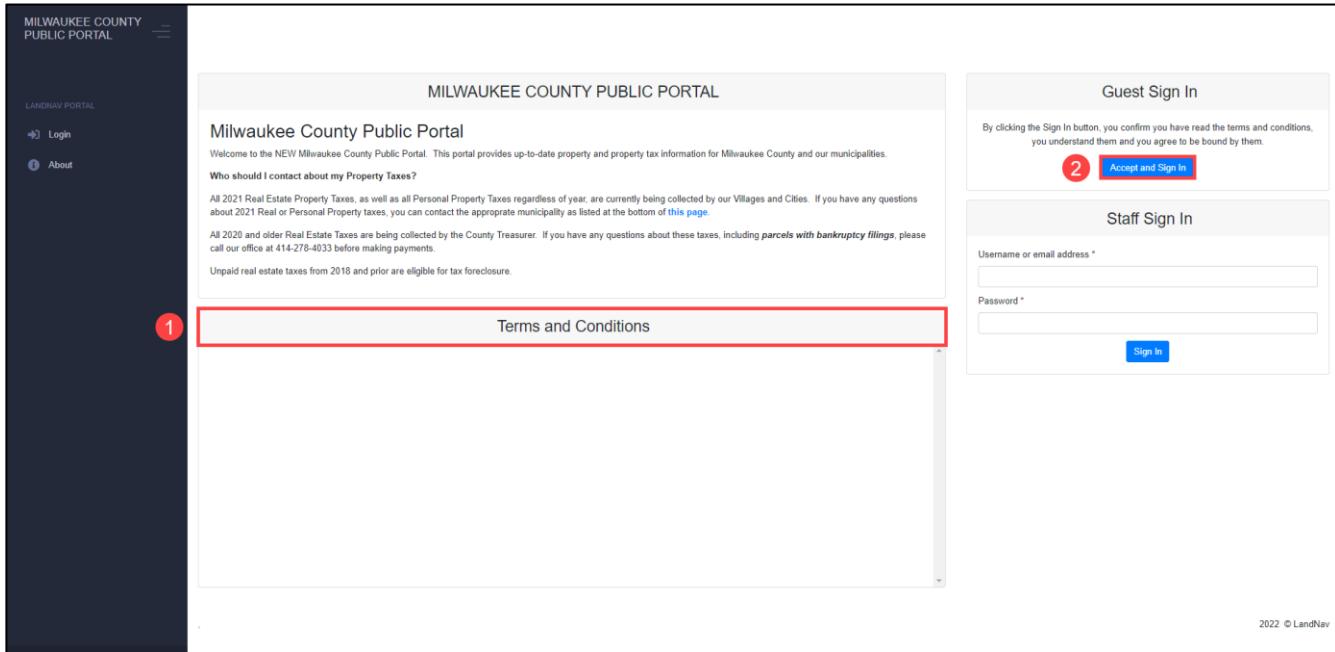


Public Portal – How to Print a Tax Year Report

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

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

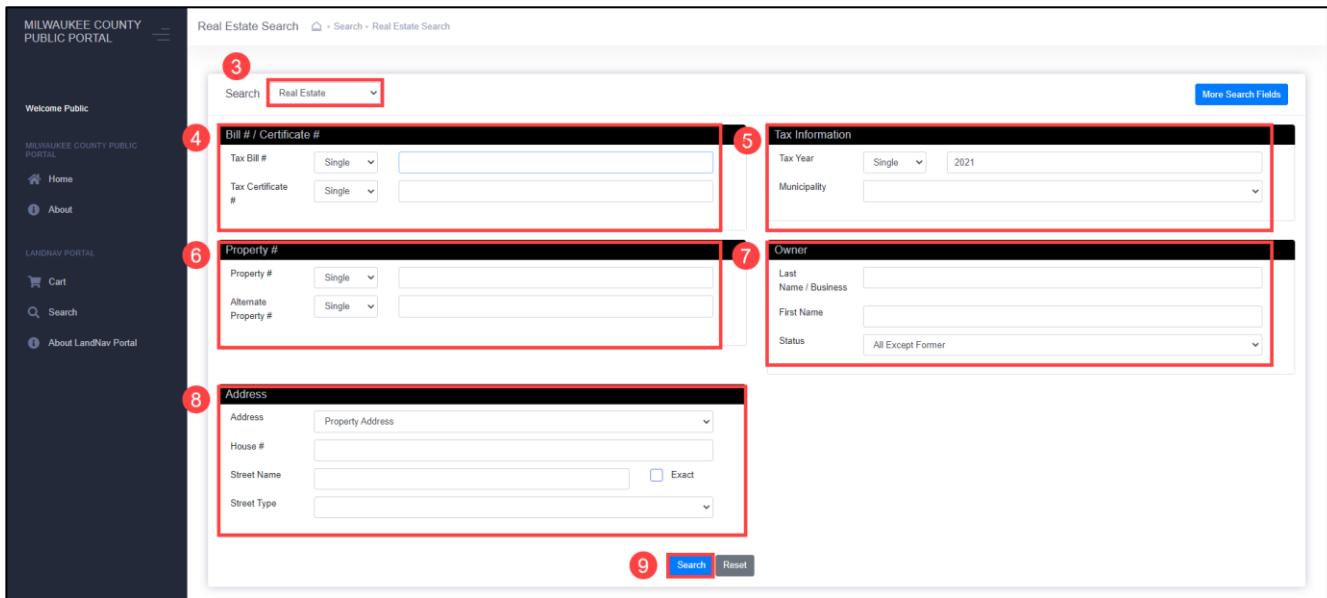
1. Read through any Terms & Conditions that appear on the homepage.
2. In the “Guest Sign In” window, click “Accept and Sign In.”



The screenshot shows the Milwaukee County Public Portal homepage. On the left, there is a sidebar with 'LANDNAV PORTAL' and links for 'Login' and 'About'. The main content area has a heading 'MILWAUKEE COUNTY PUBLIC PORTAL' and sub-headings 'Milwaukee County Public Portal' and 'Terms and Conditions'. A red box labeled '1' highlights the 'Terms and Conditions' link. To the right, there is a 'Guest Sign In' window with a 'Accept and Sign In' button, and a 'Staff Sign In' window with 'Username or email address' and 'Password' fields. A red box labeled '2' highlights the 'Accept and Sign In' button in the 'Guest Sign In' window. The bottom right corner of the screenshot says '2022 © LandNav'.

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.



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.

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

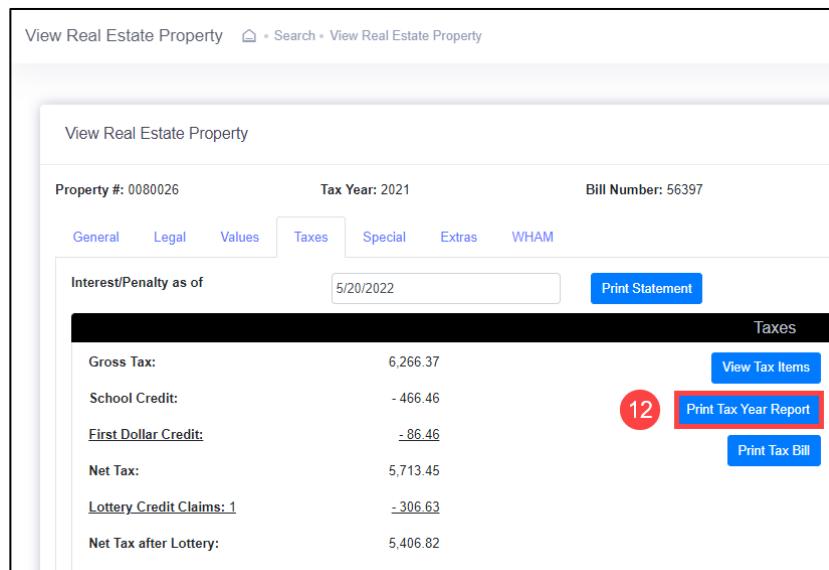
11. Once you have selected a property to view, you will be brought to the “General” tab by default.

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



The screenshot shows a web-based application for viewing real estate property. At the top, there is a header with the title 'View Real Estate Property' and a back arrow. Below the header, the main content area has a title 'View Real Estate Property'. In the center, there is a property identifier 'Property #: [REDACTED]' and a 'Tax Year: 2021' label. To the right of the property number is a red circle with the number '11'. Below these, there is a horizontal navigation bar with tabs: 'General', 'Legal', 'Values', 'Taxes' (which is highlighted with a red box), 'Special', 'Extras', and 'WHAM'. A large dark blue button labeled 'Property' is centered below the tabs. The background of the main content area is white.

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



The screenshot shows the same 'View Real Estate Property' page as the previous one, but with more detailed information. At the top, it shows 'Property #: 0080026', 'Tax Year: 2021', and 'Bill Number: 56397'. The 'Taxes' tab is now active and highlighted with a red box. Below the tabs, there is a section for 'Interest/Penalty as of' with a date input field containing '5/20/2022' and a 'Print Statement' button. The main content area is titled 'Taxes' and contains a table of tax details. The table includes rows for 'Gross Tax', 'School Credit', 'First Dollar Credit', 'Net Tax', 'Lottery Credit Claims: 1', and 'Net Tax after Lottery'. To the right of the table are three buttons: 'View Tax Items', 'Print Tax Year Report' (which is highlighted with a red box and a red circle with the number '12'), and 'Print Tax Bill'. The background of the main content area is white.

End of Instructions