of supported internet browsers</u> .
	Terms of Use Privacy & Security Policy
	©2002-2015 Los Angeles County Treasurer and Tax Collector. All Rights Reserved.

Step 6: Enter the payment amount

Enter the amount for each property/parcel you want to pay under the "Enter Amount to Pay" column. You can pay for one or more listed line items. We accept partial payments.

OPTION SELECTIONS	Choos	se Property/Parcel List:	Residentia	Properties v	Select	Properties/Pa	rcels for Payme	ant
My Properties/Parcels		ential Properties	rtosidonae		deleter	Topencesiru		
Make a Payment	Cart".	ect all the properties/parce To select individual proper n, and then select "Next Pa	ties/parcels o	on this page, sele	ct the corre			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2010 000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency	1	\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 11111- 1111	2016-000	Installment 2		\$0.00	0.00	
	3	2222-222-222 2222 PONCE AVE	2242.022	Installment 1		\$0.00	0.00	
		LOS ANGELES CA	ELES CA 2016-000	Installment 2		\$0.00	0.00	
	4	3333-333-333 3333 NAPA ST	2242.022	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 33333-3333	2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
		Grand Total in This List			2:	tems selected	\$308,448.07	1

The following are important points to note:

• If you have a large number of items in the list, click "Next Page >" to advance to the next page of the list. You can also select the page number from the drop-down menu to navigate to a specific page of the list.

OPTION SELECTIONS	Choos	se Property/Parcel List:	Residentia	I Properties <	Select	Properties/Pa	arcels for Payme	nt
My Properties/Parcels		ential Properties ect all the properties/parce	ls on this pao	ie, check "Select.	All". Then s	elect "Next Pa	age" or "Add to SI	nopping
Make a Payment	Cart".	To select individual proper n, and then select "Next Pa	ties/parcels o	on this page, sele	ct the corre			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2046 000	Installment 1		\$52,034.95	52034.95	12/12/2010
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	O000 Prior Year Delinquency ☑ \$256,413.12 256413.12					
	2	1111-111-111 1111 MAYNARD AVE	ARD AVE ELES CA 11111- 2016-000 0.00					
		LOS ANGELES CA 11111- 1111		Installment 2		\$0.00	0.00	
	3 2222-222-222 2222 PONCE AVE 2016-000 LOS ANGELES CA 2016-000 1nstallment 2 Installment 2	\$0.00	0.00					
			2016-000	Installment 2		\$0.00	0.00	
	4	3333-333-333 3333 NAPA ST	2040.000	Installment 1		\$0.00	0.00	
	LOS ANGELES CA 33333-3333 2016-000 Installment 2 \$0.00 5 4444-444-444 444 MICHAE EST Installment 1 \$0.00	0.00						
		0.00						
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
						items selected	\$308,448.07	

• The system will display the balance due amount in the "Enter Amount to Pay" textbox for each property/parcel you select under the "Select All" column. You can also click "Select All" in the table header to auto click all the check boxes on the current page. If you have a large number of line items, you have to click "Select All" on each page of the list.

OPTION SELECTIONS	Choos	e Property/Parcel List:	Residentia	Properties T	Select	Properties/Pa	rcels for Payme	nt
My Properties/Parcels		ential Properties	rtooldonad	in reported				
Make a Payment	To sele Cart", 1	ct all the properties/parce To select individual proper a, and then select "Next Pa	ties/parcels o	n this page, sele	ct the rres	elect "Next Pa sponding butt		hopping lect All"
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2016-000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00 04/10/201	
<u>User Guide</u>		00000 0000 Prior Voor	256413.12					
	1111 MAYNARD AVE LOS ANGELES CA 11111- 1111 2016-000 Installment 2 \$ 3 2222-222-222 222-222-222 Installment 1 \$	\$0.00	0.00					
			10.0000	Installment 2		\$0.00	0.00	
			2016-000	Installment 1		\$0.00	0.00	
				Installment 2		\$0.00	0.00	
			2010 002	Installment 1		\$0.00	0.00	
		Installment 2		\$0.00	0.00			
		0.00						
		LOS ANGELES CA 44444-4444	Installment 2	0.00				
		Grand Total in This List			2	tems selected	\$308,448.07	

• The "Grand Total" line displays the total number of items from the current list that have been selected for payment and their total dollar amount.

OPTION SELECTIONS	Choos	e Property/Parcel List:	Residentia	I Properties •	Select I	Properties/Pa	arcels for Payme	nt
My Properties/Parcels		<u>ential Properties</u> ct all the properties/parce	ls on this pao	ie check "Select	All" Then s	elect "Next Pa	age" or "Add to Si	hopping
Make a Payment	Cart". 7	To select individual propertion in the select "Next Patient Select Selec	ties/parcels o	n this page, sele	ct the corres			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2046.000	Installment 1		\$52,034.95	52034.95	12/12/2010
Logout	BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201	
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency		\$256,413.12	256413.12	
	2 1111-111-111 1111 MAYNARD AVE LOS ANGELES CA 11111- 1111 2016-000 Installment 1 \$0.00 Installment 2 \$0.00	0.00						
			2016-000	Installment 2		\$0.00	0.00	
	3	2222 PONCE AVE	0.00					
		LOS ANGELES CA 22222-2222	2016-000	Installment 2		\$0.00	0.00	
	4	3333-333-333 3333 NAPA ST	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 33333-3333	2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016-000	Installment 1	\$0.00			
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
	Grand	Grand Total in This List			2 i	tems selected	\$308,448.07	

• The "Delinquent If Not Paid By" column shows the date on which each line item will become delinquent.

OPTION SELECTIONS	~ .							
	Choo	se Property/Parcel List:	Residentia	I Properties •	Select	Properties/Pa	rcels for Payme	nt
My Properties/Parcels		<u>lential Properties</u> ect all the properties/parce	le on this nee	o shock "Solost	All" Thop o	oloct "Novt De	aoll or "Add to Si	honni
Make a Payment	Cart".	To select individual proper n, and then select "Next Pa	ties/parcels o	n this page, sele	ct the corre			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2016-000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout		BLVD LOS ANGELES CA	2010-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency		\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE	2016-000	Installment 1		\$0.00	\$0.00	
		LOS ANGELES CA 11111- 1111	2010 000	Installment 2		\$0.00	0.00	
	3	2222-222-222 2222 PONCE AVE	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 22222-2222	2010-000	Installment 2	ent 2 🗌 \$0.00 0.00			
	4	3333-333-333 3333 NAPA ST	DA ST Installment 1 \$0.00 0.1	0.00				
		LOS ANGELES CA 33333-3333	2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
		Grand Total in This List			2	tems selected	\$308,448.07	

- The "Year Sequence" and "Installment" columns describe the bill year, the assessment type (i.e. annual, supplemental) and the respective installment amounts.
 - Year Sequence Examples:
 - Annual: 2016-000
 - Supplemental: 2016-010, 2016-020, 2016-030

OPTION SELECTIONS	Choo	se Property/Parcel List:	Posidontia	Properties V	Select	Properties/Pr	rcels for Payme	nt
My Properties/Parcels	Resid To sele	l <u>ential Properties</u> ect all the properties/parce	ls on s pag	ge, check "Select	All". Then s	elect "Next Pa	age" or "Add to S	hopping
Make a Payment		To select individual propertion, and then select "Next Pa		on this page, selected to Shop		sponding butt	on under the "Se	lect All"
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2016-000	Installment 1		\$52,034.95	52034.95	12/12/2016
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/2017
User Guide		00000-0000	0000	Prior Year Delinquency		\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE	2016-000	Installment 1		\$0.00	0.00	
	LOS ANGELES CA 11111- 1111	2016-000	Installment 2		\$0.00	0.00		
	3	2222-222-222 2222 PONCE AVE	PONCE AVE Installment 1 \$0.00	0.00				
	2222 NOGL AVGELES CA 22222-2222 2016-000 Installment 2 \$0.00 4 3333-333 3333 NAPA ST LOS ANGELES CA 33333-3333 2016-000 Installment 1 \$0.00 5 4444-444-444 4444 MICHALE ST 2016-000 Installment 2 \$0.00 5 4444-444-55 2016-000 Installment 1 \$0.00	0.00						
			\$0.00	0.00				
		0.00						
		0.00						
		LOS ANGELES CA 44444-4444	2010-000	Installment 2		\$0.00	0.00	
		Grand Total in This List			2	tems selected	\$308,448.07	

• The "Assessor's ID No. / Situs Address" column displays the property address if one is available. For example, a vacant lot may not have a property address, as seen in example, Item #28-30 and 32.

Los Angeles County		Collector				TI		200
k)								
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perty Tax Manageme	ent System	- Make a Payment						🛞 Helj
OPTION SELECTIONS								
	Choos	se Property/Parcel List: Res	sidential Pro	operties <	Select	Properties/Pa	arcels for Payme	ent
My Properties/Parcels		lential Properties						
	Cart".	ect all the properties/parcels on To select individual properties/p	arcels on thi	s page, select	t the corre			
Make a Payment	colum	n, and then select "Next Page" o	or "Add to Sh	opping Cart".				
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent If Not Paid By
	28	0000-000-000		Installment 1		\$0.00	0.00	
Logout		VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 2		\$0.00	0.00	
User Guide	29	29 1111-111-111 VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 1		\$96.97	0.00	12/12/2016
<u>oser oulde</u>				Installment 2		\$106.96	0.00	04/10/2017
	30	2222-222-222		Installment 1		\$96.97	0.00	12/12/2016
		VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 2		\$106.96	0.00	04/10/2017
	31	31 3333-333-333 3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333		Installment 1		\$0.00	0.00	
			2016-000	Installment 2		\$0.00	0.00	
	32	4444-444-444	2016-000	Installment 1		\$74.32	0.00	12/12/2016
		VACANT LAND/NO PROPERTY ADDRESS		Installment 2		\$84.32	0.00	04/10/2017
	Page	Grand Total in This List			0	items selected	\$0.00	
			Add to Sho	pping Cart	View Sho	pping Cart	Cancel	
		For help or inquiries regarding online pa	avments, contac	t us at info@ttc.l	lacounty.gov	ı.		
		s are 8:00 a.m. to 5:00 p.m., Pacific Time ed in the Kenneth Hahn Hall of Administra	e, Monday throug	h Friday, excludin	ng Los Ange	les County holid		
If you are I	aving trouble	using this site, it may be because you are See a list of sup	e using a slightly ported internet	older internet brow	wser or an ur	supported interne	t browser.	
		Terms of Use						

Step 7: Click "Add to Shopping Cart"

After you have entered the amount you want to pay, click "**Add to Shopping Cart**". You will notice that the line item(s) have been added to the cart and the cart summary text now displayed at the top of the page.

operty Tax Manageme	nt System	- Make a Payment	Th	ere are 3 items i	n your shop	ping cart, tota	ling \$128.09.	Service Ca	
OPTION SELECTIONS	Choo	se Property/Parcel List:	Residential	Properties •	Select F	Properties/Pa	rcels for Payme	nt	
My Properties/Parcels	Resid	ential Properties							
Make a Payment	Cart".	ect all the properties/parcels To select individual propertie n, and then select "Next Pag	es/parcels on	this page, selec	t the corres				
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By	
	25	2005-D09-D5# VACANT LANDINO	2010.000	Installment 1	0.	\$0.00	0.00		
Logout		PROPERTY ADDRESS	2016-000	Installment 2		\$0.00	0.00		
User Guide			0000	Prior Year Delinguency		\$178.56	0.00		
User Guide	26	2005-D09-D5# VACANT LAND/NO		Installment 1		\$0.00	0.00		
		VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 2		\$0.00	0.00		
	27	2006-D09405# VACANT LAND/NO	2015-010	Installment 1		\$9.76	9.76	03/31/201	
		PROPERTY ADDRESS	PROPERTY ADDRESS	2015-010	Installment 2		\$8.88	8.88	07/31/201
				2016-000	Installment 1		\$0.00	0.00	
				2010-000	Installment 2		\$0.00	0.00	
				2016-010	Installment 1		\$0.00	0.00	
				Installment 2	8	\$109.45	109.45	07/31/201	
		Grand Total in This List			3 it	tems selected	\$128.09		
		lected items are added to y	our shopping	g cart.					
	Page 6	v Page 6 V Next Page >	Add to S	hopping Cart	View Sho	pping Cart	Cancel		

• You can add items from multiple Property/Parcel lists to the same shopping cart. Use the "Choose Property/Parcel List" drop down box to select another list and click "Select Properties/Parcels for Payment".

OPTION SELECTIONS	Choos	se Property/Parcel List:	Residentia	I Properties T	Select	Properties/Pa	arcels for Payme	nt	
My Properties/Parcels		ential Properties	rtosidonia						
Make a Payment	Cart". 1	et all the properties/parce To select individual proper a, and then select "Next Pa	ties/parcels o	on this page, sele	ot the corres				
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent l Not Paid By	
	1	0000-000-000 0000 TOPANGA CANYON	2242.022	Installment 1	v	\$52,034.95	52034.95	12/12/2016	
Logout		LVD OS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/2017	
<u>User Guide</u>		1111-111-111	0000	Prior Year Delinquency	st.	\$256,413.12	256413.12		
	2	1111-111-111 1111 MAYNARD AVE			Installment 1		\$0.00	0.00	
		LOS ANGELES CA 11111- 1111	2016-000	Installment 2		\$0.00	0.00		
	3	2222-222-222 2222 PONCE AVE		Installment 1		\$0.00	0.00		
		LOS ANGELES CA 22222-2222	2016-000	Installment 2		\$0.00	0.00		
	4	3333-333-333 3333 NAPA ST	2010 000	Installment 1		\$0.00	0.00		
		LOS ANGELES CA 33333-3333	2016-000	Installment 2		\$0.00	0.00		
	5	4444-444-444 4444 MICHALE ST	2010 000	Installment 1		\$0.00	0.00		
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00		

Step 8: Click "View Shopping Cart"

After you add items selected for payment to the shopping cart, you can click "**View Shopping Cart**" to review your cart.

OPTION SELECTIONS	0.00								
		e Property/Parcel List:	Residential	Properties v	Select F	Properties/Par	els for Payme	- 4	
My Properties/Parcels		antial Properties	residential	riopenies ·	Select	Topercestrate	leis for Paymen		
To	sele	ct all the properties/parcels	s on this page	, check "Select	All". Then se	elect "Next Pag	e" or "Add to Sh	opping	
Make a Payment Col	umn	o select individual properti , and then select "Next Pa	ge" or "Add to	Shopping Cart	".	ponoing button	under die Sei	ect All	
My Profile	m #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Inter Amount to Pay	Delinquent I Not Paid By	
	25	5 2008-009-038	Judgence	Installment 1		\$0.00	0.00	norraidiby	
Logout		VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 2		\$0.00	0.00		
User Guide			0000	Prior Year Delinguency		\$178.56	0.00		
20100000		2008-0094138		Installment 1		\$0.00	0.00		
		VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 2		\$0.00	0.00		
	27	2005-0094038		Installment 1	2	\$9.76	9.76	03/31/201	
		ACANT LAND/NO PROPERTY ADDRESS	PROPERTY ADDRESS	2015-010	Installment 2		\$8.88	8.88	07/31/201
			2010.000	Installment 1		\$0.00	0.00		
				2016-000	Installment 2	8	\$0.00	0.00	
		2010 010	Installment 1	8	\$0.00	0.00			
			2016-010	Installment 2	2	\$109.45	109.45	07/31/201	
	_	Construction This last					6400.00		
	- 1	Grand Total in This List			3 11	ems selected	\$128.09		

Step 9: Review shopping cart info and click "Proceed to Checkout"

Review the contents of the shopping cart to ensure each line item and total is correct. Next, click "**Proceed to Checkout**". For Credit/Debit card payments you can calculate your fees using the "Service Fee Calculator" icons located below the Shopping Cart Grand Total before you proceed.

operty Tax Management	: System - S	hopping Cart					
OPTION SELECTIONS	Effect	ive March 12, 20 ised the service	17, the third part fees for credit an	y payment Id debit ca	processor of online credit and rd payments.	debit card p	ayments
My Properties/Parcels	L					🔹 Print Sho	pping Cart Lis
Make a Payment	Item #	List ¢	Assessor's ID _↓ No.	Year Seq +	Description +	Amount	
My Profile	1	Residential Properties	0000-000-000	2016-000	Current Secured Property Tax Installment 2	\$2,586.32	Remove
Logout	2	Residential Properties	1111-111-111	2016-000	Current Secured Property Tax Installment 2	\$3,766.44	Remove
User Guide	3	Residential Properties	2222-222-222	2016-000	Current Secured Property Tax Installment 2	\$3,692.77	Remove
<u>User Guide</u>	4	Residential Properties	3333-333-333	0000	Defaulted Secured Property Tax	\$2,519.27	Remove
	5	Residential Properties	3333-333-333	2016-000	Current Secured Property Tax Installment 2	\$4,366.65	Remove
	6	Residential Properties	4444-444-444	2016-000	Current Secured Property Tax Installment 2	\$3,670.74	Remove
	7	Residential Properties	5555-555-555	2016-000	Current Secured Property Tax Installment 2	\$3,326.57	Remove
	8	Residential Properties	7777-777-777	2016-000	Current Secured Property Tax Installment 2	\$4,044.98	Remove
		Shopping Cart G	irand Total			\$27,973.74	
	C	Go to Previous Li	ist Clear Shopp	oing Cart	Modify Shopping Cart		
			Proceed to	Checkout		Service Fee C Back to	
					-		

Step 10: Confirm the information prompt

After you click "**Proceed to Checkout**", you will see an informational prompt stating that you are about to be transferred to our payment processing vendor. Review and click "OK" to proceed.

Property Tax Managemen	t System - S	hopping Cr	vcl	heck.ttc.la	county.	gov says:	<	
OPTION SELECTIONS		ive March sed the se	porti	on of the Site hoste	d by our contra	ent, you will be transferred to a cted payment processing vendor, nent Processor"). Our Payment	debit card p	ayments
My Properties/Parcels		sec the s	Proci payn	essor will prompt yo nent using a credit/o	ou to enter all in debit card or an	formation necessary to make your eCheck, and will thereafter take all	📩 Print Sho	pping Cart Lis
Make a Payment	Item #	List	Proc	essor has agreed to collecting such infi	abide by our pro- primation and p	nt on our behalf. Our Payment rivacy and security requirements rocessing such payments on our	Amount	
My Profile	1	Residentii Properties		If. There is no fee fo it and debit card pay		ents. However, there is a fee for	\$2,586.32	Remove
Logout	2	Residenti: Properties				OK Cancel	\$3,766.44	Remove
User Guide	3	Residential Properties		2222-222-222	2016-000	Current Secured Property Tax Installment 2	\$3,692.77	Remove
	4	Residential Properties		3333-333-333	0000	Defaulted Secured Property Tax	\$2,519.27	Remove
	5	Residential Properties		3333-333-333	2016-000	Current Secured Property Tax Installment 2	\$4,366.65	Remove
	6	Residential Properties		4444-444-444	2016-000	Current Secured Property Tax Installment 2	\$3,670.74	Remove
	7	Residential Properties		5555-555-555	2016-000	Current Secured Property Tax Installment 2	\$3,326.57	Remove
	8	Residential Properties		7777-777	2016-000	Current Secured Property Tax Installment 2	\$4,044.98	Remove
		Shopping (cart G	rand lotal			\$27,973.74	
	٥	lo to Previo	us Li		ping Cart	Modify Shopping Cart	Service Fee C Back to	

Step 11: Review the Payment Amount Total

You will notice that you have been transferred to our payment processing vendor's website. Review the "Total Amount of Above Item(s)" to make sure it is correct and click "**Continue**".

You have s	elected the following A	Assessor's ID num	ber(s) to pay by credit/de	:bit card:	
ltem Number	Assessor's ID Number	Installment Number	Two-Digit Year/ Sequence Number	Description	Payment Amount
1	000000000	2	14030	Current Secured Property Tax	\$712.92
2	000000000	1	15000	Current Secured Property Tax	\$4,282.02
3	0000000000	2	15000	Current Secured Property Tax	\$4,282.01
4	444444444	1	15000	Current Secured Property Tax	\$4,547.00
5	111111111	2	15000	Current Secured Property Tax	\$4,546.98
6	777777777	2	14010	Current Secured Property Tax	\$600.19
7	22222222222	1	15000	Current Secured Property Tax	\$2,150.01
8	2222222222	2	15000	Current Secured Property Tax	\$2,150.00
				Total Amount of	Above Item(s) : \$23,271.13
			Cancel	Continue	_
			Cuncer		

Step 12: Enter the Payment Information

The Payment Entry section will ask for Credit/Debit Card or eCheck payment information depending on which form of payment you selected in <u>Step 2</u>. After filling out the form, click "Continue" to proceed.

Credit/Debit Card Example:

lacounty.gov		
Los Angeles County Treasurer and Tax Collector		
Payment Entry Effective March 12, 2017, the third party payment processor of online credit a payments.	and debit card payments increa	sed the service fees for credit and debit card
Card Information	Cardholder's Billing	g Information
Card Information 123412341234	Name	John Doe
Expiration Date December ▼ 2018 ▼	Address	123 Main St.
Card Identification Code 🔋	City	Los Angeles
	State	California 🔻
	ZIP Code	33333
	Daytime Phone Number (XXX-XXX-XXXX)	444-444-4444
All fields are required.	Email Address	john.doe@email.com
	Re-Enter Email Address	john.doe@email.com
	All fields are required.	
If you are having trouble using this site, it may be because you are usin To see a list of supported internet browse		
Go Back/Edit	Cancel Continue	
For help or inquiries regarding Credit/Debit card payments, contact us at <u>ccar</u> Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, M Our office is located in the Kenneth Hahn Hall of Administration	onday through Friday, excluding	Los Angeles County holidays.
	vacy & Security Policy r <u>Support</u>	
DUWSE		

E-Check Example:

Please double check your Routing and Account number.

unty• gov				
Los Angeles County Treasurer ar	nd Tax Collector			TTO T THE TO T
Payment Entry				
ease enter your payment inforr	nation below:			
Payment Method: E-Chee Bank Account Inform			Account Holder's	Information
Type of Check	E-Check Personal V		Name (Only one account name is	John Doe
Routing Number	11111111	9 9	required.) Address	123 Main St.
Re-enter Routing Number	11111111		City	Los Angeles
Account Number Re-enter Account Number	22222222		State	California 🔻
Scheck			ZIP Code	33333
	eros in your routing and account		Daytime Phone Number (XXX-XXX-XXXX)	444-444-4444
For help with routing and acco	ount numbers, click on the (?) icc	on next	Email Address	john.doe@email.com
to the field. All fields are required.			Re-Enter Email Address	john.doe@email.com
			All fields are required.	
ease print a copy of your receipt	for your records.			
	Go Ba	ck/Edit	Cancel	
Our business	hours are 8:00 a.m. to 5:00 p.m.	., Pacific Tim	e, Monday through Friday, exclud	r inquiries, contact us at <u>info@ttc.lacounty.gov</u> . ling <u>Los Angeles County holidays</u> . Roor Lobby, Los Angeles, CA 90012.
If you are having trou			e using a slightly older internet b pported internet browsers.	rowser or an unsupported internet browser.
	Ten	ms of Use	Privacy & Security Policy	

Step 13: Review Payment Information and Total

Review the payment information, the applicable Credit/Debit card service fees as well as the total and click "Process Payment" to proceed.

ounty•gov						
TAR	Los Angeles County Treasurer and	d Tax Collect	tor		1	TTT VIE
ou have set	lected the following A	ssessor's ID No.(s)	to pay by credit/debit ca	rd:		
item Number	Assessor's ID No.	Installment Number	Two-Digit Year/ Sequence Number	Description	Paym	ent Amount
1	111 111 1111	2	16000	Current Secured Property Tax		\$2,588.32
2	2222222222	2	18000	Current Secured Property Tax		\$3,768.44
3	33333333	2	18000	Current Secured Property Tax		\$3,692.77
4	44444444	7	00000	Defaulted Secured Property Tax		\$2,519.27
5	444444444	2	18000	Current Secured Property Tax		\$4,308.65
8	000000000	2	18000	Current Secured Property Tax		\$3,670.74
7	777777777	2	18000	Current Secured Property Tax		\$3.328.57
8	000000000	2	18000	Current Secured Property Tax		\$4,044.98
					al Amount of Above Item(s) :	\$27,973.74
					Service Fee:	\$621.02
					Total Payment Amount :	\$28,594.76
accept the s	service fee above and			\$1.49) of the property tax amount clicking on the "Process Payment	" button below.	are that you
Card In	service fee above and			clicking on the "Process Payment -Cardholder's Billing I	" button below.	are that you
Card In Card N	service fee above and information			clicking on the "Process Payment Cardholder's Billing I Name	Information	are that you
Card In Card N	service fee above and			Clicking on the "Process Payment Cardholder's Billing I Name Country	information John Doe US	are that you
Card In Card N	service fee above and information			Clicking on the "Process Payment Cardholder's Billing I Name Country Address	I th button below. Information John Doe US 123 Main St.	are that you
Card In Card N	service fee above and information			Clicking on the "Process Payment Cardholder's Billing I Name Country Address City	I" button below. Information John Doe US 123 Main St. Los Angeles	are that you
Card In Card N	service fee above and information			Clicking on the "Process Payment Cardholder's Billing I Name Country Address City State	I" button below. John Doe US 123 Main St. Los Angeles CA	are that you
Card In Card N	service fee above and information			Clicking on the "Process Payment -Cardholder's Billing I Name Country Address City State ZIP Code	I" button below. John Doe US 123 Main St. Los Angeles CA 33333	are that you
Card In Card N	service fee above and information			Clicking on the "Process Payment Cardholder's Billing I Name Country Address City State	I" button below. John Doe US 123 Main St. Los Angeles CA	are that you
Card In Card N	service fee above and information umber *5454			Clicking on the "Process Payment Cardholder's Billing I Name Country Address City State ZIP Code Daytime Phone Number	I" button below. John Doe US 123 Main St. Los Angeles CA 33333	
Card In Card N Card N Expirat	service fee above and information umber "5454 ion Date 12/17 NO CHANGES TO If you are having trouble or inquiries regarding Ch	YOUR PRYMENT C using this site, it ma To see a list of	AN BE MADE ONCE YOU be because you are using supported internet browser Go Back/Edit C.	Cardholder's Billing I Cardholder's Billing I Name Country Address City State ZIP Code Daytime Phone Number (XXX-XXXX) Email Address UCLICK ON THE "PROCESS PAYI g a slightly older internet browser or s, click the Browser Support link beli ancel Process Payment the lacounty.gov. For all other inqui	I" button below. Information John Doe US 123 Main St. Los Angeles CA 33333 444-444-4444 john.doe@email.com MENT" BUTTON BELOW. an unsupported internet brows ox ifies, contact us at info@tto.ts	e.
Card In Card N Card N Expirat	Information umber "5464 ion Date 12/17 Umber NO CHANGES TO If you are having trouble or inquiries regarding On Our business hou	YOUR PAYMENT C using this site, it ma To see a list of edit/Debit card paym rs are 8:00 a.m. to 5	AN BE MADE ONCE YOU AN BE MADE ONCE YOU be because you are using supported internet browser Go Back/Edit C: ents, contact us at <u>coard@</u>	Cardholder's Billing I Name Country Address City State ZIP Code Daytime Phone Number (XOX-XOX-XOOX) Email Address ULICK ON THE "PROCESS PAYI a slighty older internet browser or s, click the Browser Support link beit ancel Process Payment		e.

Step 14: Save the confirmation page/email for your records

After you submit your payment, you will see a payment confirmation page. You will also receive an email at the email address specified on the payment form. Save these documents for your records. If you have any questions please contact PropTaxMgmt@ttc.lacounty.gov.

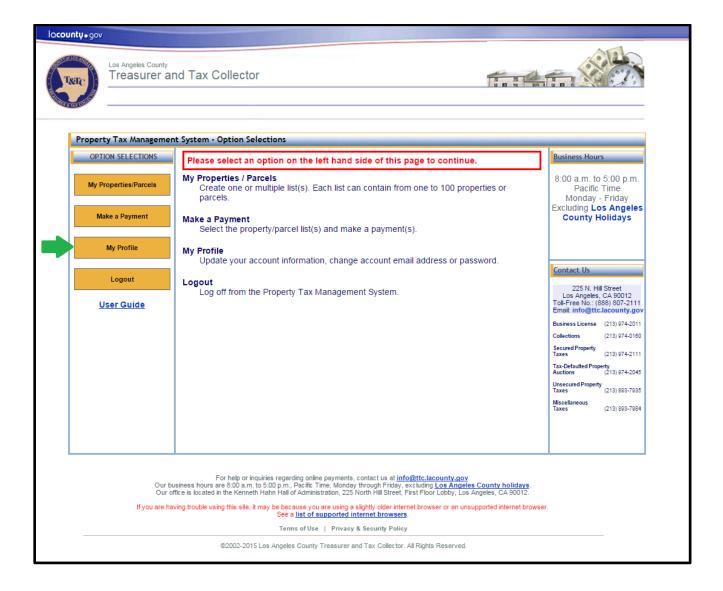
ounty+gov					
TAR	Les Angeles County Treasurer and	Tax Collec	tor		tine to W
until the (7) busin transacti Your mo	County of Los A ess days. The pa on. nthly credit/debi	ngeles recei ayment will t card stater	ives the funds from post to our system	with the effective date on very separate transactions, one for	which may take up to seven which you completed your
P) se • If	AY" (or somethin omething similar	ng similar) a). e transaction ng similar).	nd the service fee	bal tax payment will be label will be labeled "L2GLINK2G atement, it will be labeled "L	OV Service Fee" (or
tem	Assessor's ID No.	Installment	Two-Digit Year/	Description	Payment Amount
Number 1	11111111111	Number 2	Sequence Number	Current Secured Property Tax	52 556 32
2	2222222222	2	16000	Current Secured Property Tax	\$3,766.44
3	3333333333	2	16000	Current Secured Property Tax	\$3,602.77
4	444444444	7	00000	Defaulted Secured Property Tax	\$2.519.27
5	444444444	2	16000	Current Secured Property Tax	\$4,366.65
5	5555555555	2	15000	Current Secured Property Tax	\$3,670.74
7	******	2	16000	Current Secured Property Tax	\$3,326.57
8	000000000	2	16000	Current Secured Property Tax	\$4,044.98
				Total A	mount of Above Item(s) : \$27,973.74
					Service Fee: \$621.02
Receipt Num		2-30-17 PM			tal Payment Amount : \$28,594.76
Payment Typ					
	15454				
		YC	u also will receive an email o	confirming this transaction.	
			Participate in a survey regar	ding your use of our site	
			Make Another	Payment	
			TTC Hom	e Page	
			Print View	Finish	
For h	Our business h	ours are 8:00 a.m.	to \$100 p.m., Pacific Time, M	Inter Industry Construction (Construction) Inter Industry English (Construction) In 225 North Hill Street, First Ploor Lobby, U	lies County holidays.
			Terms of Use Pri	vacy & Security Policy	

Sample Email Confirmation:

글 🚽 키 ೮ ♠ ♥ ∓		Confirmation for LA County	Payment - Message (HTML)	- 0 - X
File Message McAfee E-mail Scan		commenter by county	syneix maage (min)	a (?
Actions * Copy to SharePoint * OnePlaceMail	Team E-mail V De	Manager ne ate New ▼ T₂ Move Mark Categor Mark Categor Mark Categor Mark Categor Move	ze follow Up r c Editing Zoom Zoom	
• If there are problems with how this message is	displayed, click here to view it in a web browser.			
From: To:				Sent: Mon 3/6/2017 2:39 PM
Cc: Subject: Confirmation for LA County Payment				
We have received your payment in seven (7) business days. The pa	formation; however, the transaction will not a syment will post to our system with the effect	oe reflected on our website until the Con live date on which you completed your tran	nty of Los Angeles receives the funds from your financi saction.	al institution, which may take up to
Your monthly credit/debit card a	statement may reflect separate transactions, o	e for the principal portion of the tax p	ayment and another for the credit/debit card service fe	e:
similar).	separately, the principal tax payment will be action listed on your statement, it will be la		hing similar) and the service fee will be labeled "L2GL g similar).	INK2GOV Service Fee" (or something
Confirmation Number: 40061599	60			
Total Payment Amount: \$22743.4				
Payment Date and Time: 03/06/20				
Card Number: ****5454				
Cardholder's Name:				
Address:				
City:				
State:				
ZIP Code:				
Davtime Phone Number:				
Email Address:				
Shopping Cart Number (For Intern	al Use Only): 170650000006			
Item Number Assessor's ID	No. Installment Number	Two-Digit Year/ Sequence Number	Description	Payment Amount
1	2	16000	Current Secured Property Tax	\$5,607.12
2	2	16000	Current Secured Property Tax	\$3,305.44
3	2	16000	Current Secured Property Tax Current Secured Property Tax	\$2,484.94 \$2,770.00
	2	16000	Current Secured Property Tax	\$3,382.81
6	1	16010	Current Secured Property Tax	\$18.68
7	2	16010	Current Secured Property Tax	\$16.98
8	2	16000	Current Secured Property Tax	\$4,655.98
				Total Amount of Above Item(s)
				: \$22,242.95 Service Fee: \$500.47
				Total Payment Amount
				: \$22,743.42
info@ttc.lacounty.gov. Our busi		Time, Monday through Friday, excluding	payments, contact us at <u>coard@ttc.lacounty.gor</u> . For a <u>Los Angeles County holidays</u> . Our office is located in	

My Profile

Under Option Selections section located on the left hand side of the screen, click 'My Profile" to update or change your account Email, Password and other personal information.



Step 1: Click "My Profile" button

Step 2: Review My Profile Form

The profile form can be used to do the following:

- 1. To change your account email address, click "Change Email Address".
 - After entering and confirming your new email address, click "Submit". You will receive a confirmation email at the new email address. After opening the email, there will be a link labeled "CONFIRM MY ACCOUNT". Click that link. Please note that the link will expire after 24 hours. After clicking the link, log in using your new email address to complete the email address change process.

-		
OPTION SELECTIONS	Email Address: Password:	John.doe@ttc.lacounty.gov Change Email Address Change Password
My Properties/Parcels	First Name:*	John
	Last Name:*	Doe
Make a Payment	Company Name:	
	Address 1:	· · ·
My Profile	Address 2:	
Logout	City:	
cogour	State:	
User Guide	Zip:	
	Phone No*	111 - 1111 - 1111 (concerned)
	Security Question #1: * Security Answer #1:*	What is the name of a college you applied to but didn't attend?
	Security Question #2.*	What year did you graduate from High School?
	Security Answer #2:*	
	Security Question #3:*	What is your oldest sibling's middle name?
	Security Answer #3:*	
		Tana Canad
		Save
	Marca and an and an all	
		e to receive emails from the Treasurer and Tax Collector with special notices ents. Please go to <u>Email Notification Service</u> to subscribe.
	(* Required Fields)	

- 2. To change your account password, click "Change Password".
 - On the next screen enter your current password. Next, enter your new password and confirm. Make sure the new password follows the password requirements as stated in red text. Click "**Submit**" to change your password.

roperty Tax Management S	ystem - Change Password	There is 1 item in your shopping cart, totaling \$100.00.
OPTION SELECTIONS		
My Properties/Parcels	Current Password: New Password:	Your password must be at least 8 characters; must contain at least 1 alpha, 1 numeric, one
Make a Payment	Confirm New Password:	upper case and one lower case character; cannot repeat any of your previous 6 passwords.
My Profile		Submit
Logout		
User Guide		

3. Security Questions and/or Answers can be updated. Please note that your previous answer is not shown for security purposes. You can keep the same question or select a new one from the drop down. To change the answer, type over the hidden answer.

Los Argetes County Treasurer an	d Tax Collector		Title fin We
Property Tax Management	: System - Profile		अ) म
OPTION SELECTIONS	Email Address: Password: First Name:*	john doe@ttc.lacounty.gov	Change Email Address Change Password
Make a Payment	Last Name: Company Name: Address 1:		
My Profile	Address 2: City: State:		
<u>User Guide</u>	Zip: Phone No.:* Security Question #1: * Security Answer #1:* Security Question #2:* Security Answer #2:* Security Question #3:*	himsened formation formation	
			cancel and Tax Collector with special notices ervice to subscribe.
	siness hours are 0.00 a.m. to 5.00 p.m., Pas ice is located in the Kenneth Hahn Hall of Ac ing trouble using this site, it may be because	porläre payments, contact us at <u>info@tttc.lacoau</u> offic Time, Monday through Findey, excluding <u>Los</u> diministration, 225 North H& Street, First Floor Lo le you are using a slightly older internet browsers to of supported internet browsers.	s Angeles County holidays bby, Los Angeles, CA 90012.

4. You can update your Name and Phone Number using this form as well. Enter any changes needed and click "**Save**".

operty Tax Managemen	t System - Profile		(A) 11
OPTION SELECTIONS	Email Address: Password:	john.doe@ttc.lacounty.gov	Change Email Address Change Password
My Properties Parcels	First Name."	John	
	Last Name:"	Doe	
Make a Payment	Company Name:		
	Address 1:		
My Profile	Address 2:		
Logout	City:		
Logost	State:		
User Guide	Zip:		
	Phone No.:*	International International International	-00-000)
	Security Question #1: *	What is the name of a college	you applied to but didn't attend? ·
	Security Answer #1:*	110 - to a state of the second sets for	List Coheel?
	Security Question #2:*	What year did you graduate f	rom High School?
	Security Answer #2.* Security Question #3.*	What is your oldest sibling's r	niddle name?
	Security Answer #3.*		
		Save	Cancel
		to receive emails from the Treasurer nts. Please go to <u>Email Notification Se</u>	and Tax Collector with special notices invice to subscribe.
	(* Required Fields)		

5. You can subscribe to Email Notification Service or manage your subscription by clicking "Email Notification Service". This will open a new tab/window in your internet browser.

			(W) Halo
Property Tax Management	t System - Profile Email Address:	john.doe@ttc.lacounty.gov	Change Email Address
	Password:		Change Password
My Properties Parcels	First Name:*	John	
	Last Name:*	Doe	
Make a Payment	Company Name:		
	Address 1:		
My Profile	Address 2:		
8	City:		
Logout	State:		
User Guide	Zip:		
	Phone No*	111 - 1116 - 11146 goore	00-0003)
	Security Question #1: *	What is the name of a college	you applied to but didn't attend? ·
	Security Answer #1:*	********	
	Security Question #2:*	What year did you graduate fro	m High School? •
	Security Answer #2:*	*****	
	Security Question #3.*	What is your oldest sibling's m	iddle name? ·
	Security Answer #3:*	******	
		Save	Cancel
		to receive emails from the Treasurer a	
	and upcoming even	nts. Please go to Email Notification Ser	we to subscribe.
	(* Required Fields)		

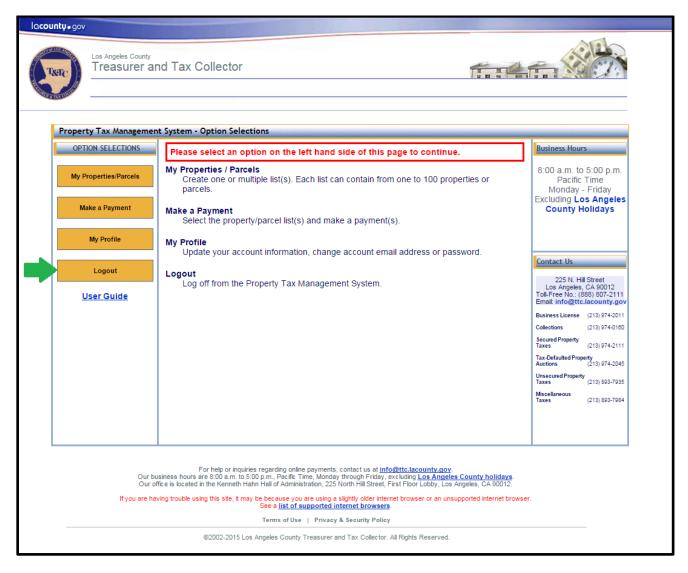
Step 3: Click "Save" to save changes

When you are finished making the desired changes, click "Save".

			8 Help.
Property Tax Managemen OPTION SELECTIONS My Properties/Parcels	Email Address: Password: First Name:	john.doe@ttc.lacounty.gov	Change Email Address Change Password
Make a Payment	Last Name:* Company Name:	Doe	
My Profile	Address 1: Address 2:		
Logout	City: State:		
User Guide Zip: Phone No* Security Question #1: Security Answer #1: Security Question #2: Security Answer #2: Security Question #3: Security Question #3:			
	Security Answer #3.* You can subscribe and upcoming even (* Required Fields)	Save to receive email of the Treasurer a	Cancel and Tax Collector with special notices rvice to subscribe.

Logout

Although the system will automatically log you out after 15 minutes of inactivity, we recommend that you log out when you are finished. Under Option Selections located on the left hand side of the screen, click "**Logout**" to log out of the Property Tax Management System.



Appendix 1: Common Validation Errors

Below is a list of most common validation errors that occur when creating and editing Property/Parcel lists as well as using "Copy/Paste Your List" feature.

- *Duplicate AIN in another list* The listed AIN already exists in another Property/Parcel List for this user.
- *Duplicate AIN already in the current list* The listed AIN was repeated in the current Property/Parcel List.
- *Invalid Data Format* The format of the text does not match the specified format. For example a missing comma between AIN and PIN.
- Invalid PIN The PIN provided is incorrect.
- Invalid AIN The AIN provided is incorrect.
- The list name is already in use in your account A list with the same name already exists in the system.
- The list name is missing List name is required.
- The list is empty At least one AIN and PIN are required.