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 visit our <u>Public Inquiries</u> web page for self-service options or to submit an inquiry.

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.



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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"



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Step 2: Click "Create an Account" link

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

Account Login:	
a descente agree a second a s	
Password: Submit	
Forgot your Account Login Email Address or Password?	

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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**.

roperty Tax Management S	System - Create an Account		
OPTION SELECTIONS Property Tax Inquiry/One- Time Payment		information: (All fields are required.)
Property Tax Management System – Account Login	Your Email Address: Confirm Email Address: Your Password:		Your password must be at least 6 characters; must contain at least 1 alpha, 1 numeric, one upper case and
Business License Renewal	Confirm Password:	Your password strength is weak.	one lower case character; cannot repeat any of your previous 6 passwords.
Collections	First Name: Last Name:		
	Phone No.: Security Question #1:		00-000-0000)
	Security Answer #1:		(not case sensitive)
	Security Question #2: Security Answer #2:		(not case sensitive)
	Security Question #3:		(not case sensitive)
	Security Answer #3:	Submit	(And And Science)

For help or inquiries regarding online payments, visit, <u>ttc.lacounty.gov/public-inquiries</u>. Our business hours are 6:00 a.m. to 5:00 p.m., Pacific Time, Monday through Enday, excluding <u>Los Angeles County holidays</u>. Our office is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012.

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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 visit our <u>Public Inquiries</u> web page for self-service options or to submit an inquiry.

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Copy to SharePoint* OnePlaceMail Delete Reply Reply Form Team E-mail Image: Team E-mail	Actions -	🗟 Ignore 🗙	🚘 🚔 🚔 🎘 Meeting					2	
From: Cc: Subject: LA County Treasurer and Tax Collector Property Tax Management System Thank you for creating a Property Tax Management System account. Please click "CONFIRM MY ACCOUNT" link below to complete the process. The link will expire in 24 hours after which you will need to re-establish your account. CONFIRM MY ACCOUNT If you did not request a Property Tax Management System account from the Los Angeles County Treasurer and Tax Collector, please forward this email to <u>PropTaxMgmt@ttc.lacounty.gov</u> and we will investigate this matter.		🇞 Junk 👻 Delete	Reply Reply Forward 🌉 More - All		Move		Translate .	Zoom	
To: CC: Subject: LA County Treasurer and Tax Collector Property Tax Management System Thank you for creating a Property Tax Management System account. Please click "CONFIRM MY ACCOUNT" link below to complete the process. The link will expire in 24 hours after which you will need to re-establish your account. CONFIRM MY ACCOUNT If you did not request a Property Tax Management System account from the Los Angeles County Treasurer and Tax Collector, please forward this email to <u>PropTaxMgmt@ttc.lacounty.gov</u> and we will investigate this matter.	OnePlaceMail	Delete	Respond	Quick Steps 🛛 🖓	Move	Tags 🕞	Editing	Zoom	
Thank you for creating a Property Tax Management System account. Please click "CONFIRM MY ACCOUNT" link below to complete the process. The link will expire in 24 hours after which you will need to re-establish your account. CONFIRM MY ACCOUNT If you did not request a Property Tax Management System account from the Los Angeles County Treasurer and Tax Collector, please forward this email to PropTaxMgmt@ttc.lacounty.gov and we will investigate this matter.	To: Cc:	From: To: Cc:							
V	Subject: LA County Treasurer and Tax Collector Property Tax Management System Thank you for creating a Property Tax Management System account. Please click "CONFIRM MY ACCOUNT" link below to complete the process. The link will expire in 24 hours after which you will need to re-establish your account. Image: Confirm MY ACCOUNT If you did not request a Property Tax Management System account from the Los Angeles County Treasurer and Tax Collector, please forward this email to PropTaxMgmt@ttc.lacounty.gov and we will investigate this matter.								

		🛞 Help
Property Tax Managemen	it 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"



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Step 2: Enter your Email and Password

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

Los Angeles County Treasurer and	Tax Collector	tin the
Property Tax Management :	ystem - Account Login	() Here
OPTION SELECTIONS	Account Login:	
Property Tax Inquiry/One- Time Payment	Email Address:	
Property Tax Management System – Account Login	Password. Subr	nit 🛁
Business License Renewal	Forgot your Account Login Email	Address or Password?
Collections	Click Create an Account to establish a new a	account.

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.

Property Tax Management	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 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 N	Management System - Reset Password
Enter your	r 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 - 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.					
Image: State of the state	LA County Treasurer and Tax Collecto	r Property Tax Management Sy	rstem - Message (HTML)		
Actions * Ignore Copy to SharePoint * OnePlaceMail Delete From: To: Cc	Reply Reply Forward More *	EDL-TTC FISNotif ^ To Manager * Team E-mail * Quick Steps Fator	Move OneNote	Tags ⊑ I	slate Zoom editing Zoom
Subject: LA County Treasurer and Tax Collector Property Tax Management System You have requested to reset your email/password on your Property Tax Management System account. Please click "CONFIRM MY ACCOUNT" link below to complete the process. The link will expire in 24 hours after which you will need to resubmit your request. CONFIRM MY ACCOUNT If you did not request a change from Los Angeles County Treasurer and Tax Collector Property Tax Management System account, please forward this email to PropTaxMgmt@ttc.lacounty.gov and we will investigate this matter.					
This email was sent from	m a notification-only address tha	t cannot accept incoming	; email. Please do not	reply to this mess	age.

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**".

security question ar	nd click Submit.
Security Question:	What is your oldest sibling's middle name?
Security Answer:	(not case sensitive)
	0 . b
	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"

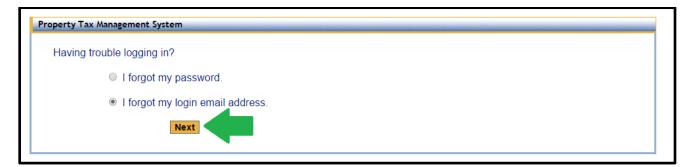
Step 2: Click "Forgot your Account Login Email Address or Password?" link

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

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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 Sys	tem - Retrieve Login Email Address
Enter the following inform	nation and click Submit.
First Name: Last Name: Phone No.:	

Step 5: Answer the security questions

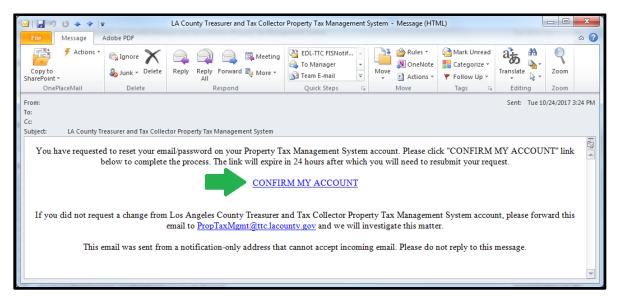
To continue you will have to provide answers to the security questions that you chose when you created your account. After entering your answers into the "Security Answer" field click "**Submit**". After you click submit, a confirmation message will be provided that reveals part of the email address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



For help or inquiries regarding online payments, visit: tto.lacounty.gov/public-inquiries. Our business hours are 6:00 a.m. to 5:00 p.m., Pacific Time. Monday through Finday, excluding Los Angeles County holidaya. Our office is located in the Kenneth Hahn Hall of Administration, 225 North HII Streek, First Floor Lobby, Los Angeles, CA 90012.

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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.

	(2) Maig
	nt System - Property/Parcel List
OPTION SELECTIONS	Create a list(s) with your properties/parcels.
My Properties/Parcels	There is no property/parcel list created under your profile. Please select "Create a New List" to create a 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	
User Guide	

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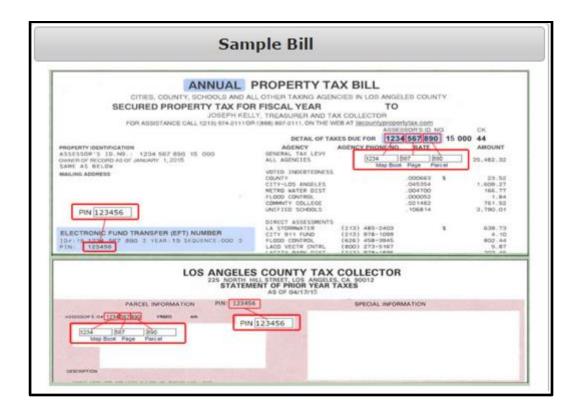
Step 3: Fill out "New Property/Parcel List" form

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.

operty Tax Manageme	ent System - New Property/Parcel List	
OPTION SELECTIONS	To create a new list, enter the following information. Each list can contain from properties/parcels. You can create multiple lists.	n one to 100
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 co alpha/numeric characters. The alpha letter 'O' is not used in the PIN. The 'U' is always a number	ntain all alpha, all numeric
Logout	Assessor's ID No. 1 PIN 1 PIN 2 Property Location	2610
User Guide		

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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.
- 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

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 visit **ttc.lacounty.gov/public-inquiries**. 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.

ж

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:

	nd Tax Collector			an a m	Tini Class
operty Tax Manageme	nt System - Property/Parcel Lis	it			2
OPTION SELECTIONS	Create a list(s) with your pro	operties/parcels.			
My Properties/Parcels	List Name	List Description			
	Residential Properties	List of residential properties	Edit	emove	Print List
Make a Payment					
My Profile	Create a New List				
Logout					
User Guide					

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Edit a Properties/Parcels List

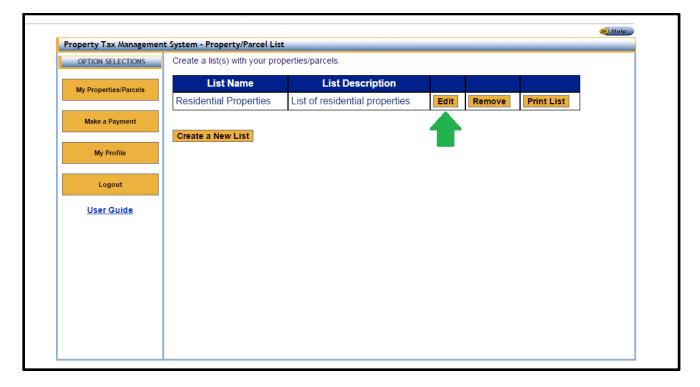
Existing list(s) can be edited.

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	erties/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 'O' 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, 6character 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:



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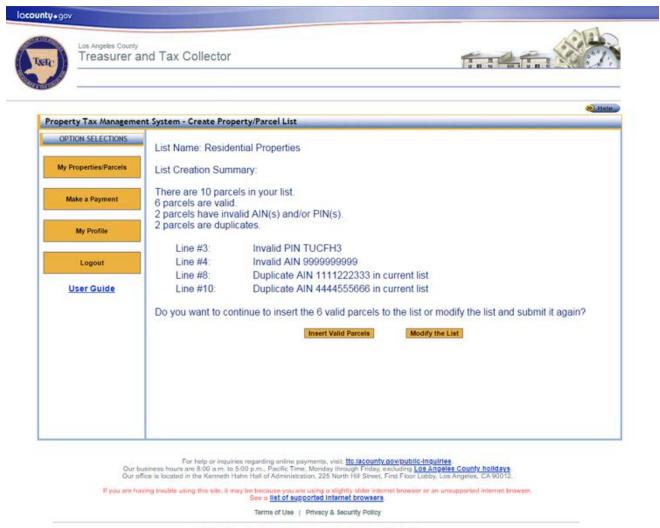
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Step 5: Click "Submit"

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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- 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 Appendix 1 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.

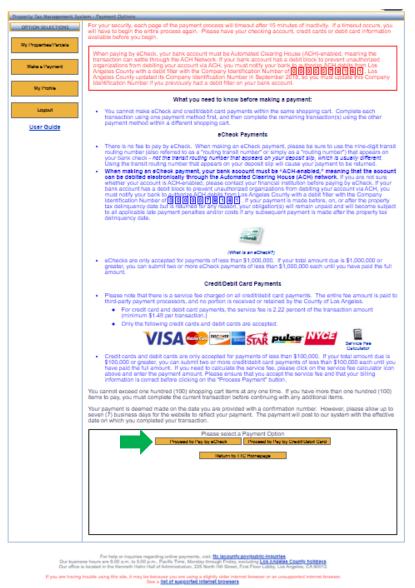
Make a Payment

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 logged in 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.



For help or inquiries regarding online payments, visit: <u>the labourity opyrioutility-inquiries</u>, a are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday Honough Friday, actualing <u>Los Andelles County holidays a</u> in the Konneel Hahn Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angelos, CA30012.

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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.

perly Tex Metresement Scol	em , Reynert, Oatlans
OFTION SELECTIONS	For your security, each page of the payment process will timeout after 15 minutes of inactivity. If a timeout occurs, yo will have to begin the entire process again. Please have your checking account, credit cards or debit card informatio available before you begin.
Make a Payment	When paying by eCheck, your bank account must be Automated Clearing House (ACH)-enabled, meaning the transaction can write through the ACH Network. It your bank account has a debit block to prevent unauthorized organizations from debiting your account via ACH, you must notify your bank bits a debit block to prevent unauthorized Angulas County with a dobit filter with the Company loantification Number of C D D C E T E T. Las Angulas County updated to Contrary loantification Number of Section 2019 T E T. Las Angulas County updated to Contrary loantification Number in Sectember 2019, so you must update the Company loantification Number ("you previously read a debit filter on your bank account.
My thanks	What you need to know before making a payment:
Logsut	 You cannot make etheck and credit/debit card payments within the same shopping card. Complete each transaction using one payment method first, and then complete the remaining transaction(s) using the other payment mothod within a different shopping card.
User Guide	eCheok Payments
	 There is no fee to pay by eCheck. When making an eCheck payment, please be sure to use the nine-sight trai 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 neutrop number that appears on your deposit site, which is usually different Using the transit multing number that appears on your doposit site will cause your payment to be neutred.
	When making an eCheok payment, your bank account must be "ACH-enabled," meaning that the account and be debited electronically through the Automated Clearing House (ACH) network. If you are not sure whether your account is ACH-enabled, places contact your fravorul is indiversible, of you are contact your fravorul is indiversible, places contact your fravorul is active transitioner that the active transitioner and the active transitioner ac
	 (What /s an =Check?) a Checks 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 to amount.
	Credit/Debit Card Payments
	 Please note that there is a service fee charged on all creditidebit card payments. The entire fee amount is pail third-party payment processors, and no portion is received or related by the County of Les Angeles. For credit card and debit card payments, the service fee is 2.22 percent of the transaction amount (minimum \$1.49 per transaction.)
	Only the following credit cards and depit cards are accepted.
	Credit cards and debit cards are only accepted for payments of less than \$100,000. If your total amount due it \$100,000 or greater, you can submit two or more credit/debit card payments of less than \$100,000. If your total amount due it have paid the full amount. If you need to calculate the service fee, please click on the service fee calculator to 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 u seven (7) business days for the website to reflect your payment. The payment will post to our system with the effer date on which you completed your transaction.
	Scroll down to view and accept the terms of payment.
	TERMS OF PAYMENT
	PROPERTY TAX PAYMENTS USING THE eCHECK SERVICE
	Conditions of Payment These Terms of Payment set forth the terms of the eCheck Payment Service (eCheck Service) offered to you by the Les Angeles County Treasurer and Tax Collector (TTC or we). If you are using the eCheck Service on

For help or important regarding online payments, visit: <u>110 Second's doving to 3 Append</u>. Our business house as 600 a.m. to 5.00 p.m., <u>Pacific Time, Manday Revoup Friday, assistant (30 Append County Postarya</u> Our office is located in the Xemmel Harrin static Administration 2225 March Hill Second. Find Face Loops, Las Angeles, CA 90012.

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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".

Property Tax Managemi	ent System - Make a Payment
OPTION SELECTIONS	Choose Property/Parcel List Residential Properties Select Properties/Parcels for Payment
My Properties Parcels	
	1
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.
	2. Your total payment for eCheck cannot be greater than \$999,999.99 per
Logout	shopping cart.
User Guide	

are 8:00 a.m It lacounty povipublic-inquiries rough Finday, excluding Los Angeles County holidays of 168 Sevent First Floor Loster Via Angeles CA 20112

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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	I Properties •	Select	Properties/Pa	rcels for Payme	ent
My Properties/Parcels		ential Properties					,	
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 I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2010 000	Installment 1	v	\$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	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 LOS ANGELES CA 22222-2222	2016-000	Installment 1		\$0.00	0.00	
				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	0.00	
		LOS ANGELES CA 44444-4444	2010-000	Installment 2		\$0.00	0.00	
	Grand Total in This List 2 items selected \$308.448.07							

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	je, check "Select	All". Then s	elect "Next Pa	age" or "Add to SI	nopping
Make a Payment	Cart".	To select individual propert 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	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	0.00	
				Installment 2		\$0.00	0.00	
	3	2222-222-222 2222 PONCE AVE	2010 000	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	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 33333-3333		Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
		Grand To This			•	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	se Property/Parcel List:	Residentia	I Properties •	Select	Properties/Pa	rcels for Payme	nt
My Properties/Parcels	Resid	ential Properties						
Make a Payment	Cart".	ect all the properties/parce To select individual propert n, and then select "Next Pa	ties/parcels o	on this page, sele	ct the rres	elect "Next Pa sponding butt		nopping 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	2010 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	1	\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE LOS ANGELES CA 11111- 1111	2016-000	Installment 1		\$0.00	0.00	
	3			Installment 2		\$0.00	0.00	
		2222-222-222 2222 PONCE AVE LOS ANGELES CA 22222-2222	2016-000	Installment 1		\$0.00	0.00	
			2010-000	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		Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2010-000	Installment 2		\$0.00	0.00	
		Grand Total in This List			23	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	Properties V	Select	Properties/Pa	rcels for Payme	nt
My Properties/Parcels	<u>Reside</u>	ential Properties ct all the properties/parce						
Make a Payment		To select individual propertion and then select "Next Pa				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 BLVD LOS ANGELES CA	0040.000	Installment 1		\$52,034.95	52034.95	12/12/2010
Logout			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	
	3	1111-111-111 1111 MAYNARD AVE LOS ANGELES CA 11111- 1111	2016-000	Installment 1		\$0.00	0.00	
				Installment 2		\$0.00	0.00	
		2222-222-222 2222 PONCE AVE LOS ANGELES CA 22222-2222	2016-000	Installment 1		\$0.00	0.00	
				Installment 2		\$0.00	0.00	
	4	3333-333-333 3333 NAPA ST LOS ANGELES CA 33333-3333	2016-000	Installment 1		\$0.00	0.00	
				Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016-000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2010-000	Installment 2		\$0.00	0.00	
	Grand Total in This List 2 items 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	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	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	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	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 "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:	Posidontis	Proportios •	Select	Proportios/Pa	rcels for Payme	mt
My Properties/Parcels		lential Properties	Residentia	I Flopenies •	Select	Properties/Pa	irceis for Payme	int
Make a Payment	Cart".	ect all the properties/parce To select individual proper n, and then select "Next Pa	ties/r els d	ge, check "Select on this part, select to Shop — Cart	ct the corre		age" or "Add to S on under the "Se	
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 BLVD LOS ANGELES CA	2016-000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout				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	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	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.

D Los Argeles County Treasurer at	nd Tax	Collector				Te a	the last		
Property Tax Managemen	at Surtan	. Unka a Promant						1	
OPTION SELECTIONS									
My Properties Parcels	1000	Choose Property/Parcel List. Residential Properties •				Select Properties/Parcels for Payment			
al subside states	To sek	ential Properties ect all the properties/parcels on							
Make a Payment		To select individual properties/p n; and then select "Next Page" of			the corre	sponding butto	on under the "Sel	ect All*	
My Profile	Item i	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid B	
	28	0000-000-000 VACANT LANDINO PROPERTY ADDRESS	2016-000	Installment 1	- 13	\$0.00	0.00		
Legout				Installment 2	10	\$0.00	0.00		
User Guide	29	1111-111-111 VACANT LANDINO PROPERTY ADDRESS	2016-000	Installment 1	- 12	\$96.97	0.00	12/12/201	
User Guide				Installment 2	0	\$106.96	0.00	04/10/201	
User Guide		2222-222-222				\$96.97	0.00	12/12/201	
User Guide	30			Installment 1	100			04/10/201	
User Guide	30	2222-222-222 VACANT LANDINO PROPERTY ADDRESS	2016-000	Instalment 1 Instalment 2	10	\$106.96	0.00	1.000	
<u>User Guide</u>	30	VACANT LANDINO PROPERTY ADDRESS 3333-333-333				\$106.96 \$0.00	0.00		
<u>User Guide</u>		VACANT LAND/NO PROPERTY ADDRESS	2016-000 2016-000	Installment 2	U				
User Guide		VACANT LANDINO PROPERTY ADDRESS 3333-333-333 3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333 4444-444-444	2016-000	Installment 2 Installment 1	8	\$0.00	0.00	12/12/201	
<u>User Guide</u>	31	VACANT LANDINO PROPERTY ADDRESS 3333-333-333 3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333		Installment 2 Installment 1 Installment 2	8	\$0.00 \$0.00	0.00	12/12/201 04/10/201	

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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	alling \$128.09.	Vew Ca			
OFTION SELECTIONS				Desertion							
My Properties Parcels		se Property/Parcel List	Residential	Properbes *	Select P	ropenties/Pa	rcels for Paymer	nt			
ay riopitality arous	To sek	lential Properties set all the properties/parcels									
Make a Payment		To select individual propertie n, and then select "Next Pag				ponding butto	on under the "Sek	ect All"			
	Item #	Assessor's ID No./Situs	Year	Installment	Select All	Balance Due	Enter Amount	Delinguent			
My Profile		Address	Sequence		•		to Pay	Not Paid B			
10000	25	2006-309-65# VACANT LANDINO	2016-000	Installment 1		\$0.00	0.00				
Logost		PROPERTY ADDRESS		Instaliment 2	- 11	\$0.00	0.00				
User Guide			0000	Phor Year Delinquency		\$178.56	0.00				
	26	2005-309-E54 VACANT LANDINO	2016-000	Installment 1	-10	\$0.00	0.00				
		PROPERTY ADDRESS	2010-000	Installment 2	. 8	\$0.00	0.00				
	27	2005-2004E94 VACANT LANDINO	2015-010	Installment 1	8	\$9.76	9.76	03/31/201			
		PROPERTY ADDRESS	2015-010	Installment 2	- R	\$8.88	8.88	07/31/201			
			20			2016-000	Installment 1	- 0	\$0.00	0.00	
					2010-000	installment 2	10	\$0.00	0.00		
			2016-010	Installment 1	0	\$0.00	0.00				
			2016-010	Installment 2	8	\$109.45	109.45	07/31/201			
	The se	Grand Total in This List lected Rems are added to y	our shopping	a cart	34	ems selected	\$128.09				

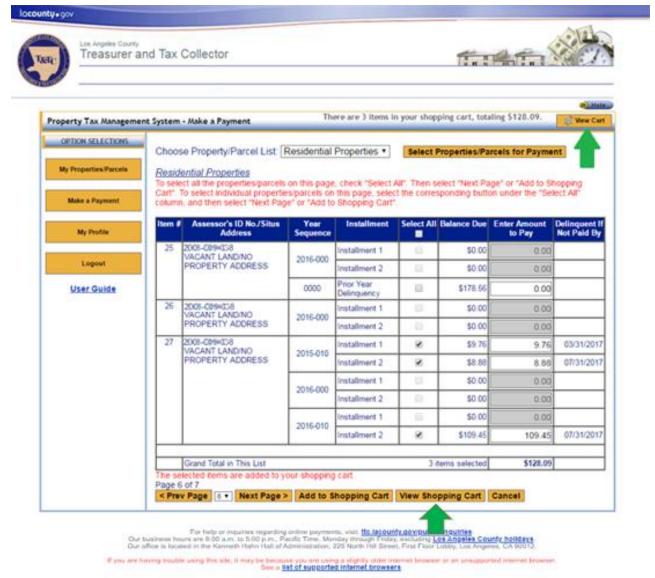
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• You can add items from multiple Property/Parcel lists to the same shopping cart. Use the "Choose Property/Parcel List" drop down box to select another list and click "Select Properties/Parcels for Payment".

OPTION SELECTIONS	Choos	e Property/Parcel List:	Residentia	al Properties V	Select	Properties/Pa	arcels for Payme	nt
My Properties/Parcels		ential Properties	rtosidonia					
Make a Payment	Cart". 1	ct all the properties/parce To select individual proper I, and then select "Next Pa	ties/parcels o	on this page, seled	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	2010 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
<u>User Guide</u>		00000-0000	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	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 22222-2222	2016-000	Installment 2		\$0.00	0.00	
4	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	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	OS ANGELES CA		\$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.



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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.

Property Tax Hanagement Sy	tem - Shopp	ine Cart						
OPTION SELECTIONS By Properties/Parcels Make a Payment	When p transac organiz Angele Angele	paying by eChe fion can settle ations from de s County with i s County upda	thro bitin a de fed i	ugh the ACH Net- ig your account via bit filter with the C its Company Ident	vork. If your ACH, you i ompany Ide flication Nur	domated Clearing House (ACH)-e bank account has a debit block to must notify your bank to authorize inflication Number of 0 0 0 0 ber in September 2018, so you n on your bank account.	prevent unaut	horized
1000000							SPrint Shop	pping Ca
My Profile	Item #	List	٠	Assessor's ID, No.	Year +	Description •	Amount	
Logeut	1	Residential Properties		0000-000-000	2016-000	Current Secured Property Tax Installment 2	\$2,586.32	Remo
User Guide	2	Residential Properties	Ï	1111-111-111	2016-000	Current Secured Property Tax Installment 2	\$3,766.44	Remo
	3	Residential Properties	-	2222-222-222	2016-000	Current Secured Property Tax Installment 2	\$3,692.77	Remo
	4	Residential Properties		3333-333-333	0000	Defaulted Secured Property Tax	\$2,519.27	Remo
	5	Residential Properties		3333-333-333	2016-000	Current Secured Property Tax Installment 2	\$4,366.65	Remo
	6	Residential Properties		4444-444-444	2016-000	Current Secured Property Tax Installment 2	\$3,670.74	Remo
	7	Residential Properties		5555-555-555	2016-000	Current Secured Property Tax Installment 2	\$3,326.57	Remo
	8	Residential Properties	Ū.	7777-777-777	2016-000	Current Secured Property Tax Installment 2	\$4,044.98	Remo
		Shopping Ca					\$27,973.74	
	ß	to Previou				Modify Shopping Cart	Service Fee C Back to	

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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.

Treasurer an	id Tax C	ollector				1.1		
Property Tax Hanagement Sys	tam - Choor	ine Cart						
OPTION SELECTIONS			, your bank accou	of must be as	domated Clears	on House (ACH)-	enabled means	to the
My Properties/Parcels	transat organiz Angele Angele	ction can settle th cations from debit is Count and the is Count	eck.ttc.lacc	work. If your ta ACH, you r	bank account h must notify your	as a debit block t bank to authorize	o prevent upaut	horized m Los
many a rayment		In orde	r to use our Site to r of the Site hosted b	nake a paymer	rt, you will be tran		Print Shop	pping Cart I
My Profile	ttem#	Fidelity Process	Information Service for will prompt you t int using a credit/deb	s. LLC ("Payme to enter all info	nt Processor'). O rmation necessar	ur Payment y to make your	Amount	
Logout	1	Resic steps n	ecessary to process ior has agreed to ab	such payment	on our behalf. O	ur Payment	\$2,586.32	Remove
User Guide	2	Prope behalf.	ollecting such inform There is no fee for e	Check payment			\$3,766.44	Remove
	3	Resic Prope	ind debit card paym	ents.			\$3,692.77	Remove
	4	Resic Prope			ОК	Cancel	\$2,519,27	Remove
	5	Residentia Properties		20 10000	Installment 2	клиторинуттах	\$4,366.65	Remove
	6	Residential Properties	4444-444-444	2016-000	Current Secure Installment 2	id Property Tax	\$3,670,74	Remove
	7	Residential Properties	5555-555-555	2016-000	Current Secure Installment 2	ed Property Tax	\$3,326.57	Remove
	8	Residential Properties	7777-777	2016-000	Current Secure Installment 2	ed Property Tax	\$4,044.98	Remove
		Shopping Cart	Grand Total				\$27,973.74	
	8	Go to Previous I	List Clear Shop	ping Cart	Modity Shop	ping Cart	Service Fee C	alculator

For help or inquiries regarding online payments, visit the lacounty downlotte-indulties Our business hours and 8:00 a.m. to 5:00 p.m., Pacific Time, Manday through Endity exclusing Los Angeles County holdarys Our business hours and 8:00 a.m. to 5:00 p.m., Pacific Time, Manday through Endit Seal Tast Tast Latits. County holdarys

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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**".

ltem Number	Assessor's ID Number	Installment Number	Two-Digit Year/ Sequence Number	Description	Payment Amount
1	0000000000	2	14030	Current Secured Property Tax	\$712.92
2	0000000000	1	15000	Current Secured Property Tax	\$4,262.02
3	0000000000	2	15000	Current Secured Property Tax	54,282.01
4	********	1	15000	Current Secured Property Tax	\$4,547.00
5	********	2	15000	Current Secured Property Tex	\$4,546.98
6	377777777	2	14010	Current Secured Property Tax	\$600.19
7	22222222222	1	15000	Current Secured Property Tax	\$2,150.01
6	2222222222	2	15000	Current Secured Property Tax	\$2,150.00
				Total Amo	unit of Above Item(s) \$23,271,13

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:

yment Entry		
vice fee will be charged for using this service. Please complete t e submitting the payment for processing.	he payment information below and click contin	ue. You will be able to review the fee amount
rment Method: Credit or Debit Card 🗸		
ard Information	Cardholder's Billin	ng Information
Card Number 123412341234	Name	John Doe
Expiration Date December V 2031 V	Address	123 Main St.
Card Identification Code 9	City	Los Angeles
	State	California 🗸
	ZIP Code	33333
STAR Pulse Mice	Daytime Phone Number (XXX-XXX-XXXX)	(444) 444-4444
All fields are required.	Email Addrese	john.doe@email.com
	Re-enter Email Address	john.doe@gmail.com
	All fields are required.	
If you are having trouble using this site, it may be because To see a list of supported in	e you are using a slightly older internet browse ternet browsers, click the Browser Support link	
Go Bac	k/Edit Cancel Continue	
	a online payments, visit, tto lacounty.gov	mubile insulties
	acific Time, Monday through Friday, exclu	

E-Check Example:

Please double check your Routing and Account number.

ayment Entry					
ease enter your payment infor	mation below:				
Payment Method: E-Che	27.00				
Bank Account Inform	nation		Account Holder's	Information	
Type of Check	E-Check Personal •		Name (Only one account name is	John Doe	
Routing Number	111111111	9	required.)		
Re-enter Routing Number	111111111		Address	123 Main St.	
		4	City	Los Angeles	
Account Number	22222222	9	State	California •	
Re-enter Account Number	22222222		133333 Teor Addition	California	
			ZIP Code	33333	
Scheck Please include any leading z	and in our public and an	Courted .	Daytime Phone Number	444-444-4444	
numbers.	and an your roundy and ac	o o o o o o	(XXX-XXX-XXX)		
For help with routing and acc	ount numbers, click on the	(?) icon next	Email Address	john.doe@email.com	
to the field.			Re-Enter Email	john.doe@email.com	
All fields are required			Address All fields are required.		
	2				
ease print a copy of your receipt	tor your records.			-	10
	G	io Back/Edit	Cancel Continue		
	10	and a second second		-	
Our husiness ho	urs are 8:00 a.m. to 5:00	p.m., Pacific Tin	xayments, visit: tto.lacounty.o ne, Monday through Friday, e	<u>pov/public-inquiries</u> winding <u>Los Angeles County holidays</u> . inst Floor Lobby, Los Angeles, CA 90012.	

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.

Name Assessor's ID Installment Two-Digit Year! Sequence Number Description Payment Amount 1 111111111 2 10000 Current Secured Property Tax 52.586.32 2 222222222 2 10000 Current Secured Property Tax 53.062.77 3 20333333 2 10000 Current Secured Property Tax 53.062.77 4 44444444 2 10000 Current Secured Property Tax 53.070.74 5 44444444 2 10000 Current Secured Property Tax 53.070.74 5 5 5 10000 Current Secured Property Tax 53.070.74 6 5 5 10000 Current Secured Property Tax 53.070.74 7 7 10000 Current Secured Property Tax 53.070.74 8 000000000 2 10000 Current Secured Property Tax 527.973.74 Secure Face 542.30 Secure Annount of Acouet Items) 527.973.74 Secure Face 50.275 Secure Annount of Acouet Items) <th>bu have selecter</th> <th>d the following As</th> <th>sessor's ID No.(s)</th> <th>to pay by creditidebit ca</th> <th>erd:</th> <th></th> <th></th>	bu have selecter	d the following As	sessor's ID No.(s)	to pay by creditidebit ca	erd:		
1 11111111 2 10000 Current Secured Property Tex 52.598.32 2 222222222 2 10000 Current Secured Property Tex 53.766.44 3 3333333 2 10000 Current Secured Property Tex 53.692.77 4 44444444 7 00000 Defaulted Secured Property Tex 52.518.27 5 444444444 2 10000 Current Secured Property Tex 52.518.27 5 444444444 2 10000 Current Secured Property Tex 53.607.74 6 505555555 2 10000 Current Secured Property Tex 53.20.57 6 000000000 2 10000 Current Secured Property Tex 53.20.57 7 77777777 2 10000 Current Secured Property Tex 54.002 Total Amount of Above Item(s): 527.973.74 Secured Property Tex 54.002 Card and detat card payments, the fire is 2.22% (with a minimum of 51.40) of the property tax amount you are paying. Procees ensure that you cocrept the service fee above and that the information bel					Description	Paym	vent Amount
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Service Fee: \$621.02 Total Payment Amount: \$28,594.76 For credit card and debit card payments, the fee is 2.22% (with a minimum of \$1.49) of the property fax amount you are paying. Please ensure that you noticept the service fee above and that the information below is correct before clicking on the "Process Payment" button below. Card Information Cardholder's Billing Information Card Number *5454 Expiration Date 12/17 Image: State CA City Los Angeles State CA ZIP Code 33333 Daytime Phone Number 464.644.4444	1	0000000000	2	18000	Current Secured Property Tax		\$4,044.00
Card Information Card Number 5454 Expiration Date 12/17 City US Address 123 Man St. City Los Angeles State CA ZIP Code 33333 Dayling Phone Number 265.461.4614					Te	tal Amount of Above Item(s):	\$27,973.74
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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 visit our <u>Public Inquiries</u> web page for self-service options or to submit an inquiry.

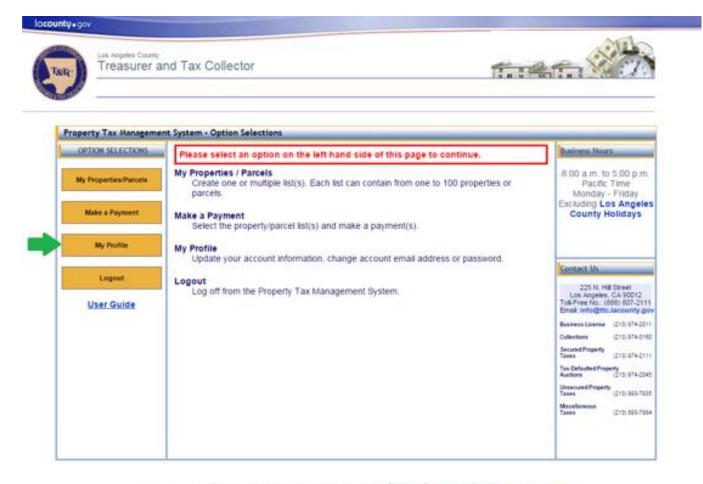
We have received your payment information; however, the transaction will not be refix until the County of Los Angeles receives the funds from your financial institution, whi (7) business days. The payment will post to our system with the effective date on whit ransaction. Your monthly credit/debit card statement may reflect separate transactions, one for th the tax payment and another for the credit/debit card service fee: • If the transactions appear separately, the principal tax payment will be labeled "L2GLINK2GOV something similar) and the service fee will be labeled "L2GLINK2GOV something similar). • If there is only one transaction listed on your statement, it will be labeled "L2G PAY" (or something similar). • Warning: Do not use your back button, as the may used to a duplicate payment. tem Number Assessor's ID No. Mamber Two-Digit Year Sequence Number Description 1 111111111 2 10000 2 10000 Current Secures Property Tax 3 2 10000 Current Secures Property Tax 4 2 10000 Current Secures Property Tax 4 2 10000 Current Secures Property Tax 5 2 10000 Current Secures Property Tax 6 2 10000 Current Secures Property Tax 7 100000 Current Secures Pro	ich may take up to seven ch you completed your he principal portion of "L2GLA COUNTY TTC / Service Fee" (or GLA COUNTY TTC BLA COUNTY TTC BLA COUNTY TTC BLA COUNTY TTC SILA COUNTY TTC
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Tatal Amoun	t of Above term(s) : \$27,973.74
	Device Fee: \$621.02
Total P	ayment Amount : \$28,594.76
tacetpt Number: 4008199058 transaction Dafa: 03/05/2017 02:30:17 PM symmetil Type:	
You also will receive an email confirming the transaction.	<u> </u>
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Sample Email Confirmation:

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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

For help or impulses regarding online payments, while the become control and the control of the

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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.

operty Tax Management	: System - Profile		-
OPTION SELECTIONS	Email Address	john doe@ttr.lacounty.gov	
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	Security Question #3.*	What is your oldest sibling's middle name?	٠
	Security Answer #3:*		
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For help or inquiries regarding online payments, visit: <u>Reflection/v.gov/bublic-inquiries</u> Our business hours are 5/00 are. to 5/00 pm., Pacific Time, Monday through Friday, excluding Los <u>Angeles County holdars</u> Our office is located in the Komment Index 1644 of Administration, 225 Nath 118 Stress, Finer Latter, Los Angeles, CA 90012

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- 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		
<u>User Guide</u>		

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.

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		Save	Cancel	
	You can subscribe	to receive emails from the Treasurer	and Tax Collector with special notices	

For help or inquiries regarding online payments, visit: <u>Rs (acounty covid-bits-induities</u>, Our business hours are 8:50 a.m. to 5:00 p.m., Pacific Time, Miniday through Friday, excluding <u>Los Angeles County holidays</u> Our affiair is located in the Kenneth Hate Hate of Administration, 225 North Hit Street, First Floor Lobby, Los Angeles, CA 90012.

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

				4
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For help or inquinies regarding unline payments, visit. **Its lacounty opytoutics - Induities** Our business hours are 8:50 a.m. to 5:50 p.m., Pacific Time, Monday through Friday, excluding <u>Les Angeles County holidaya</u> Dur office is located in the Kenneth Natio Hall of Administration, 225 North Hill Street, First Floor Lobby, Los Angeles, CA 90012

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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.

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Step 3: Click "Save" to save changes

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

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For help or inquiries regarding online payments, val: **15 Jacounty dov bublic inquiries** busherse hears are 8.00 a.m. in 5.00 p.m., Pacific Time, Monday through Friday, exclusing <u>Los Angeles County Poliders</u> office is located in the Kerneth Hahr Hahr Hahr (Administration, 205 North Hill Street, First Floor Lotty, Los Angeles CA 90012

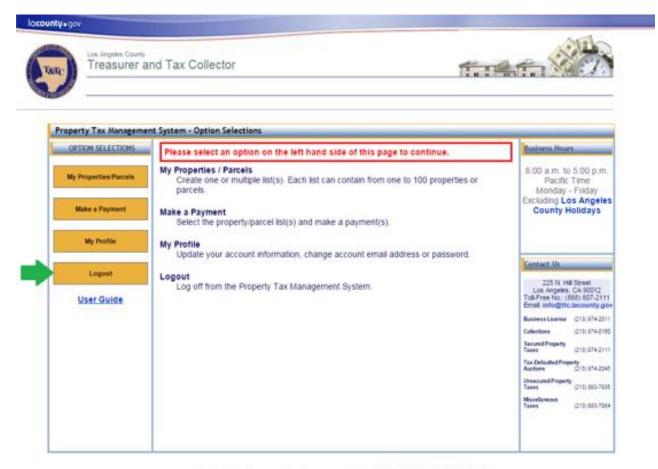
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Logout

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.



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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.