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.

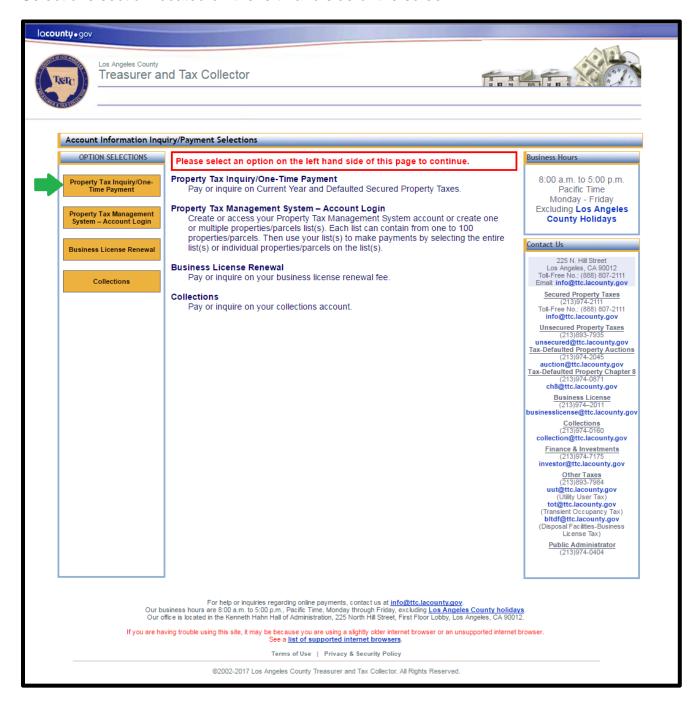
Thank you for using the Los Angeles County Treasurer and Tax Collector Property Tax Management System.

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One-Time Payment

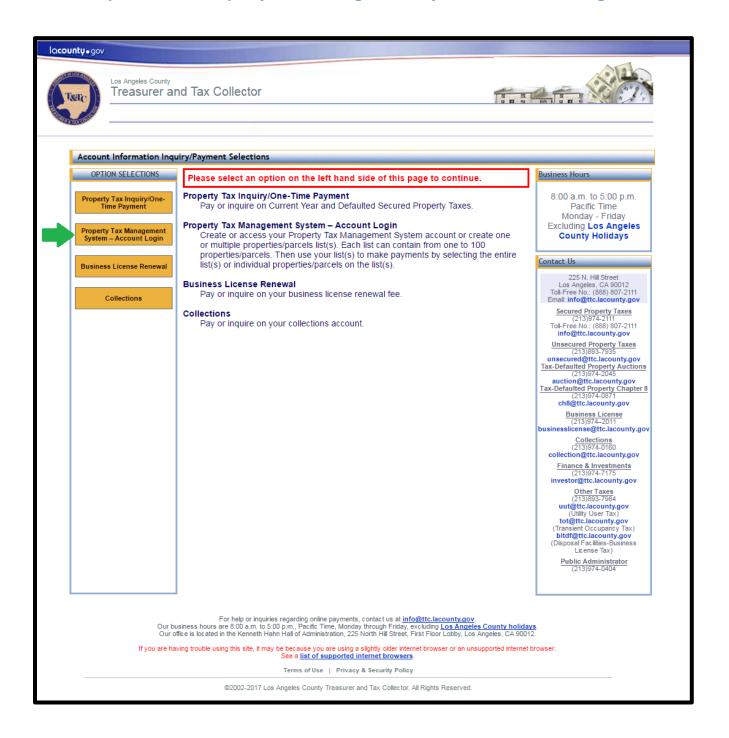
Since 2009 the Treasurer and Tax Collector has provided an online property tax payment option. If you do not want to set up a Property Tax Management System account you can still make payments by clicking "**Property Tax Inquiry/One-Time Payment**" under Option Selections section located on the left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



Account Creation

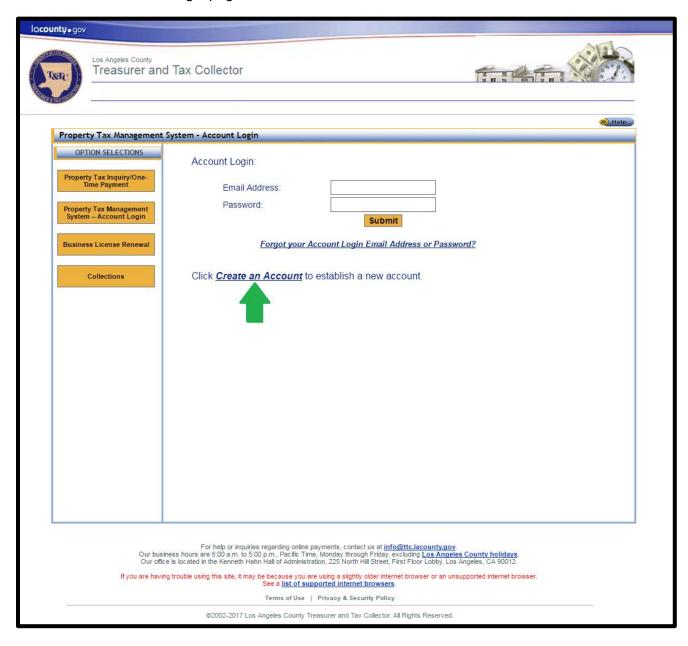
Creating a Property Tax Management System account allows you to store your list of properties/parcels and their associated Personal Identification Numbers (PINs). The following instructions will guide you through this process.

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".



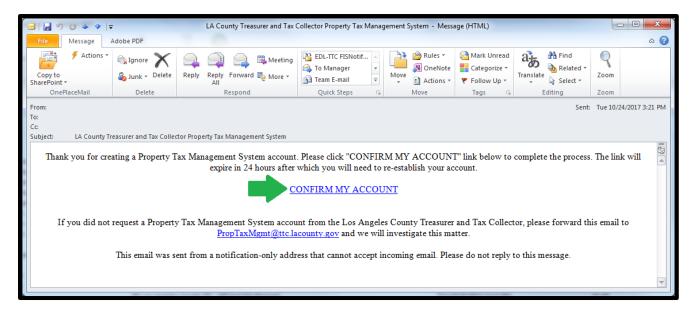
Step 3: Fill out and submit the "Create an Account" Form

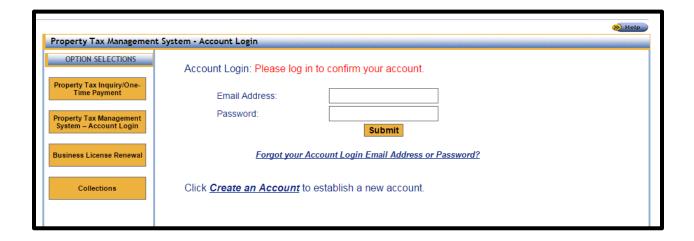
Enter your information into the "Create an Account" form (all fields are required) and click **Submit**.

Property Tax Management S	System - Create an Account		
OPTION SELECTIONS	Please enter the following	information: (All fields are required.)
Property Tax Inquiry/One- Time Payment	Your Email Address:		
Property Tax Management	Confirm Email Address:		
System - Account Login	Your Password:		Your password must be at least 8 characters; must contain at least 1 alpha, 1 numeric, one upper case and
Business License Renewal	regional and contract to the series and the series are the series and the series and the series are the series and the series and the series are the series	Your password strength is weak.	one lower case character; cannot repeat any of your previous 6 passwords.
Renewal	Confirm Password:		-
Collections	First Name: Last Name:		
	Phone No.:	L Committee of the comm	DH-000-3000X)
	Security Question #1:		▼
	Security Answer #1:		(not case sensitive)
	Security Question #2:		•
	Security Answer #2:		(not case sensitive)
	Security Question #3:		
	Security Answer #3:		(not case sensitive)
		Submit	
	For help or inquiries reporting only	ne payments, contact us at info@ttc.lacour	nty.gov. § Angeles County holidays. bby, Los Angeles, CA 90012.

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.

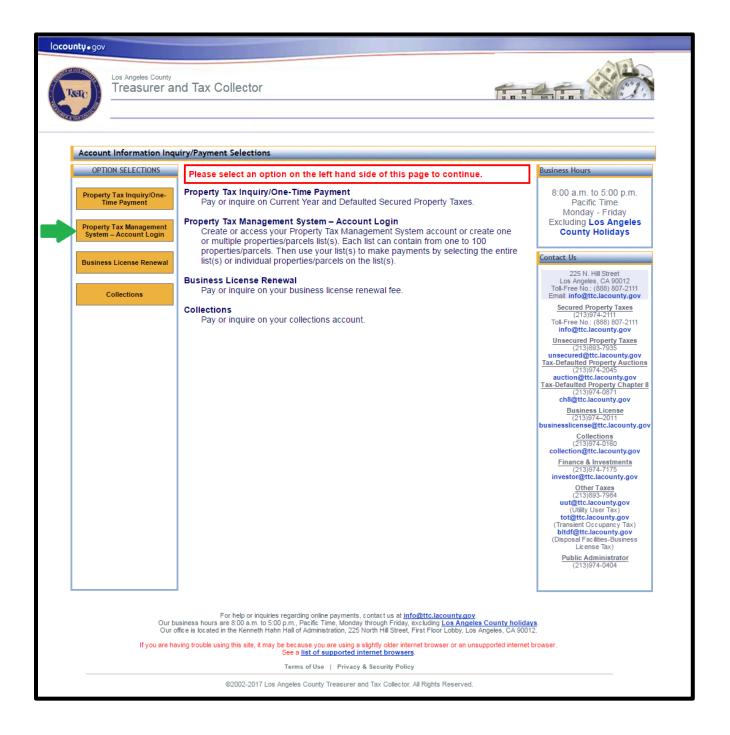




Property Tax Account Login

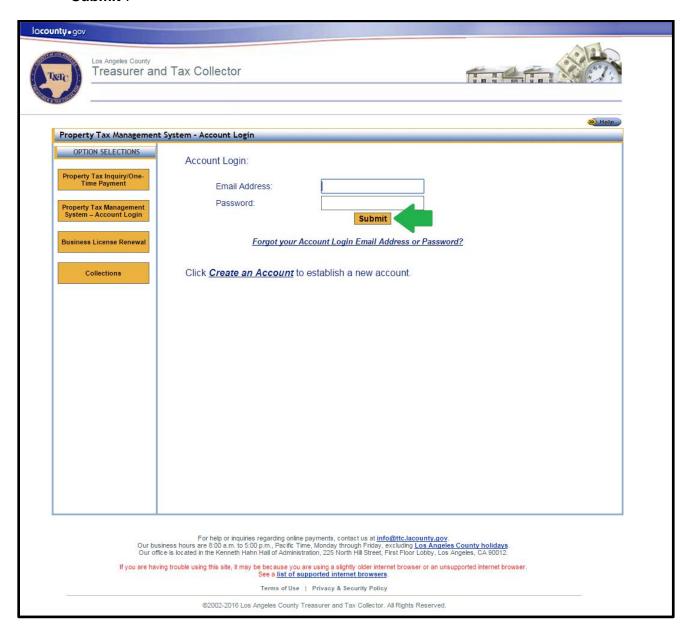
This section covers steps to log into your account. If you are already logged in, you can skip this section. You have to have created a Property Tax Management System account to be able to login to the system.

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".



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"

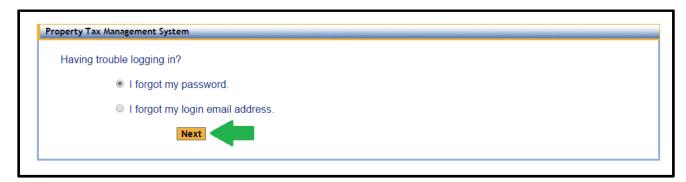
Step 2: Click "Forgot your Account Login Email Address or Password?"

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



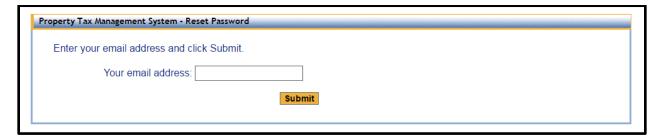
Step 3: Click "I forgot my password"

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**".

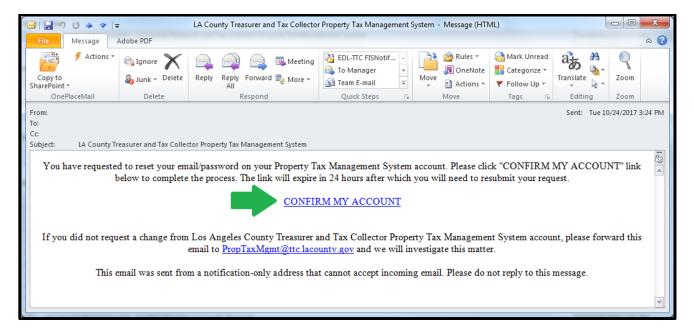


Step 5: Check your email and click CONFIRM MY ACCOUNT link

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.

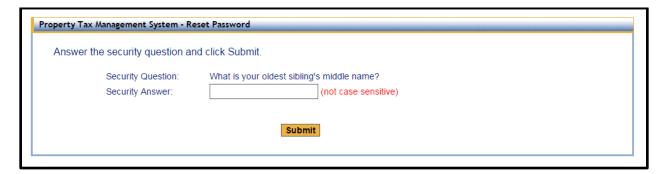
Property Tax Management System - Reset Password

A confirmation email has been sent to john*****@email.com. 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: 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".



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"

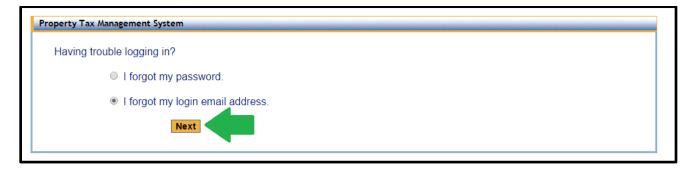
Step 2: Click "Forgot your Account Login Email Address or Password?" link

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



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.



Step 5: Answer the security questions

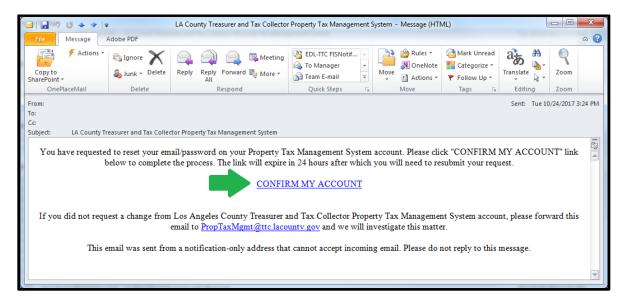
To continue you will have to provide answers to the security questions that you chose when you created your account. After entering your answers into the "Security Answer" field click "Submit". After you click submit, a confirmation message will be provided that reveals part of the email address you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

Property Tax Management System - Retrieve Login Email Address Answer the security question and click Submit.					
Security Answer:	(not case sensitive)				
	Submit				

Property Tax Management System - Retrieve Login Email Address
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.

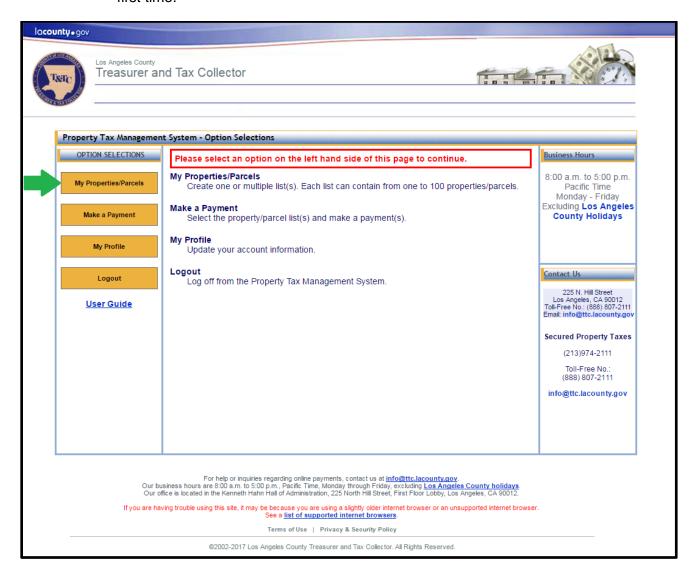
My Properties/Parcels Management

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

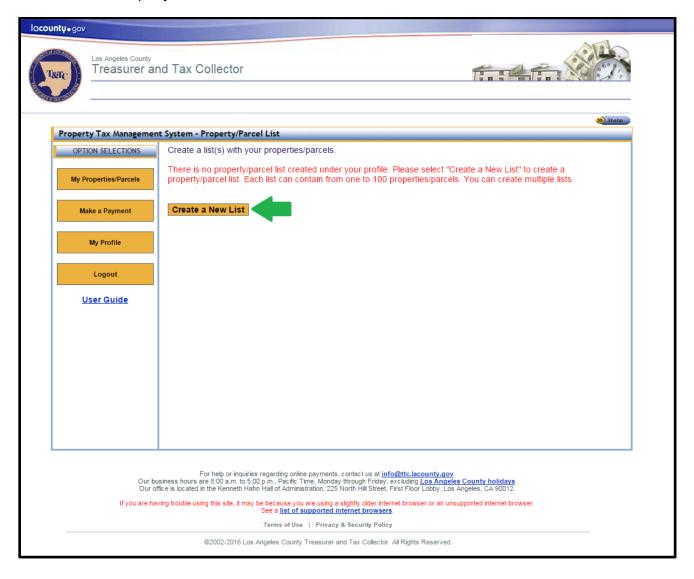
Step 1: Click "My Properties/Parcels"

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.

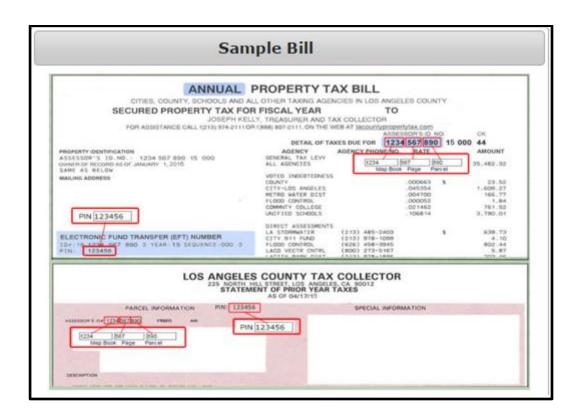


Step 3: Fill out "New Property/Parcel List" form

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 Type or Copy/Paste Your List section for more details. We recommend saving your changes regularly to avoid losing your work, especially for large lists.



- 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.
- 3. 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:



PIN Entry

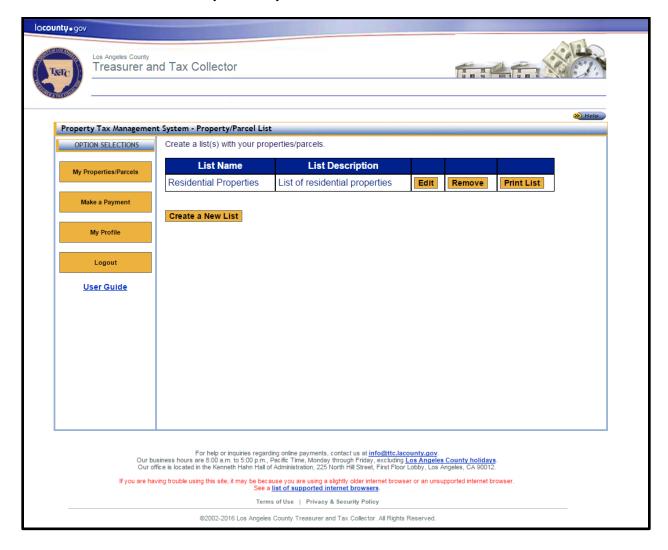
30

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 '0' 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:



Edit a Properties/Parcels List

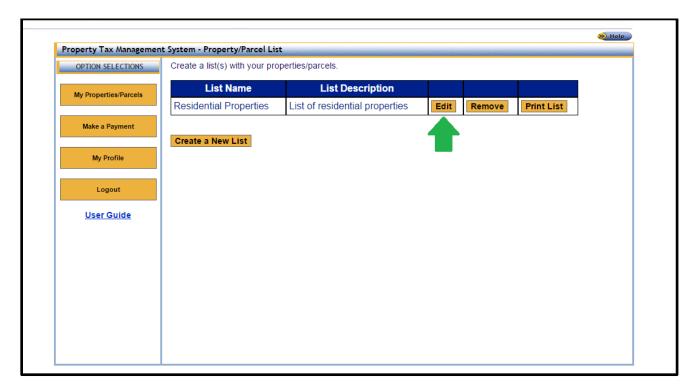
Existing list(s) can be edited.

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

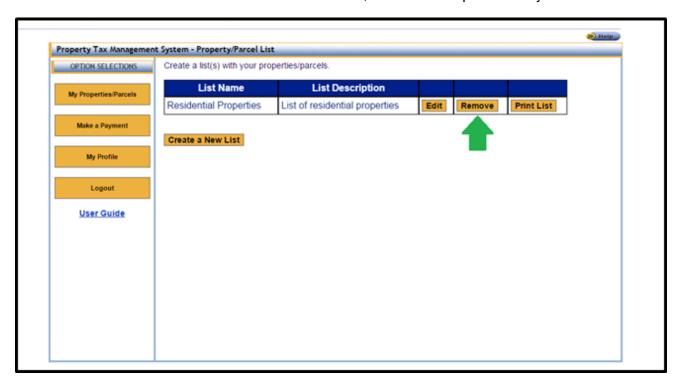
Existing lists can removed.

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.



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.

>> Help Property Tax Management System - New Property/Parcel List 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 Description: List of residential properties Make a Payment Enter the Assessor's ID No. and Personal Identification Number (PIN) or My Profile Type or Copy/Paste Your List ou must enter the 10-digit Assessor's ID 🕟 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 '0' is always a number zero. Logout Assessor's ID No. 🔮 **Property Location User Guide** 2 3 4 5 6 10 < Prev Page 1 ▼ Next Page > Save Cancel (* Required Fields)

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

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:



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.



- If your file was not formatted properly, see examples and instructions in previous steps starting at Step 3: Review the Instructions for required format.
- 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 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:

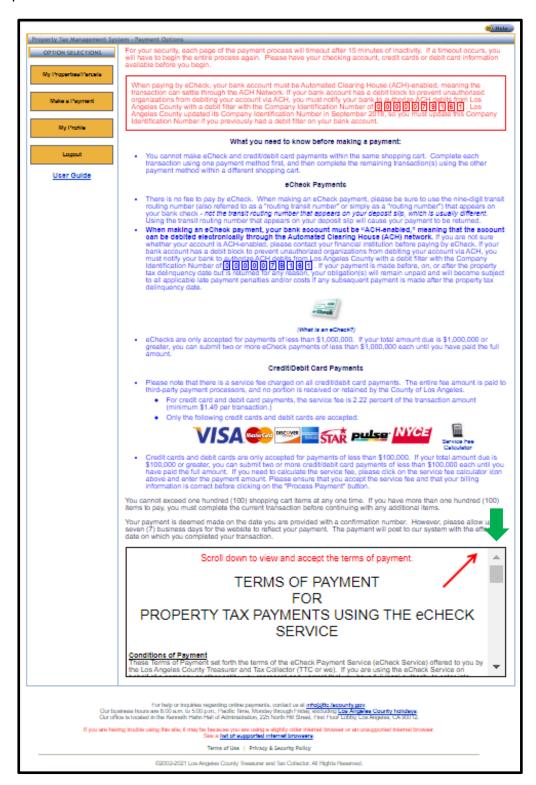
- There are no fees for eCheck payments.
- For credit card and debit cards payments, the fee is 2.22% of the payment (minimum \$1.49 per transaction).
- Please note that the entire fee amount is paid to third-party payment processors and no portion of it is received or retained by the County of Los Angeles.

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.





For help or inquiries regarding online payments, contact as at <u>inholistic facounty gov.</u>

Our business hours are 8:00 a.m. to 5:00 p.m.; Pradic Time, Monday through Hidding, sociuting Low Angelies County holidays.

Our office is located in the Kenneth Halm Hall of Administration, 225 North Hill Street, Hind Hors Lottly, Low Angelies, CA 90012.

If you are having trouble using this site, it may be becau ly older internet brosser or an unsupported internet brows See a list of supported internet browsers

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62002-2021 Los Angeles County Tressurer and Tax Collector. All Hights Reserved.

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 "Create a Properties/Parcels List" chapter of this guide.

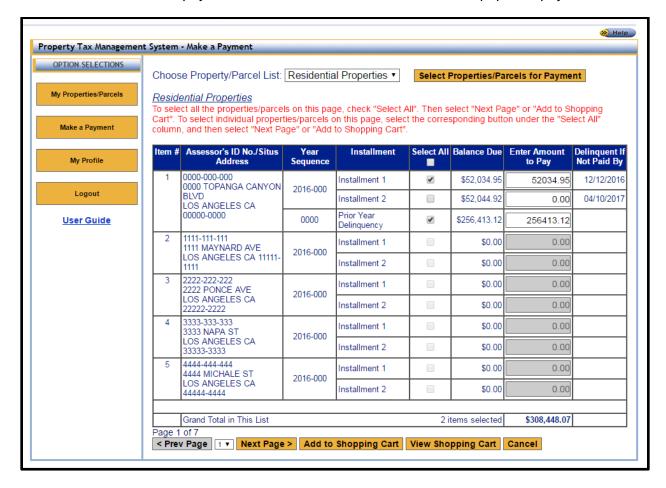
Step 5: Click "Select Properties/Parcels for Payment"

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



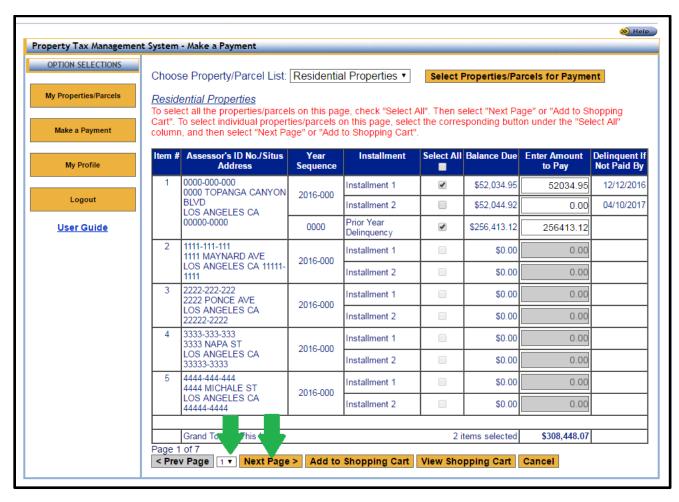
Step 6: Enter the payment amount

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.

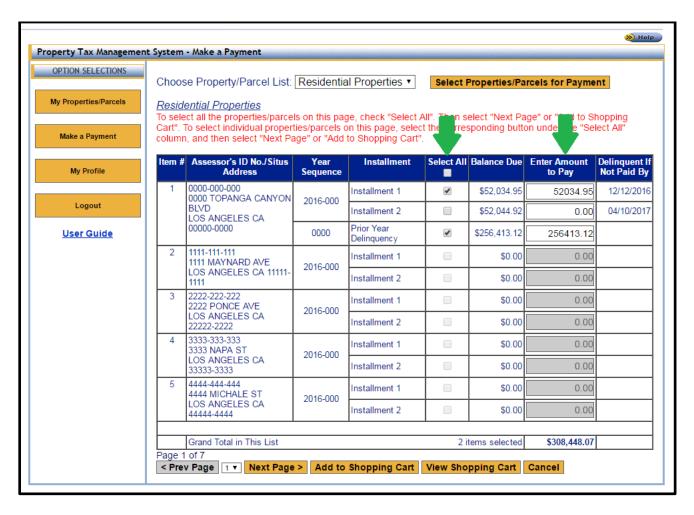


The following are important points to note:

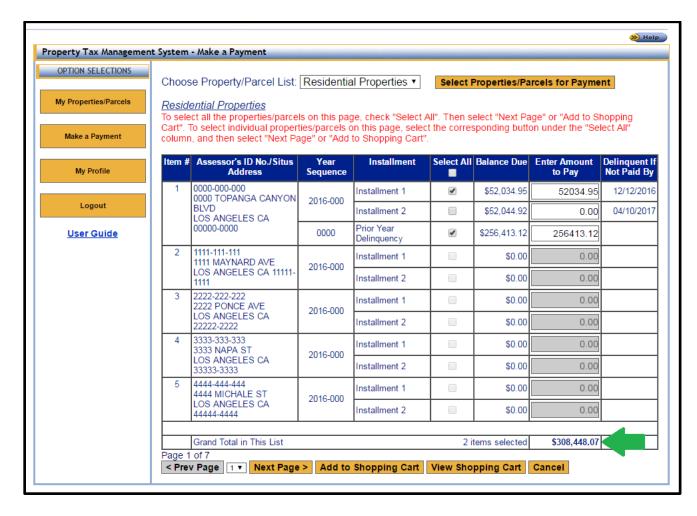
If you have a large number of items in the list, click "Next Page >" to advance to the
next page of the list. You can also select the page number from the drop-down menu
to navigate to a specific page of the list.



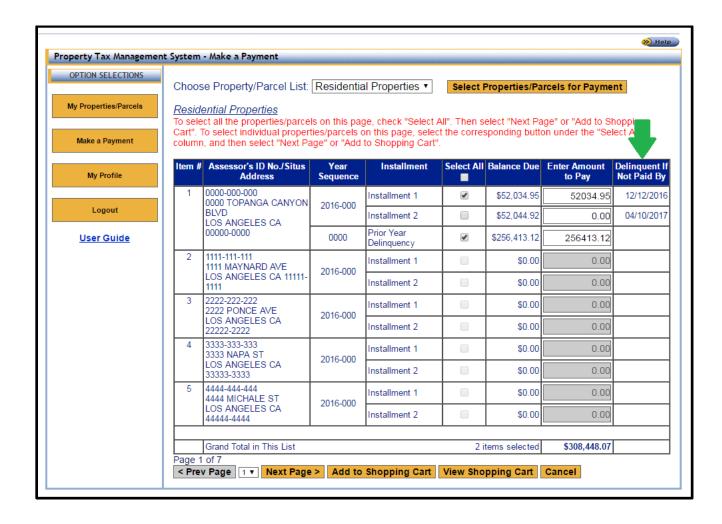
 The system will display the balance due amount in the "Enter Amount to Pay" textbox for each property/parcel you select under the "Select All" column. You can also click "Select All" in the table header to auto click all the check boxes on the current page. If you have a large number of line items, you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



• 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.



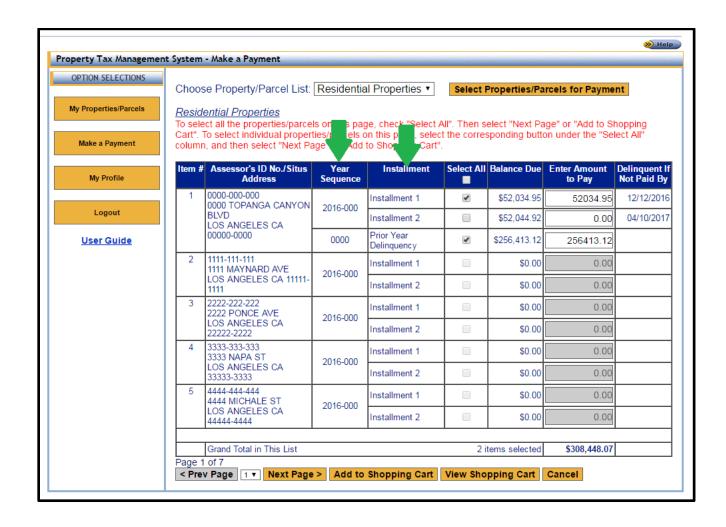
 The "Delinquent If Not Paid By" column shows the date on which each line item will become delinquent.



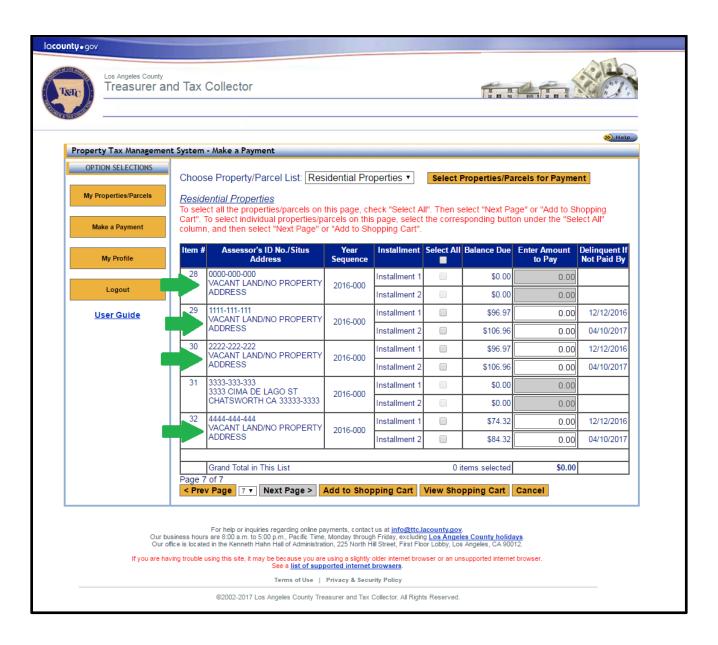
- The "Year Sequence" and "Installment" columns describe the bill year, the assessment type (i.e. annual, supplemental) and the respective installment amounts.
 - Year Sequence Examples:

Annual: 2016-000

Supplemental: 2016-010, 2016-020, 2016-030

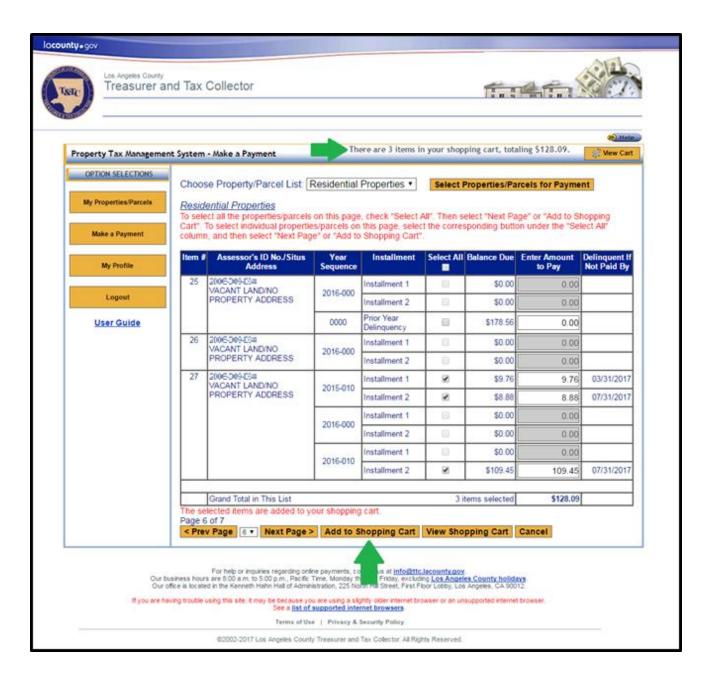


The "Assessor's ID No. / Situs Address" column displays the property address if one
is available. For example, a vacant lot may not have a property address, as seen in
example, Item #28-30 and 32.

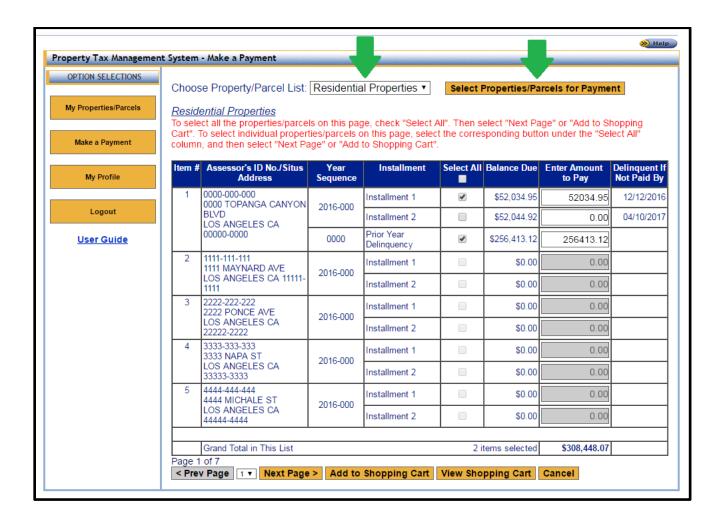


Step 7: Click "Add to Shopping Cart"

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.

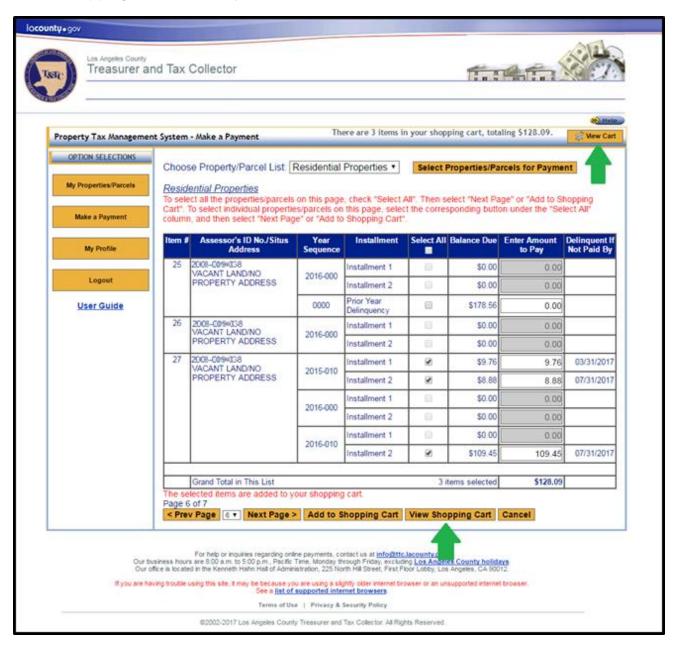


 You can add items from multiple Property/Parcel lists to the same shopping cart. Use the "Choose Property/Parcel List" drop down box to select another list and click "Select Properties/Parcels for Payment".



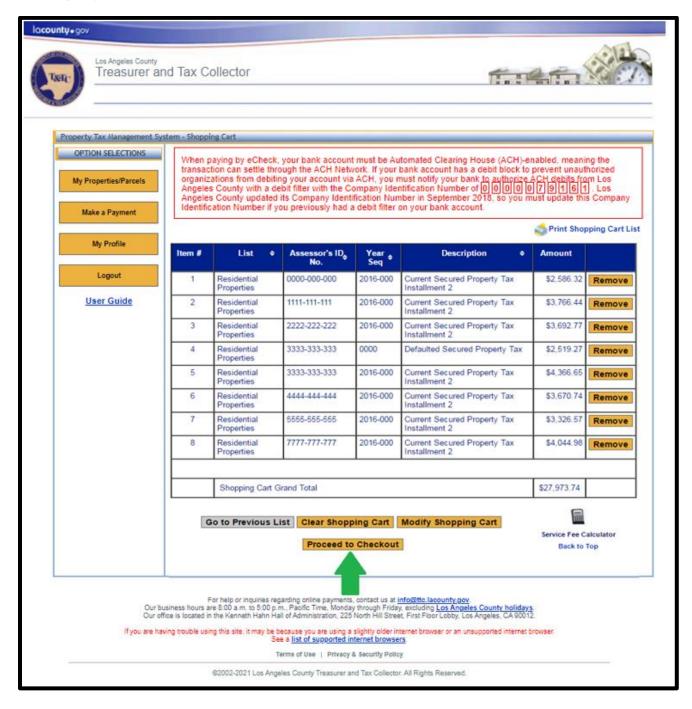
Step 8: Click "View Shopping Cart"

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



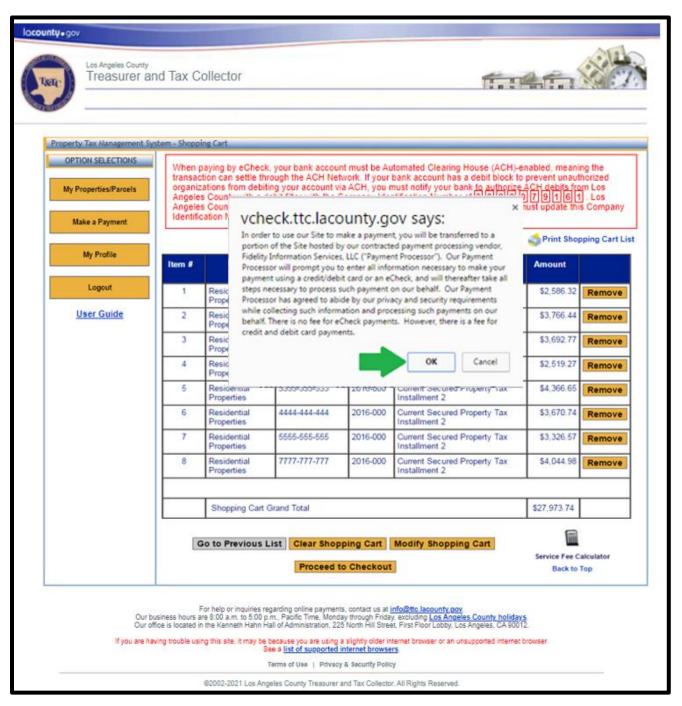
Step 9: Review shopping cart info and click "Proceed to Checkout"

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.



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.



Step 11: Review the Payment Amount Total

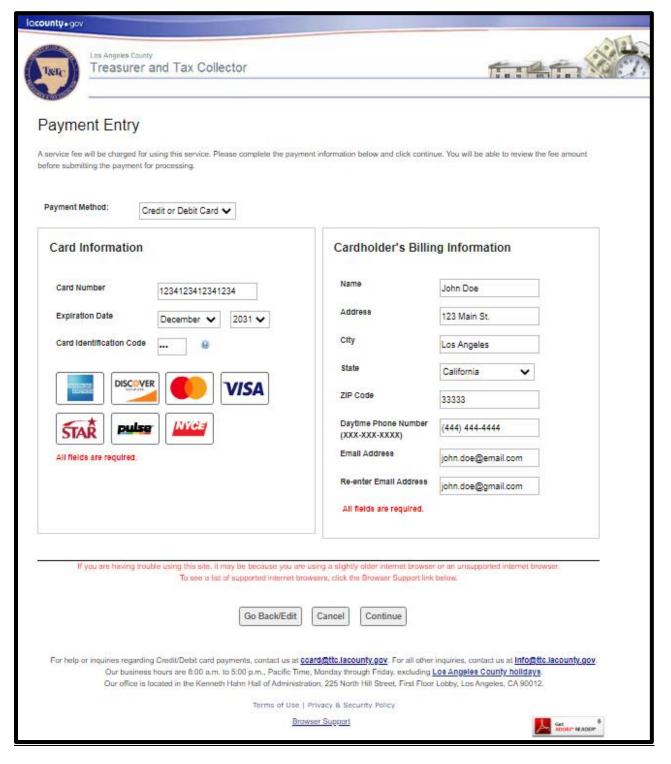
You will notice that you have been transferred to our payment processing vendor's website. Review the "Total Amount of Above Item(s)" to make sure it is correct and click "Continue".



Step 12: Enter the Payment Information

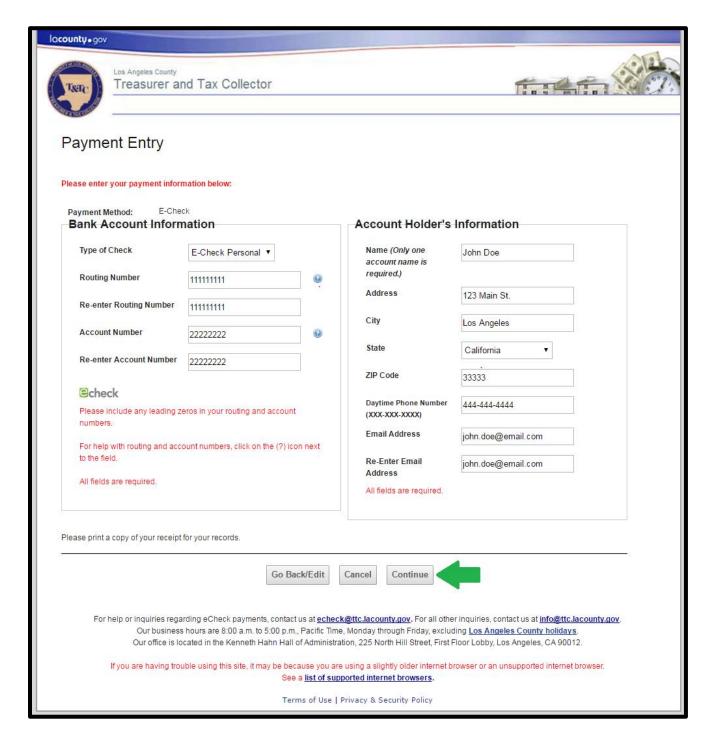
The Payment Entry section will ask for Credit/Debit Card or eCheck payment information depending on which form of payment you selected in Step 2. After filling out the form, click "Continue" to proceed.

Credit/Debit Card Example:



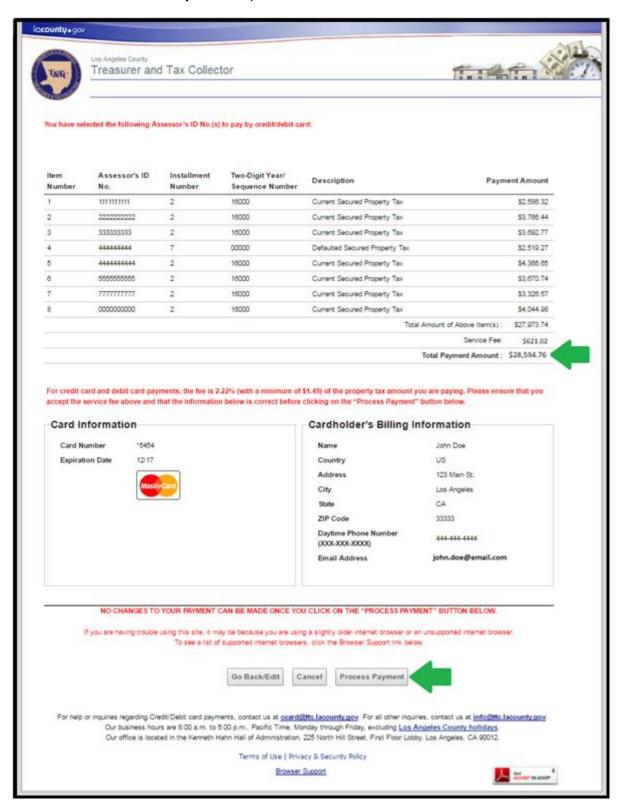
E-Check Example:

Please double check your Routing and Account number.



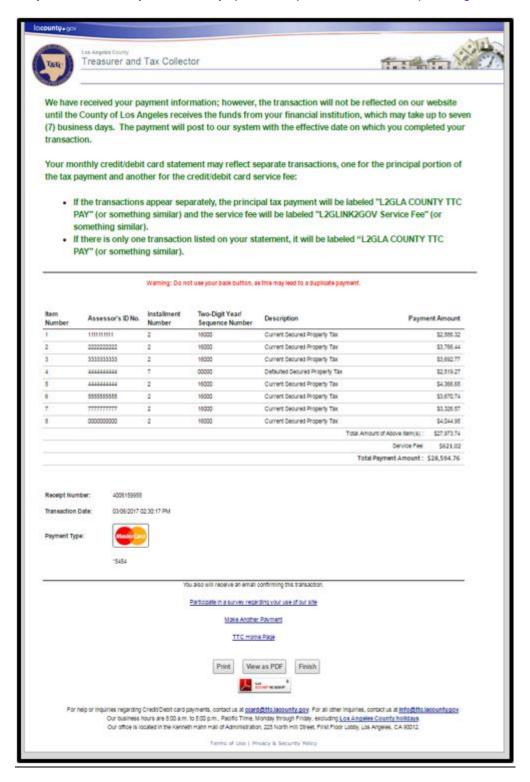
Step 13: Review Payment Information and Total

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

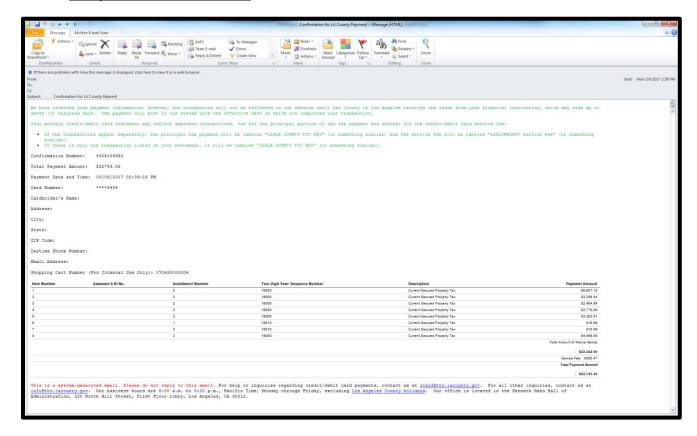


Step 14: Save the confirmation page/email for your records

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.



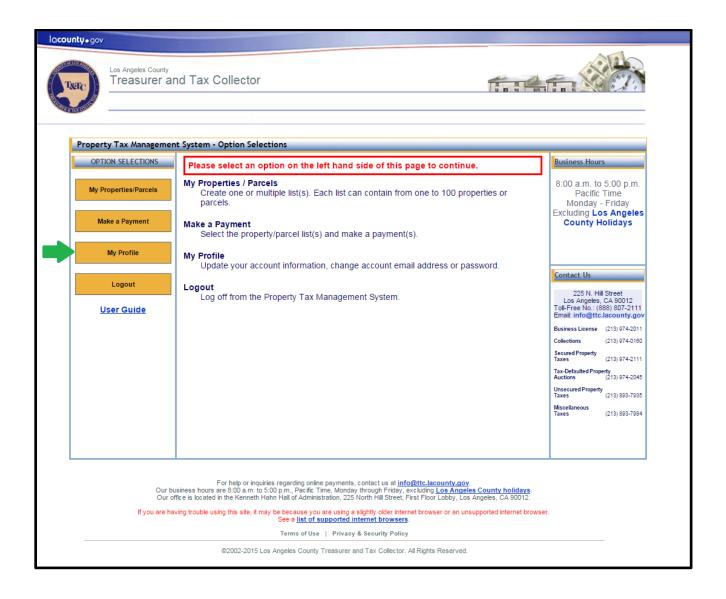
Sample Email Confirmation:



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.

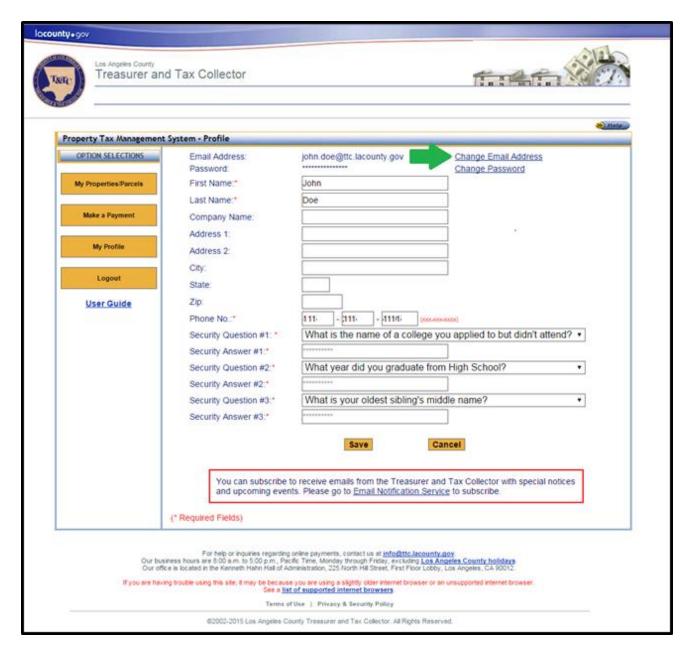
Step 1: Click "My Profile" button



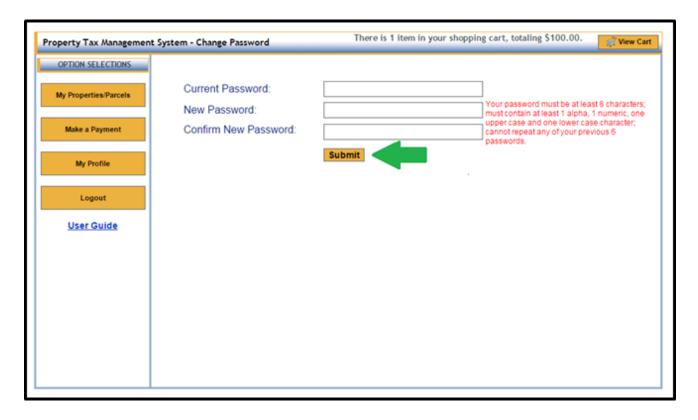
Step 2: Review My Profile Form

The profile form can be used to do the following:

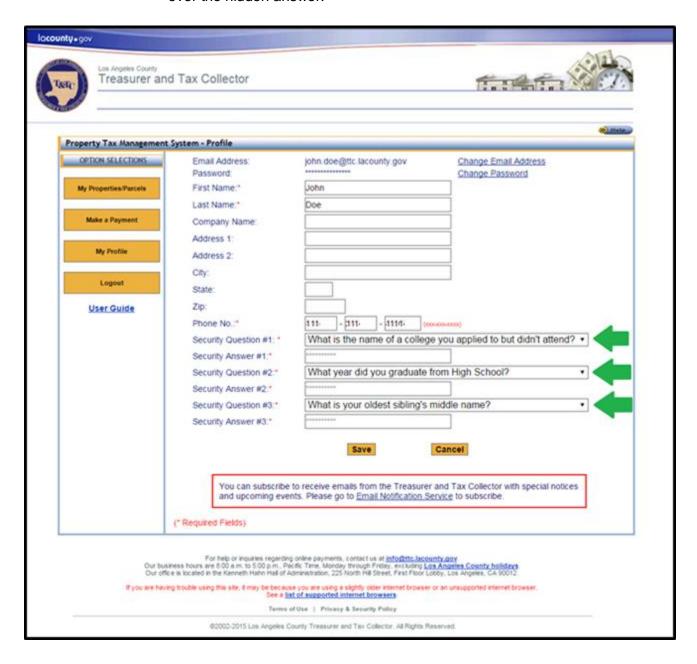
- 1. To change your account email address, click "Change Email Address".
 - After entering and confirming your new email address, click "Submit".
 You will receive a confirmation email at the new email address. After opening the email, there will be a link labeled "CONFIRM MY ACCOUNT".
 Click that link. 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.



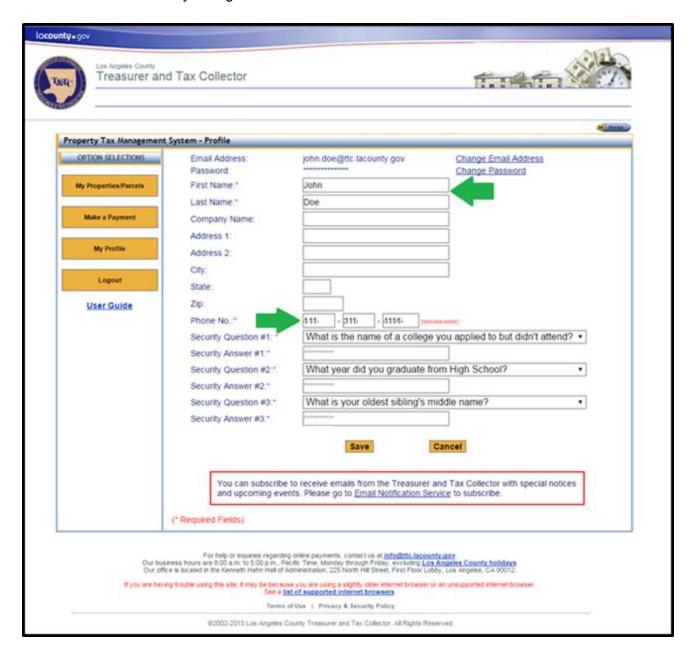
- 2. To change your account password, click "Change Password".
 - On the next screen enter your current password. Next, enter your new password and confirm. Make sure the new password follows the password requirements as stated in red text. Click "Submit" to change your password.



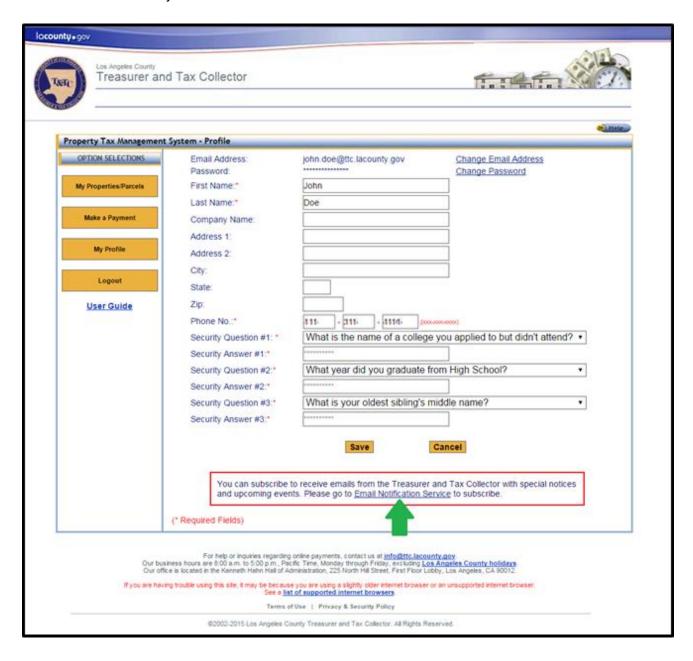
Security Questions and/or Answers can be updated. Please note that your
previous answer is not shown for security purposes. You can keep the same
question or select a new one from the drop down. To change the answer, type
over the hidden answer.



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

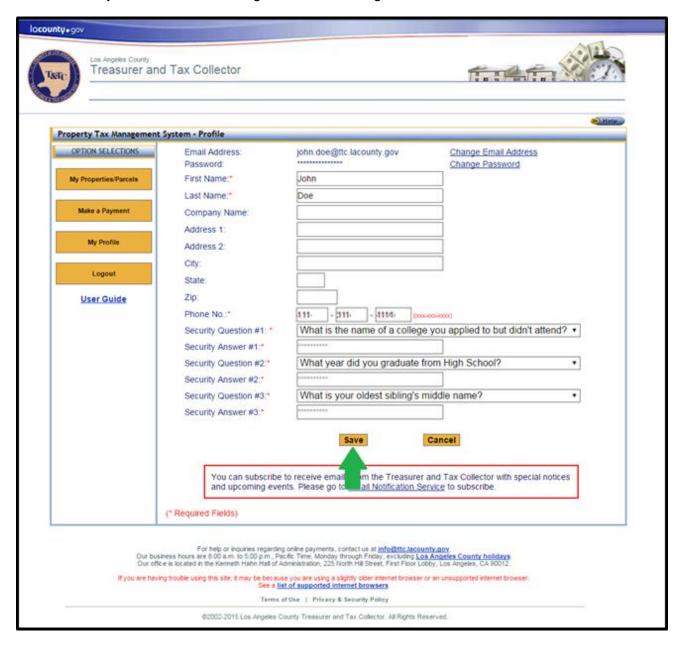


5. You can subscribe to Email Notification Service or manage your subscription by clicking "Email Notification Service". This will open a new tab/window in your internet browser.



Step 3: Click "Save" to save changes

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



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.