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".

Property Tax Managemen		🛞 Help
	t System - Account Login	
OPTION SELECTIONS	Account Login:	
Property Tax Inquiry/One- Time Payment	Email Address:	
Property Tax Management	Password:	
System – Account Login	Submit	
Business License Renewal	Forgot your Account Login Email Address or Password	12

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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	System - Create an Account		
OPTION SELECTIONS	Please enter the following	information: (All fields are required.	3
Time Payment Property Tax Management System – Account Login	Your Email Address: Confirm Email Address: Your Password:		Your password must be at least 8 characters; must
Business License Renewal	Confirm Password:	Your password strength is weak.	contain at least 1 alpha, 1 numeric, one upper case and one lower case character; cannot repeat any of your previous 6 passwords.
Collections	First Name: Last Name: Phone No.:		
	Security Question #1: Security Answer #1:		(not case sensitive)
	Security Question #2: Security Answer #2: Security Question #3:		(not case sensitive)
	Security Answer #3:	Submit	(not case sensitive)

For help or inquiries regarding online payments, visit, <u>ttc.lacounty.gov/public-inquiries</u>. Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, 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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File Message	Adobe PDF							۵ 🕜
Copy to	🕞 Ignore 🗙	Reply Reply Forward to More +	EDL-TTC FISNotif To Manager	Move Rules *	🗟 Mark Unread 📲 Categorize 🔻	Translate	Zoom	
SharePoint *	M Junk + Delete	All	🚰 Team E-mail 🔍	👻 🔝 Actions 🛪	🔻 Follow Up 🔻	👻 🔓 Select 🛪	20011	
OnePlaceMail	Delete	Respond	Quick Steps 🛛 🖓	Move	Tags 🕞	Editing	Zoom	
From: To: Cc: Subject: LA County Tr	From: To: Cc:							
Thank you for crea	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. This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.							

		🛞 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	I Tax Collector	tion the second
Property Tax Management	System - Account Login	a Hela
OPTION SELECTIONS	Account Login:	
Property Tax Inquiry/One- Time Payment	Email Address:	
Property Tax Management System – Account Login	Password: Su	bmit
Business License Renewal	Forgot your Account Login Em	all Address or Password?

Recover Forgotten Password or Email

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

Recover a forgotten Password

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

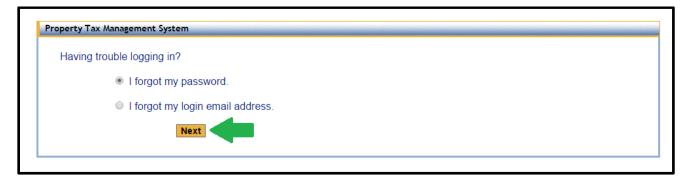
Step 2: Click "Forgot your Account Login Email Address or Password?"

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

	🛞 Help
Property Tax 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 password"

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



Step 4: Submit your email address

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

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

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

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

Property Tax Management System - 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: Second secon	LA County Treasurer and Tax Collecto	r Property Tax Management S	ystem - Message (HTM	IL)		 ∧ ?
Copy to SharePoint * OnePlaceMail To: Cc:	Reply Reply Forward More + All Respond	Control Contro		Mark Unread Gategorize ▼ Follow Up ▼ Tags ⊑	Translate Editing Sent: Tue 10/24/2017	
You have requested to reset your en	e the process. The link will expire					k A
	n Los Angeles County Treasurer a email to <u>PropTaxMgmt@ttc.lacc</u> m a notification-only address tha	o <u>unty.gov</u> and we will in	vestigate this matter	r.		s

Step 6: Answer the security questions

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

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

Step 7: Create a new password

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

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

Step 8: Log in using your new password

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

Recover Email Address

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

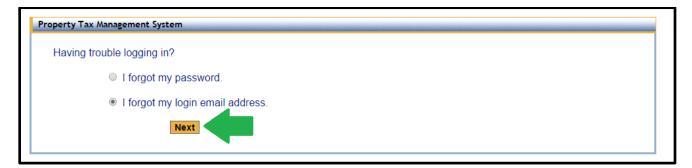
Step 2: Click "Forgot your Account Login Email Address or Password?" link

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

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

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

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



Step 4: Enter your Name and Phone Number

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

Property Tax Management Syst	eem - Retrieve Login Email Address
Enter the following inform	nation and click Submit.
First Name: Last Name: Phone No.:	

Step 5: Answer the security questions

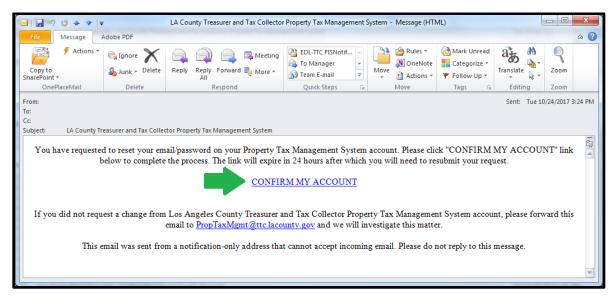
To continue you will have to provide answers to the security questions that you chose when you created your account. After entering your answers into the "Security Answer" field click "**Submit**". After you click submit, a confirmation message will be provided that reveals part of the email address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

rity Question: rity Answer:	What was the make of your first car?	
nty Answer.	(not case sensitive)	
	Submit	
	Subint	
		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: <u>tto lacounty.gov/public-inquiries</u>. Our business hours are 6:00 a.m. to 5:00 p.m., Pacific Time, Monday through Finday, excluding <u>Los Angeles</u>. CA 90012 Our office is located in the Kenneth Halter Hall of Administration, 225 North Hill Street, 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.

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Los Angeles County Treasurer a	nd Tax Collector
Property Tax Manageme	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	
<u>User Guide</u>	

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

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

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 one to 100 properties/parcels. You can create multiple lists.
My Properties/Parcels	List Name: *
Make a Payment	Description:
My Profile	Enter the Assessor's ID No. and Personal Identification Number (PIN) or Type or Copy/Paste Your List You must enter the 10-digit Assessor's ID No. and 6-character PIN to continue. The PIN may contain all alpha, all numeric 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. PIN PIN Property Location
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.
- Assessor's ID No. (AIN) and PIN These fields are used to enter the AIN and PIN for your property/parcel. You can enter from one to 100 properties/parcels per list. Pictures below describe where you can find this information on your tax bill as well as directions for the PIN entry:

CITIES, COUNTY, SCHOOLS AND AL SECURED PROPERTY TAX FOR	Y, TREASURER AND TA	CIES IN LOS ANGELES TO X COLLECTOR EB AT Jacountypropertyd		ск
PIN 123456	DETAIL OF TAX AGENCY GUNERAL TAX LEVY ALL AGENETES VOTED INDERTEDNESS CONVEY CONVEY CITY-(DS ANGRLES DIFFED WATER OLST FLODG CONVERS, CONVENTY COLLEGE UNIFFED SCHOOLS DIFFECT ASSESSMENTS LA STORMATCR FLODG CONVERS, CITY BIT FUND FLODG CONVERS, FLODG CONVERS, FLODG CONVERS, FLODG CONVERS, CITY BIT FUND	(213) 485-2403 (223) 978-1098 (520) 485-2403 (213) 978-1098 (520) 458-3945	67 890 15 0	
PARCEL INFORMATION PIN 123456	COUNTY TAX	, CA 90012	TION	

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:

Los Angeles County				ê D
Treasurer a	nd Tax Collector		To a st	
				80 H
Property Tax Managemen	nt System - Property/Parcel Lis			
OPTION SELECTIONS	Create a list(s) with your pro	perties/parcels.		
My Properties/Parcels	List Name	List Description		
	Residential Properties	List of residential properties	Edit Remove	Print List
Make a Payment	-			
My Profile	Create a New List			
My Profile				
Logout				
User Guide				

For help or inquiries regarding online payments, visit: <u>tto lacounty govipublic-inquiries</u>. Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Fiday, excluding <u>los Angeles County holidays</u>. Our office is located in the Kenneth Halin (Administration, 225 North Hill Street, Finst Floor Lobby, Los Angeles, CA 90012. If you are having trouble using this sile, it may be because you are using a slightly older intermet browser or an unsupported intermet browser. See a <u>list of supported intermet browsers</u>.

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Edit a Properties/Parcels List

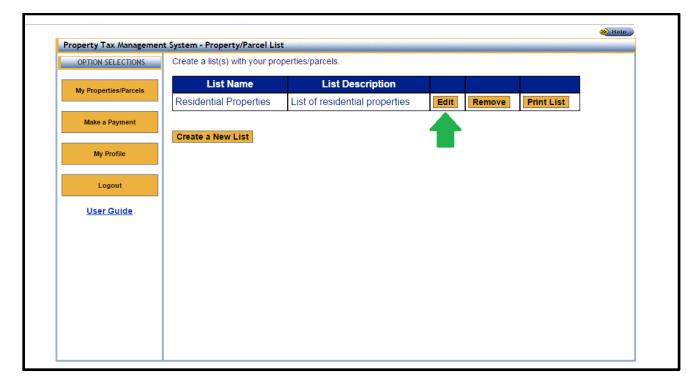
Existing list(s) can be edited.

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, 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:



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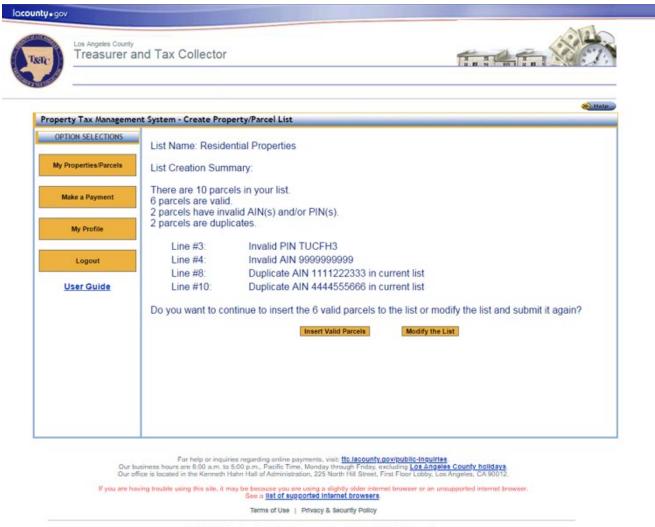
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Step 5: Click "Submit"

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 <u>Appendix 1</u> for the list of common errors that may occur.

Step 6: Save changes to the list

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

Print a Properties/Parcels List

Step 1: Click "My Properties/Parcels"

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

Step 2: Click "Print List"

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

Step 3: Print the list

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

Make a Payment

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

Step 1: Click "Make a Payment"

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

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



Please note the following:

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

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



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 Andeles 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.

HELV. DAY WACKAGED HILL STR	ami - Pagmara uyu ura
OPTION 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 information 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 settle through the ACH Network. If your bank account has a debit block to prevent unauthorized organizations from debiting your account via ACH, you must notify your bank account a debit block to prevent unauthorized Angelas County with a debit filter with the Company Identification Number of D D D D D D D D D D D D D D D D D D
My Profile	
Logout	What you need to know before making a payment: You cannot make eCheck and credit/debit card payments within the same shopping cart. Complete each transaction using one payment method first, and then complete the remaining transaction(s) using the other
User Guide	payment method within a different shopping cart. eCheok Payments
	 There is no fee to pay by eCheck. When making an eCheck payment, please be sure to use the nine-digit tra- routing number (also referred to as a "routing transit number" or simply as a "routing number") that appears on your bank check - not the transit routing number that appears on your deposit site, which is usually different.
	Using the transit routing number that appears on your deposits tip will cause your payment to be returned. • 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) enabled, "meaning that the account and be debited electronically through the Automated Clearing House (ACH) enabled, "your bank account has a debit folder to prover turn-authorized organizations from debiting your account is ACH-enabled, please contact your thrancial institution before paying by eCheck, if you are account has a debit folder to prover turn-authorized organizations from debiting your account you account your account your the Automates CH debits from Lee Angeles County with a debit fileer with the Company identification Number of its in the IDE IDE IDE IDE IDE IDE IDE IDE IDE Automates and will become subjust a applicable late payment penaties and/or costs if any subsequent payment is made after the property tax delinquency date.
	- Cont
	(Whet /s an =Check?) • eChecks are only accepted for payments of less than \$1,000,000. If your total amount due is \$1,000,000 or greater, you can submit two or more eCheck payments of less than \$1,000,000 each until you have paid the fi amount.
	Credit/Debit Card Payments
	 Please note that there is a service fee charged on all creditidebit card payments. The entire fee amount is pait third-party payment processors, and no portion is received or retained by the County of Los Argeles. 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 debit cards are accepted.
	 Credit cards and debit cards are only accepted for payments of less than \$100,000. If your total amount due is \$100,000 or greater, you can submit two or more credit/debit card payments of less than \$100,000 each until have paid the full amount. If you need to calculate the service fee, please click on the service fee calculator is above and enter the payment amount. Please ensure that you accept the service fee please 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 (10) 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 a 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 Thiss Terms of Payment set forth the terms of the eCheck Payment Service (eCheck Service) offered to you by the Los Angeles County Treasurer and Tax Collector (TTC or we). If you are using the eCheck Service on

For help or inquires regarding online payments, will <u>IR Movement approximation of the second second</u>

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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 Managem	ent System - Make a Payment
OPTION SELECTIONS	Choose Property/Parcel List Residential Properties Select Properties/Parcels for Payment
My Properties Parcels	
Make a Payment	A single payment is subject to the following restrictions:
My Profile	 You cannot exceed 100 items per shopping cart. If you have more items to pay, you can complete the current transaction, then begin again.
Logout	 Your total payment for eCheck cannot be greater than \$999,999.99 per shopping cart.
User Guide	

R tto Jacounty pov/public-inquiries trough Feday, excluding Los Angeles County holidays orth Hill Street, First Floor Lobby, Los Angeles, CA 90012 for help or inquiner are 6:00 a.m. to 51

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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	Properties v	Select	Properties/Pa	rcels for Payme	ant
My Properties/Parcels		ential Properties	rtosidonae		deleter	Topencesiru		
Make a Payment	Cart".	ect all the properties/parce To select individual proper n, and then select "Next Pa	ties/parcels o	on this page, sele	ct the corre			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2010 000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency	1	\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE	2246.000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 11111- 1111	2016-000	Installment 2		\$0.00	0.00	
	3	3 2222-222-222 2222 PONCE AVE LOS ANGELES CA 22222-2222	2242.000	Installment 1		\$0.00	0.00	
			2016-000	Installment 2		\$0.00	0.00	
	4	4 3333-333-333 3333 NAPA ST LOS ANGELES CA 33333-3333	2242.000	Installment 1		\$0.00	0.00	
			2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016-000 Installment 1 Installment 2	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444		Installment 2		\$0.00	0.00	
		Grand Total in This List			2:	tems selected	\$308,448.07	1

The following are important points to note:

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

OPTION SELECTIONS	Choos	se Property/Parcel List:	Residentia	I Properties <	Select	Properties/Pa	ircels for Payme	nt
My Properties/Parcels		ential Properties ect all the properties/parce	ls on this pao	ie, check "Select.	All". Then s	elect "Next Pa	age" or "Add to SI	nopping
Make a Payment	Cart".	To select individual proper n, and then select "Next Pa	ties/parcels o	on this page, sele	ct the corre			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2046 000	Installment 1		\$52,034.95	52034.95	12/12/2010
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency		\$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	3 2222-222 2222 PONCE AVE LOS ANGELES CA 22222-2222 4 3333-333 3333 NAPA ST	2010 000	Installment 1		\$0.00	0.00	
			2016-000	Installment 2		\$0.00	0.00	
	4		2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 33333-3333	2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST	2016 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
						items selected	\$308.448.07	

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

OPTION SELECTIONS	Choos	e Property/Parcel List:	Residentia	Properties T	Select	Properties/Pa	rcels for Payme	nt
My Properties/Parcels		ential Properties	rtooldonad	in reported				
Make a Payment	To sele Cart", 1	ct all the properties/parce To select individual proper a, and then select "Next Pa	ties/parcels o	n this page, sele	ct the rres	elect "Next Pa sponding butt		hopping lect All"
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2016-000	Installment 1		\$52,034.95	52034.95	12/12/201
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	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	
			20.000	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	2222 NADA ST	2016-000	Installment 1		\$0.00	0.00	
			2016-000	Installment 2		\$0.00	0.00	
	5	4444-444-444 4444 MICHALE ST		Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	
		Grand Total in This List			2	tems selected	\$308,448.07	

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

OPTION SELECTIONS	Choos	e Property/Parcel List:	Residentia	I Properties •	Select I	Properties/Pa	arcels for Payme	nt
My Properties/Parcels		<u>ential Properties</u> ct all the properties/parce	ls on this pao	ie check "Select	All" Then s	elect "Next Pa	age" or "Add to Si	hopping
Make a Payment	Cart". 7	To select individual propertion in the select individual properties in the select "Next Pattern select sele	ties/parcels o	n this page, sele	ct the corres			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent I Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2046.000	Installment 1		\$52,034.95	52034.95	12/12/2010
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/201
<u>User Guide</u>		00000-0000	0000	Prior Year Delinquency		\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE		Installment 1		\$0.00	0.00	
		LOS ANGELES CA 11111- 1111	2016-000	Installment 2		\$0.00	0.00	
	3	3 2222-222-222 2222 PONCE AVE 2016-000 LOS ANGELES CA 2016-000 22222-2222 Installment 1 4 3333-333-333 3333 NAPA ST 2016-000 Installment 1 Installment 1	2016-000	Installment 1		\$0.00	0.00	
				Installment 2		\$0.00	0.00	
	4		\$0.00	0.00				
		LOS ANGELES CA 33333-3333	ELES CA Installment 2 SO 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 Total in This List			2 i	tems selected	\$308,448.07	

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

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

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

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

Treasurer a	nd Tax	Collector				1	-	
Property Tax Manageme	nt System	- Make a Payment						1
OPTION SELECTIONS								
My Properties/Parcels		se Property/Parcel List. Res	perties *	Select Properties/Parcels for Payment				
Make a Payment	To selk Cart".	ect all the properties/parcels on To select individual properties/p n, and then select "Next Page" o	arcels on this	page, select opping Cart*.	the corres	sponding butto	n under the "Sel	ect All"
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Not Paid B
	28	0000-000-000 VACANT LAND/NO PROPERTY ADDRESS	2016-000	Installment 1		\$0.00	0.00	
Legout				Installment 2	8	\$0.00	0.00	
User Guide	-29	1111-111-111 VACANT LANDINO PROPERTY ADDRESS	2016-000	Installment 1		\$96.97	0.00	12/12/20
				Installment 2		\$106.96	0.00	04/10/20
	- 30	30 2222-222-222 VACANT LANDINO PROPERTY ADDRESS	2016-000	Installment 1	8	\$96.97	0.00	12/12/20
				Installment 2	8	\$106.96	0.00	04/10/20
		3333-333-333 3332 CIMA DE LAGO ST	2010 000	Installment 1	61	\$0.00	0.00	
	31		2010 2100	and the second s			0.00	
	31	3333-333-333 3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333	2016-000	Installment 2	- 6	\$0.00	0.00	
	31	3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333 4444-444-444			0	\$0.00 \$74.32	0.00	12/12/20
		3333 CIMA DE LAGO ST CHATSWORTH CA 33333-3333	2016-000 2016-000	Installment 2	_			12/12/20 04/10/20

For help or inquiries regarding online payments, visit the **Incounty onyubite-Induities**. Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday excluding Los Angeles County holidays. Our effice is located in the Kenneth Hahr Hahl of Administration, 225 North Hild Street, Frist Floor Lobby, Los Angeles, CA 90012.

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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.

OPTION SELECTIONS Choose Property/Parcel List Residential Properties • Select Properties/Parcels for Payment My Properties/Parcels Residential Properties To select all the properties/parcels on this page, check "Select AIF. Then select "Next Page" or "Add to Shoppin Column, and then select "Next Page" or "Add to Shopping Cart". Make a Payment Item // Assessor's ID No / Situs Year Installment Select All Balance Duo Enter Amount Not Properties/ to Pay Delia My Profile Item // Assessor's ID No / Situs Year Installment Select All Balance Duo Enter Amount Not Properties/ to Pay Delia User Guide Item // Assessor's ID No / Situs Year Installment 1 50.00 0.00 Installment 2 50.00 0.00 Installment 1 50.00 0.00 Installment 2 50.00 0.00 Installment 1 50.00 0.00 Installment 1 50.00 0.00 Installment 2 50.00 0.00 Installment 1 50.00 0.00 I	In XMARGE Property Parcel List: Residential Properties * Select Properties/Parcels for Payment Residential Properties Parcels on this page, check "Select AI". Then select "Next Page" or "Add to Shopping Cart". Note: The select individual properties/parcels on this page, check "Select AI". Then select "Next Page" or "Add to Shopping Cart". My Profile Item / Assessor's ID No./Situs Year Installment Select All Balance Duo Enter Amount Delinqueet My Profile Item / Assessor's ID No./Situs Year Installment Select All Balance Duo Enter Amount Delinqueet Ser Guide Item / Assessor's ID No./Situs Year Installment Select All Select All Balance Duo Enter Amount Delinqueet Ser Guide Item / Assessor's ID No./Situs Year Installment Select All Select All Balance Duo Enter Amount Delinqueet Assessor's ID No./Situs Year Installment Select All Balance Duo Enter Amount Delinqueet 25 2005:005:05:8 2016:000 Installment 1 50:00 0:00 0:00 26 2005:005:05:8 2016:000 Installment 1 </th <th>OPTION SELECTIONS Choose Property/Parcel List: Residential Properties * Select Properties/Parcels for Payment My Properties/Parcels Residential Properties * Select Properties/Parcels for Payment My Properties/Parcels Residential Properties * Select Properties/Parcels for Payment Make a Payment Residential Properties/parcels on this page, check "Select All". Then select "Next Page" or "Add to Shopping Cart". To select individual properties/parcels on this page, select the corresponding button under the "Select All column, and then select "Next Page" or "Add to Shopping Cart". Item # Assessor's ID No/Situs Year Installment Select All Balance Doe Enter Amount Deline</th> <th>Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties To select all the properties/parcels on this page, check "Select All". Then select "Next Page" or "Add to Shopping Cart". To select individual properties/parcels on this page, select the corresponding button under the "Select All" column, and then select "Next Page" or "Add to Shopping Cart". Item # Assessor's ID No/Situs Year Installment Select All Balance Dae Enter Amount Delinguese</th>	OPTION SELECTIONS Choose Property/Parcel List: Residential Properties * Select Properties/Parcels for Payment My Properties/Parcels Residential Properties * Select Properties/Parcels for Payment My Properties/Parcels Residential Properties * Select Properties/Parcels for Payment Make a Payment Residential Properties/parcels on this page, check "Select All". Then select "Next Page" or "Add to Shopping Cart". To select individual properties/parcels on this page, select the corresponding button under the "Select All column, and then select "Next Page" or "Add to Shopping Cart". Item # Assessor's ID No/Situs Year Installment Select All Balance Doe Enter Amount Deline	Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties Select Properties/Parcels for Payment Choose Property/Parcel List: Residential Properties To select all the properties/parcels on this page, check "Select All". Then select "Next Page" or "Add to Shopping Cart". To select individual properties/parcels on this page, select the corresponding button under the "Select All" column, and then select "Next Page" or "Add to Shopping Cart". Item # Assessor's ID No/Situs Year Installment Select All Balance Dae Enter Amount Delinguese
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2016-000	2016-000 Installment 2 S0.00 0.00 2016-010 Installment 1 S0.00 0.00	Oser Guide Color Delinquency S178.55 0.00 26 2006-DeliC3# VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 S0.00 0.00 27 2006-DeliC3# VACANT LANDINO VACANT LANDINO 2015-010 Installment 1 S0.00 0.00 27 2006-DeliC3# VACANT LANDINO 2015-010 Installment 1 S9.76 9.76 03/	Lopeet VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 0 0000 0.00 ser Guide 2005-095/58 VACANT LANDINO PROPERTY ADDRESS 2016-000 Prior Year Delinquency 0 5178.56 0.00 26 2005-095/58 VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 50.00 0.00 27 2005-095/58 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 20 59.76 9.76 03/31/20
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27 2005:009-03# VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 Image: Constant Const	27 2005-095/24 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 2 \$9.76 9.76 03/31/20 2016-000 Installment 2 2 \$8.88 8.88 07/31/20 2016-000 Installment 1 50.00 0.00 0.00 2016-010 Installment 1 \$0.00 0.00 0.00	26 2005-209-25# Installment 1 50.00 0.00	Lopout VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 0 0.000 0.000 ser Guide 26 2005-009-ES# 0000 Prior Year Delinquency 0 5178.56 0.00 0.00
PROPERTY ADDRESS 2016/00 Installment 2 \$ \$ 0.00 0.00 27 2006/09/2018 WACANT LANDINO PROPERTY ADDRESS 2015/010 Installment 1 20 \$ \$ 9.76 9.76 0.00 2016/000 2016/000 1015/010 1015/010 1015/010 1010/010 1010/010 2016/000 2016/000 1015/010 1015/010 1010/010 1010/010	PROPERTY ADDRESS 2010-000 Installment 2 \$0.00 0.000 27 2006-09-03-04 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 \$9.76 9.76 03/31/20 2016-000 Installment 2 \$8.88 8.88 07/31/20 2016-000 Installment 1 \$0.00 0.00 2016-010 Installment 1 \$0.00 0.00		Logout VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 0 0.000 0.000 Installment 2 \$0.00 0.000 </td
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VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 0 0.00 0.00 27 2005-09-05# VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 0 59.76 9.76 0.07 2016-000 2016-000 Installment 2 0 58.88 8.88 077 2016-000 2016-000 Installment 1 0 50.00 0.00 0.00	VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 0 0.000 0.000 27 2005-095/238 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 2 \$9.76 9.76 03/31/20 2016-000 Installment 2 2 \$6.88 8.88 07/31/20 2016-010 Installment 1 \$0.00 0.00 0.00 0.00 2016-010 Installment 2 \$0.00 0.00 0.00 0.00		Logout VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 2 S0 00 0.00
OSEC GAIGE Color Definquency S178.56 0.00 26 2006-005-038 2016-000 Installment 1 50.00 0.00 PROPERTY ADDRESS 2016-000 Installment 2 50.00 0.00 27 206-005-038 2015-010 Installment 1 59.76 9.76 2015-010 2015-010 Installment 2 58.88 8.88 077 2016-000 2016-000 Installment 1 50.00 0.00 0.00	Ser Guise Could Delinquency Could S178.55 0.00 26 2005-065/254 2016-00 Installment 1 S0.00 0.00 27 2005-065/254 2016-00 Installment 2 S0.00 0.00 27 2005-065/254 2015-010 Installment 1 S9.76 9.76 03/31/20 27 2005-0265/254 2015-010 Installment 1 S0.00 0.00 0.00 2015-010 2015-010 Installment 2 S8.88 8.88 07/31/20 2016-000 Installment 1 S0.00 0.000 0.00 2016-010 Installment 1 S0.00 0.000 0.00		VACANT LANDING 2016-000
Obser Guide 20 2005-009-E38 0000 Delinquency 5178-55 0.000 26 2005-009-E38 2016-000 Installment 1 \$0.00 0.00 27 2005-009-E38 2015-010 Installment 2 \$0.00 0.00 27 2005-009-E38 2015-010 Installment 1 \$0.00 \$0.00 2015-010 2015-010 Installment 2 \$0.00 0.00 2016-000 2016-000 Installment 1 \$0.00 0.00	Ser Guise Course Delinquency S178.55 0.00 26 2005.065.054 VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 S0.00 0.000 27 2005.055.054 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 S0.00 0.000 27 2005.056.054 VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 S0.00 0.000 2015-010 Installment 2 S8.88 8.88 07/31/20 2016-000 Installment 1 S0.00 0.000 0.000 2016-010 Installment 1 S0.00 0.000 0.000	Loost Concerns Loopters	TOTAL TOTA
Logost PROPERTY ADDRESS attriment 2 \$0.00 0.00 User Guide 26 206-09-E3# VACANT LANDINO PROPERTY ADDRESS 2016-000 Prior Year Delinquency 3178.56 0.00 27 206509-E3# VACANT LANDINO PROPERTY ADDRESS 2016-000 Installment 1 \$0.00 0.00 27 206509-E3# VACANT LANDINO PROPERTY ADDRESS 2015-010 Installment 1 \$9.76 9.76 0.00 2015-010 Installment 2 \$0.00 0.00 </td <td>Logost PROPERTY ADDRESS Installment 2 \$0.00 <</td> <td>10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0</td> <td></td>	Logost PROPERTY ADDRESS Installment 2 \$0.00 <	10 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	
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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	se Property/Parcel List:	Residentia	I Properties T	Select	Properties/Pa	arcels for Payme	nt
My Properties/Parcels		ential Properties	rtosidonia					
Make a Payment	Cart". 1	et all the properties/parce To select individual proper a, and then select "Next Pa	ties/parcels o	on this page, sele	ot the corres			
My Profile	Item #	Assessor's ID No./Situs Address	Year Sequence	Installment	Select All	Balance Due	Enter Amount to Pay	Delinquent l Not Paid By
	1	0000-000-000 0000 TOPANGA CANYON	2242.022	Installment 1	v	\$52,034.95	52034.95	12/12/2016
Logout		BLVD LOS ANGELES CA	2016-000	Installment 2		\$52,044.92	0.00	04/10/2017
<u>User Guide</u>	0000-0000		0000	Prior Year Delinquency	st.	\$256,413.12	256413.12	
	2	1111-111-111 1111 MAYNARD AVE 2		Installment 1		\$0.00	0.00	
	1111 MAYNARD AVE LOS ANGELES CA 11111- 1111	NGELES CA 11111- 2016-000	Installment 2		\$0.00	0.00		
	3	2222-222-222 2222 PONCE AVE		Installment 1		\$0.00	0.00	
		LOS ANGELES CA 22222-2222	2016-000	Installment 2		\$0.00	0.00	
	4	3333-333-333 3333 NAPA ST	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	2010 000	Installment 1		\$0.00	0.00	
		LOS ANGELES CA 44444-4444	2016-000	Installment 2		\$0.00	0.00	

Step 8: Click "View Shopping Cart"

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



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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 Sys	tem - Choose	ine Cart						
OPTION SELECTIONS My Properties/Parcels Make a Payment	When p transac organiz Angele Angele	paying by eChe fion can settle ations from de s County with s County upda	thro bitin a de fed i	ugh the ACH Netu g your account via bit filter with the C its Company Ident	ork. If your ACH, you r ompany Ide fication Nur	stomated Clearing House (ACH)-e bank account has a debit block to must notify your bank to authorize ntification Number of 0000 0 for in September 2018, so you n on your bank account.	prevent unaut	borized
							Print Sho	pping Cart
My Profile	Item #	List	٠	Assessor's ID _e No.	Year . Seq	Description •	Amount	
Logout	1	Residential Properties		0000-000-000	2016-000	Current Secured Property Tax Installment 2	\$2,586.32	Remov
User Guide	2	Residential Properties	Ĩ	1111-111-111	2016-000	Current Secured Property Tax Installment 2	\$3,766.44	Remov
	3	Residential Properties		2222-222-222	2016-000	Current Secured Property Tax Installment 2	\$3,692.77	Remov
	4	Residential Properties	Ĩ	3333-333-333	0000	Defaulted Secured Property Tax	\$2,519.27	Remov
	5	Residential Properties		3333-333-333	2016-000	Current Secured Property Tax Installment 2	\$4,366.65	Remov
	6	Residential Properties		4444-444-444	2016-000	Current Secured Property Tax Installment 2	\$3,670.74	Remov
	7	Residential Properties		5555-555-555	2016-000	Current Secured Property Tax Installment 2	\$3,326.57	Remov
	8	Residential Properties		7777-777-777	2016-000	Current Secured Property Tax Installment 2	\$4,044.98	Remov
		Shopping Ca	art G	rand Total			\$27,973.74	
	3	lo to Previou	s Li	St Clear Shopp Proceed to		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 ar	nd Tax C	ollecto	or				1	45.	
Property Tax Hanagement Sys	stem - Shopp	ing Cart							
OPTION SELECTIONS	When	paying by	/ eCheck	your bank accou	nt must be Au	tomated Clearin	ng House (ACH)-	enabled, meani	ng the
My Properties/Parcels	organia Angele	tion can tations fr s Count s Count	settle thr	ough the ACH Nel ing your account v	twork. If your ta ACH, you r	bank account han nust notify your	bank in authorize	o prevent unaut ACH debits fro 79161 hust update thi	Los
Make a Payment		cation N	vche	eck.ttc.laco	ounty.g	ov says:	-		
210-04-04-04-04-04-04-04-04-04-04-04-04-04				r to use our Site to n of the Site hosted b				SPrint Shop	pping Cart
My Profile	Item #		Process	Information Service or will prompt you t it using a credit/deb	o enter all info	rmation necessary	y to make your	Amount	
Logout	1	Resic Prope		ecessary to process or has agreed to ab				\$2,586.32	Remov
User Guide	2	Resic Prope	while co behalf.	ollecting such inform There is no fee for e	nation and pro Check paymen	cessing such paym	nents on our	\$3,766.44	Remov
	3	Resic Prope	credit a	nd debit card paym	end.			\$3,692.77	Remov
	4	Resic Prope				ок	Cancel	\$2,519.27	Remov
	5	Reside		330040004000	2010000	installment 2	Фениренуттах	\$4,366.65	Remov
	6	Reside Proper	ntial	4444-444-444	2016-000	Current Secure Installment 2	d Property Tax	\$3,670.74	Remov
	7	Reside		5555-555-555	2016-000	Current Secure Installment 2	d Property Tax	\$3,326.57	Remov
	8	Reside Proper		7777-7777-7777	2016-000	Current Secure Installment 2	d Property Tax	\$4,044.98	Remov
	-	Shope	ing Cart (Grand Total				\$27,973.74	
	<u> </u>								-
	8	Go to Pr	evious L	list Clear Shop	oping Cart	_	oing Cart	Service Fee C Back to	
				Proceed	to Checkout			Back to	Тор

See a list of supported internet prowsers

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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**".

You have se	lected the following /	Assessor's ID num	ber(s) to pay by credit/de	ebit card:	
ltem Number	Assessor's ID Number	installment Number	Two-Digit Year/ Sequence Number	Description	Payment Amount
1	000000000	2	14030	Current Secured Property Tax	\$712.92
2	000000000	1	15000	Current Secured Property Tax	\$4,262.02
3	0000000000	2	15000	Current Secured Property Tax	54,262.01
4	********	1	15000	Current Secured Property Tax	\$4,547.00
5	*********	2	15000	Current Secured Property Tax	\$4,546.98
6	777777777	2	14010	Current Secured Property Tax	\$600.19
7	22222222222	1	15000	Current Secured Property Tax	\$2,150.01
8	2222222222	2	15000	Current Secured Property Tax	\$2,150.00
				Total Amou	nt of Above Item(s) : \$23,271.13
			Cancel	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 <u>Step 2</u>. After filling out the form, click "Continue" to proceed.

Credit/Debit Card Example:

Treasurer and Tax Collector		
ayment Entry		
rvice fee will be charged for using this service. Please complete the submitting the payment for processing.	e payment information below and click contin	ue. You will be able to review the fee amount
yment Method: Credit or Debit Card 🗸		
Card Information	Cardholder's Billin	g Information
Card Number 123412341234	Name	John Doe
Expiration Date December V 2031 V	Address	123 Main St.
Card Identification Code	City	Los Angeles
	State	California 🗸
	ZIP Code	33333
STAR Pulse Mica	Daytime Phone Number (XXX-XXX-XXXX)	(444) 444-4444
All fields are required.	Email Address	john.doe@email.com
	Re-enter Email Address	john.doe@gmail.com
	All fields are required.	
If you are having trouble using this site, it may be because To see a list of supported inte	you are using a slightly older internet browser ernet browsers, click the Browser Support link	
Go Back	Edit Cancel Continue	
For help or inquiries regarding Our business hours are 8:00 a.m. to 5:00 p.m., Pa	online payments, visit: tto lacounty.gov offic Time, Monday through Friday, exclu	/public-inquiries. ding Los Angeles County holidays. Flaor Lobby, Los Angeles, CA 90012.

E-Check Example:

Please double check your Routing and Account number.

Treasurer an	nd Tax Collector			
ayment Entry				
ase enter your payment inform	mation below:			
Payment Method: E-Chec				
Bank Account Inform	nation		Account Holder's	Information
Type of Check	E-Check Personal *		Name (Only one account name is	John Doe
Routing Number	11111111	9	required.)	
Re-enter Routing Number	111111111	-	Address	123 Main St.
14 10000			City	Los Angeles
Account Number	22222222	Θ	State	California
Re-enter Account Number	22222222		3606	Caironia
			ZIP Code	33333
Scheck			Daytime Phone Number	444-444-4444
Please include any leading an numbers.	eros in your routing and acci	punt	(XXX-XXX-XXXX)	
For help with routing and acco	ount numbers, click on the (?	licon next	Email Address	john.doe@email.com
to the field.			Re-Enter Email Address	john.doe@email.com
All fields are required.			All fields are required.	
ease print a copy of your receipt	for your records.			
		0.050		
	Ge	Back/Edit	Cancel Continue	
	urs are 8:00 a.m. to 5:00 p	.m., Pacific Tin		gov/public-inquiries. xcluding Los Angeles County holidays. 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.

u have se	lected the following As	sessor's ID No.(s)	to pay by credit/debit ca	rd:		
em umber	Assessor's ID No.	Installment Number	Two-Digit Year/ Sequence Number	Description	Paym	ent Amount
8	111 111 1111	2	18000	Current Secured Property Tax		\$2,598.32
	2222222222	2	16000	Current Secured Property Tax		\$3,766,44
	333333333	2	16000	Current Secured Property Tax		\$3.692.77
	44444444	7	00000	Defaulted Secured Property Tax		\$2.519.27
	********	2	18000	Current Secured Property Tax		\$4,300.05
	5555555555	2	16000	Current Secured Property Tax		\$3,670.74
	7777777777	2	10000	Current Secured Property Tax		\$3.326.57
	0000000000	2	18000	Current Secured Property Tax		\$4,044.98
				Те	stal Amount of Above Item(s) :	\$27,973.74
					Service Fee:	\$621.02
					Total Payment Amount :	\$28,594.76
	formation			Cardholder's Billing	Information	
Card N				Name	John Doe	
Expirat	ion Date 12/17			Country	US	
		Care		Address City	123 Main St. Los Angeles	
				State	CA	
				ZIP Code	33333	
				Daytime Phone Number	411 111 1111	
				(200X-200X-20000)		
				(XXX-XXXX-XXXXX) Email Address	john.doe@email.com	
	NO CHANGES TO	YOUR PRYMENT (AN BE MADE ONCE YO		john.doe@email.com	,
				Email Address	john.doe@email.com	
		using this site. It ma	y be because you are usin	Email Address	john.doe@email.com	
		using this site. It ma	y be because you are usin	Email Address	john.doe@email.com	
		using this site. It ma	y be because you are usin supported internet browser	Email Address	john.doe@email.com	
		using this site. It ma	y be because you are usin supported internet browser	Email Address CLICK ON THE "PROCESS PA g & slightly older internet browser o s, click the Browser Support Ink or	john.doe@email.com	

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.

TAR	Les Angeles Courty Treasurer and	Tax Collec	tor		fine fin
until the (7) busi transact Your me the tax p • 1	e County of Los A ness days. The p tion. onthly credit/debi payment and anol If the transactions	ngeles rece ayment will t card stater ther for the s appear sep ng similar) a	ives the funds from post to our system ment may reflect si credit/debit card si varately, the princip	the transaction will not be refle n your financial institution, whi with the effective date on whi eparate transactions, one for the rvice fee: wal tax payment will be labeled " will be labeled "L2GLINK2GOV	ch may take up to seven ch you completed your he principal portion of "L2GLA COUNTY TTC
	If there is only on	e transactio	n listed on your st	atement, it will be labeled "L2G	LA COUNTY TTC
	PAY" (or something	ng similar).			
		Warning: Do n	ot use your back button, a	this may lead to a duplicate payment.	
tem Number	Assessor's ID No.	Installment Number	Two-Digit Year! Sequence Number	Description	Payment Amount
1	110.01001	2	18000	Current Decured Property Tax	\$2,595.32
2	2222222222	2	15000	Current Secured Property Tax	\$3,766.44
1	3333333333	2	18000	Current Secured Property Tax	\$3,692.77
	444444444	7	00000	Defaulted Secured Property Tax	\$2,519.27
5	********	2	19000	Ourrent Depuned Property Tax	\$4,396.65
5	555555555	2	16000	Current Secured Property Tax	\$3,670.74
	100000	2	15000	Current Secures Property Tax	\$3,326.57
7				Current Secured Property Tax	\$4,044.98
	0000000000	2	19000		
	0000000000	2	+5000		of Above tem(s) : \$27,973.74
	000000000	2	18000		
	000000000	2	18000	Total Amoun	t of Above Item(s) : \$27,973.74 Gervice Piet: \$621.02 syment Amount : \$28,594.76
7 8 Receipt Nu Transaction Payment Ty	mber: 4008159958 1 Date: 03/06/2017 (19500	Total Amoun	Service Fee \$621.02
8 Receipt Nu	mber: 4008159958 n Date: 03/06/23/77 get:	22.30:17 PM	19000 Su 3800 util receive ar email	Total Anoun Total Pi	Service Fee \$621.02
Receipt Nu	mber: 4008159958 n Date: 03/06/23/77 get:	22.30:17 PM		Total Anoun Total P confirming the transaction.	Service Fee \$621.02
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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 inquiries regarding online payments, visit: <u>ttc.lacounty.gov/public-inquiries</u>. Our business hours are 8:00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, 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 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		20
OPTION SELECTIONS	Email Address: Password:	John doe@ttc.lacounty.gov Change Email Address Change Password	
My Properties Parcels	First Name.*	John	
	Last Name."	Doe	
Make a Payment	Company Name:		
	Address 1:	· · · · · · · · · · · · · · · · · · ·	
My Profile	Address 2		
Logout	City:		
	State:		
User Guide	Zip: Phone No*	111 111 1111. (000-000-0000)	
	Security Question #1:*	What is the name of a college you applied to but didn't att	end2 ·
	Security Answer #1:*		
	Security Question #2.*	What year did you graduate from High School?	
	Security Answer #2.*		
	Security Question #3.*	What is your oldest sibling's middle name?	
	Security Answer #3:*		
		Save Cancel	

The Jacounty gov/public-inquiries 8.00 a.m. to 5.00 p.m. he Kenneth Hahn Hall

ble using this site, it may be because you are using a slightly order ma-Sice a <u>list of supported internet provisers</u>

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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.

			-
OPTION SELECTIONS		inter des Otto Inserants and	Change Fred Lateral
OPTION SELECTIONS	Email Address: Password:	john doe@ttc.lacounty.gov	Change Email Address Change Password
My Properties Parcels	First Name.*	John	
	Last Name."	Doe	
Make a Payment	Company Name:		_
	Address 1:		
My Profile	Address 2		
	City:		
Logout	State:		
User Guide	Zip:		
	Phone No.*	111	
	Security Question #1:*	What is the name of a college	you applied to but didn't attend? •
	Security Answer #1.*		
	Security Question #2.*	What year did you graduate fr	rom High School?
	Security Answer #2.*		
	Security Question #3.*	What is your oldest sibling's n	niddle name? • <
	Security Answer #3.*	010000000	
		Save	Cancel
		save	Cancel

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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**".

perty Tax Management	System - Profile		
OPTION SELECTIONS	Email Address	john doe@ttc lacounty.gov	Change Email Address
My Properties Parcels	Password: First Name*	Liohn	Change Password
	Last Name."	Doe	
Make a Payment	Company Name:		
	Address 1:		
My Profile	Address 2:		
	City:		
Logout	State:		
User Guide	Zip:		
	Phone No.*	Constructed Constructed Constructed	-00-000)
	Security Question #1:	What is the name of a college	you applied to but didn't attend? .
	Security Answer #1.* Security Question #2.*	What year did you graduate fi	rom High School?
	Security Answer #2.*		
	Security Question #3.*	What is your oldest sibling's n	niddle name? •
	Security Answer #3.*		

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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.

Treasurer an	d Tax Collector		finefin MC
operty Tax Management	System - Profile		-
OPTION SELECTIONS	Email Address:	john.doe@ttc.lacounty.gov	Change Email Address
My Properties Parcels	Password: First Name.*	John	Change Password
	Last Name:*	Doe	=
Make a Payment	Company Name:		_
	Address 1:		
My Profile	Address 2:		
Lopout	City:		
	State:		
User Guide	Zip: Phone No.**	111 - (111 - 1114 pro	
	Security Question #1:*	What is the name of a college you applied to but didn't attend?	
	Security Answer #1:*		<u></u>
	Security Question #2.*	What year did you graduate fr	rom High School?
	Security Answer #2:*		
	Security Question #3.*	What is your oldest sibling's n	niddle name? •
	Security Answer #3.*		
		Save	Cancel
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Step 3: Click "Save" to save changes

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

perty Tax Management	System - Profile		a))
OPTION SELECTIONS	Email Address: Password	john.doe@ttc.lacounty.gov	Change Email Address Change Password
My Properties Parcels	First Name:*	John	Scheliger, Passense S
	Last Name:*	Doe	
Make a Payment	Company Name:		
	Address 1:		
My Profile	Address 2:		
	City:		
Coposi	State:		
User Guide	Zip:		
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	Security Question #1: *	What is the name of a college	you applied to but didn't attend? ·
	Security Answer #1;* Security Question #2.*	What year did you graduate fr	om High School?
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	Security Question #3.*	What is your oldest sibling's m	hiddle name?
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For help or inquiries regarding online payments, visit: the Jacounty gov/public-inquiries Our business hours are 0.00 a.m. to 5:00 p.m., Pacific Time, Manday through Friday, excluding Los Angeles County holidays. Our office is located in the Kenneth Hahr Haf of Administration, 225 North Hal Street, First Floor Lobby, Los Angeles, CA 90012.

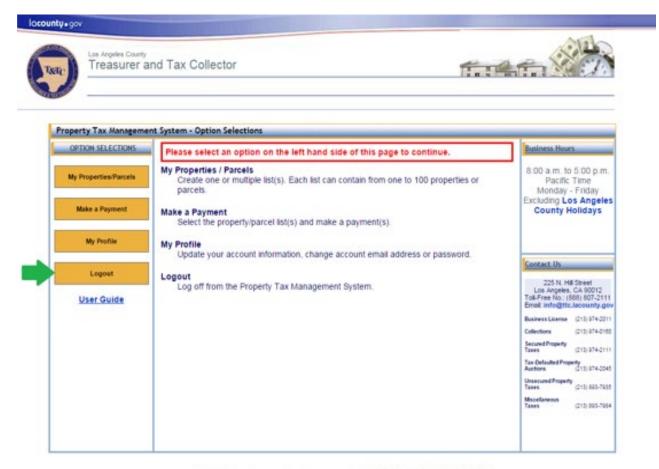
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Logout

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.



For help or inquiries regarding online payments, visit the <u>lecounty govpublic-inquiries</u> Our business hours are 8-00 a.m. to 5:00 p.m., Pacific Time, Monday through Friday, excluding <u>Los Angeles County holidays</u> Our office is located in the Kenneth Hahn Hall of Administration, 225 North Hill Street, First Floor Lotby, Los Angeles, CA 90012.

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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.