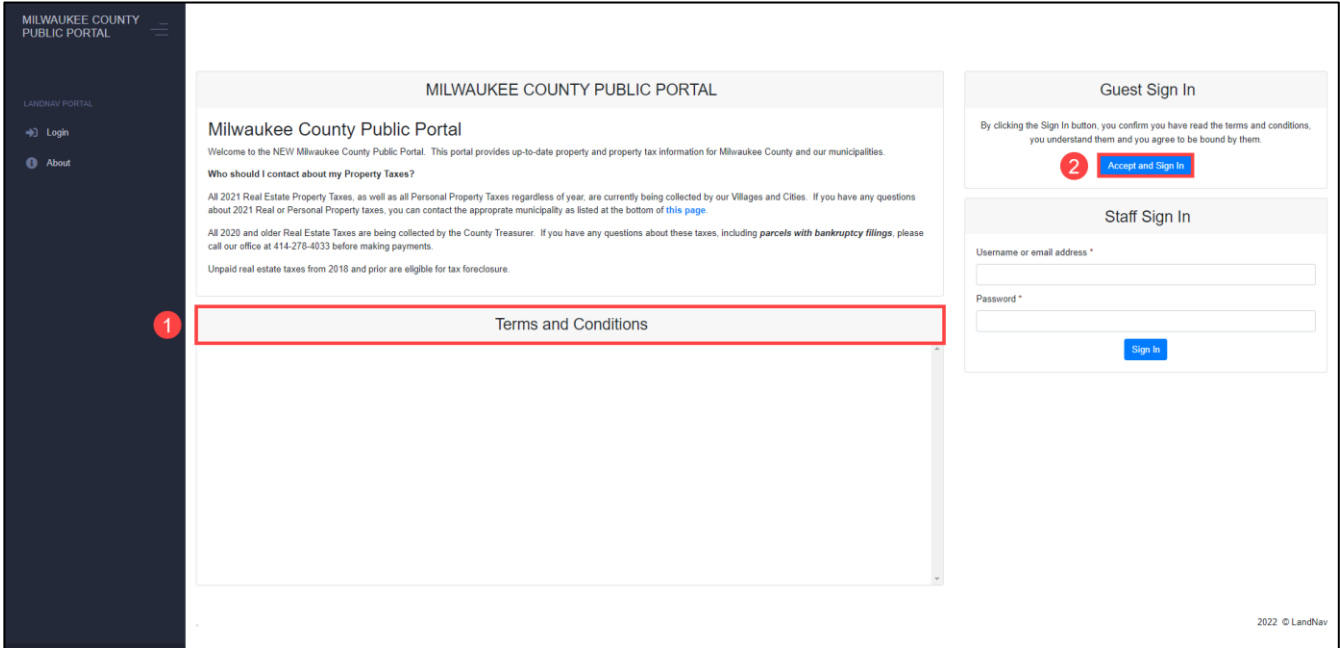


Public Portal – How to Print a Tax Year Report

Step 1: Open the Public Portal in any internet browser.

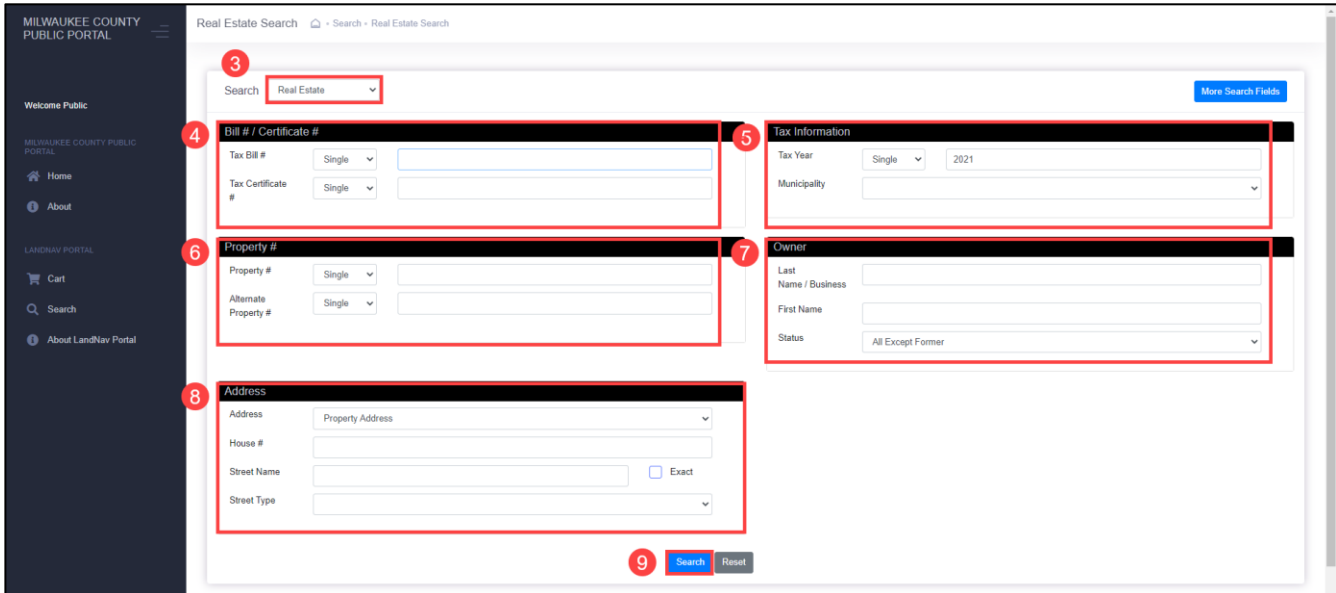
- **Note:** In this example, we are using Milwaukee County's Public Portal.

1. Read through any Terms & Conditions that appear on the homepage.
2. In the "Guest Sign In" window, click "Accept and Sign In."



Step 2: Search for the property or tax bill using any of the following methods (see #3-8).

- **Please Note:** You do not need to use all of the following search options.
- **Tip:** If you are experiencing difficulty when searching, try simplifying your search.



The screenshot shows the 'Real Estate Search' form on the Milwaukee County Public Portal. The form is divided into several sections, each highlighted with a red box and a numbered callout:

- 3:** Search dropdown menu, currently set to 'Real Estate'.
- 4:** 'Bill # / Certificate #' section with input fields for 'Tax Bill #' and 'Tax Certificate #'.
- 5:** 'Tax Information' section with input fields for 'Tax Year' and 'Municipality'.
- 6:** 'Property #' section with input fields for 'Property #' and 'Alternate Property #'.
- 7:** 'Owner' section with input fields for 'Last Name / Business', 'First Name', and a 'Status' dropdown menu.
- 8:** 'Address' section with input fields for 'Address' (with a 'Property Address' dropdown), 'House #', 'Street Name', and 'Street Type'.
- 9:** Search buttons labeled 'Search' and 'Reset'.

3. Search:

- This is a drop-down menu. Select the appropriate type of record from the list.
- *Note: This will default to "Real Estate."*

4. Bill # / Certificate #:

- Enter either your Tax Bill number or your Tax Certificate number in the text boxes provided.

5. Tax Information:

- Tax Year: This is a drop-down menu. You may leave this on "Single" to search for a single tax year or select "Range" and enter a range of tax years.
- Municipality: Narrow-down your search results by selecting your municipality from the drop-down list.

6. Property #:

- Enter either your Primary Parcel number or your Alternate Parcel number in the appropriate text box provided.

7. Owner:

- Last Name / Business: Enter the Last Name or Business Name on the tax record.
- First Name: Enter the First Name on the tax record.
- Status: Select the appropriate option from the drop-down list.

8. Address:

- Address: Select the appropriate Address type from the drop-down menu.
- House #: Enter only the house number in this field.
- Street Name: Enter only the street name in this field.
- Street Type: Select the appropriate type of street from the drop-down.
- Exact: Check this checkbox to find only exact matches to the information you entered in the other address areas.

9. Click “Search.”

Step 3: Review the search results list and select the property to view.

10. Find the property in the Search Results list and click the Property # to view the parcel information.

Search Results

<input type="checkbox"/>	Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
<input checked="" type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									
<input type="checkbox"/>	Common									

10 Showing 1 - 10 of 116

[Add to Cart](#)
[View Cart](#)

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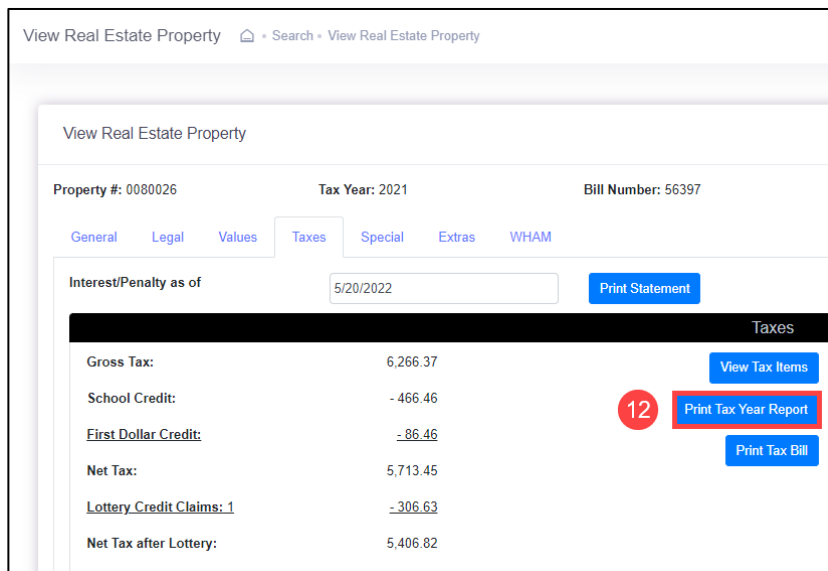
Step 4: Review the property tax information and print the Tax Year Report.

11. Once you have selected a property to view, you will be brought to the “General” tab by default.

Click “Taxes” at the top of the list to view the information in the property taxes tab.



12. Click the “Print Tax Year Report” button to generate a PDF of the Tax Year Report.



End of Instructions