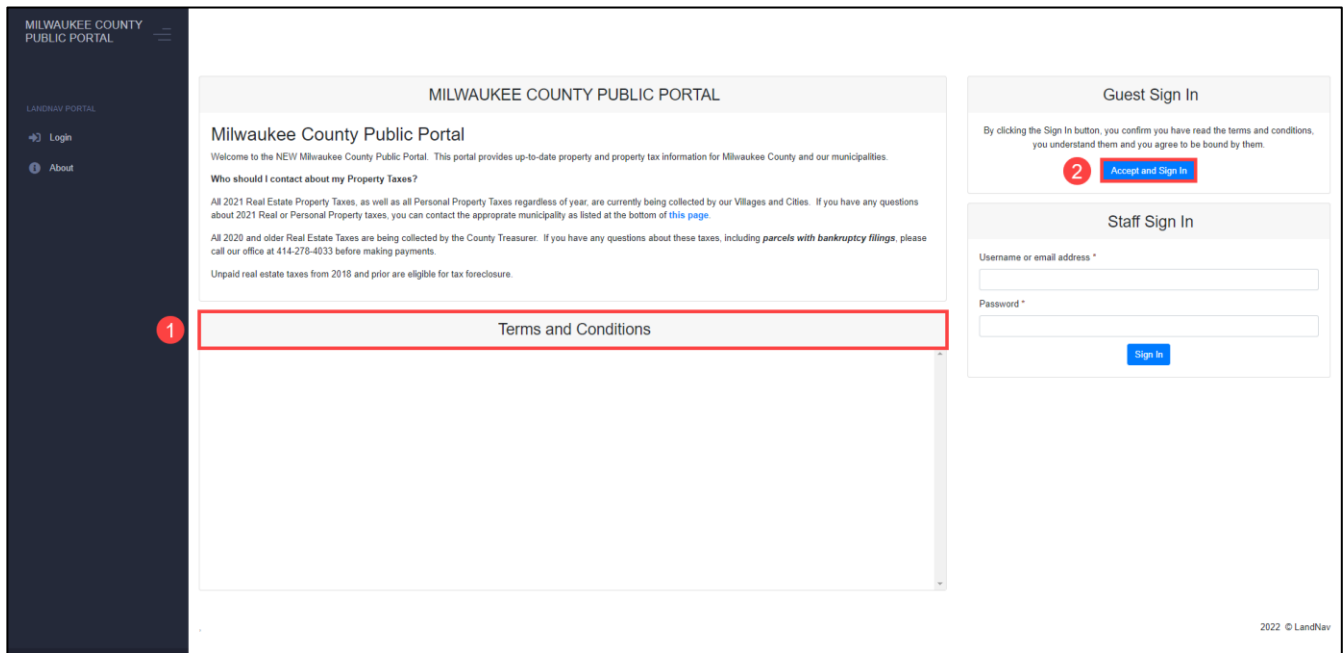


Public Portal – How to Print a Tax Year Report

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

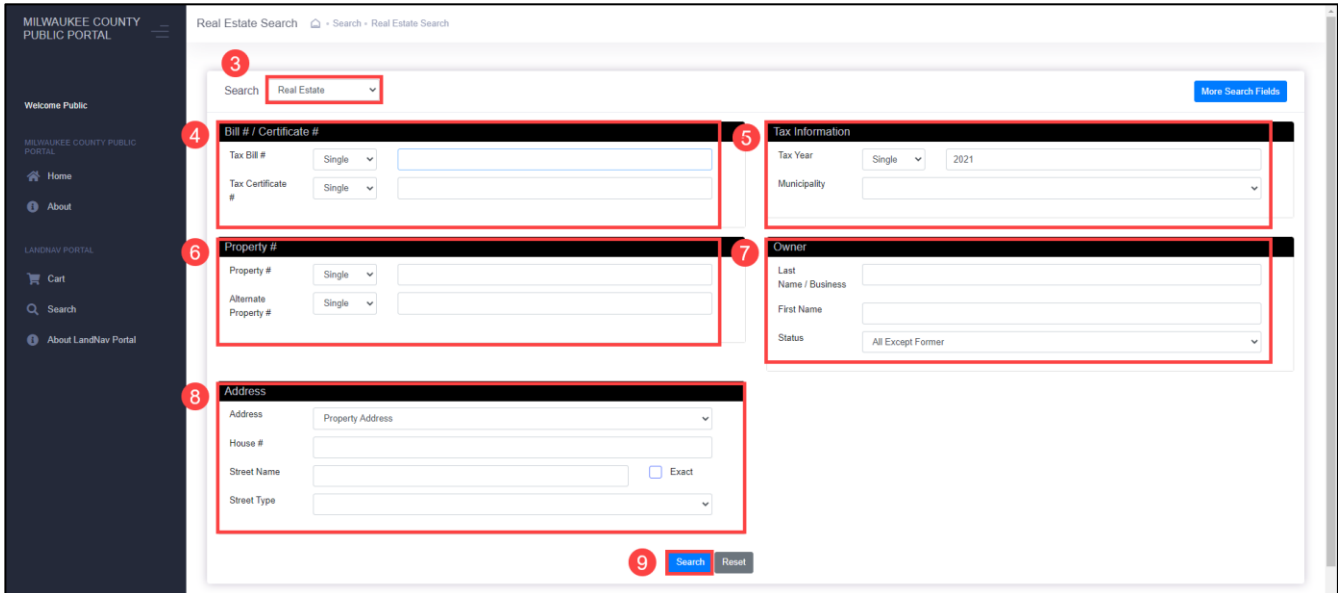
- **Note:** In this example, we are using Milwaukee County's Public Portal.

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.
- **Tip:** It is recommended that only one of the search methods listed in steps 4-8 be used for a 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.

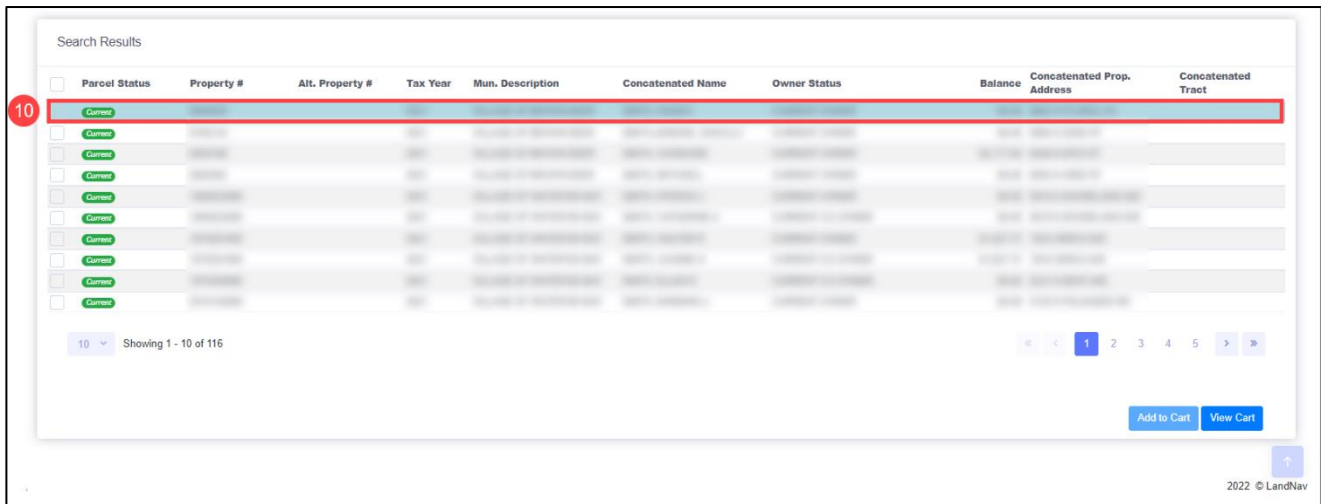
8. Address:

- 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.



Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									
Commercial									

Showing 1 - 10 of 116

1 2 3 4 5

Add to Cart View Cart

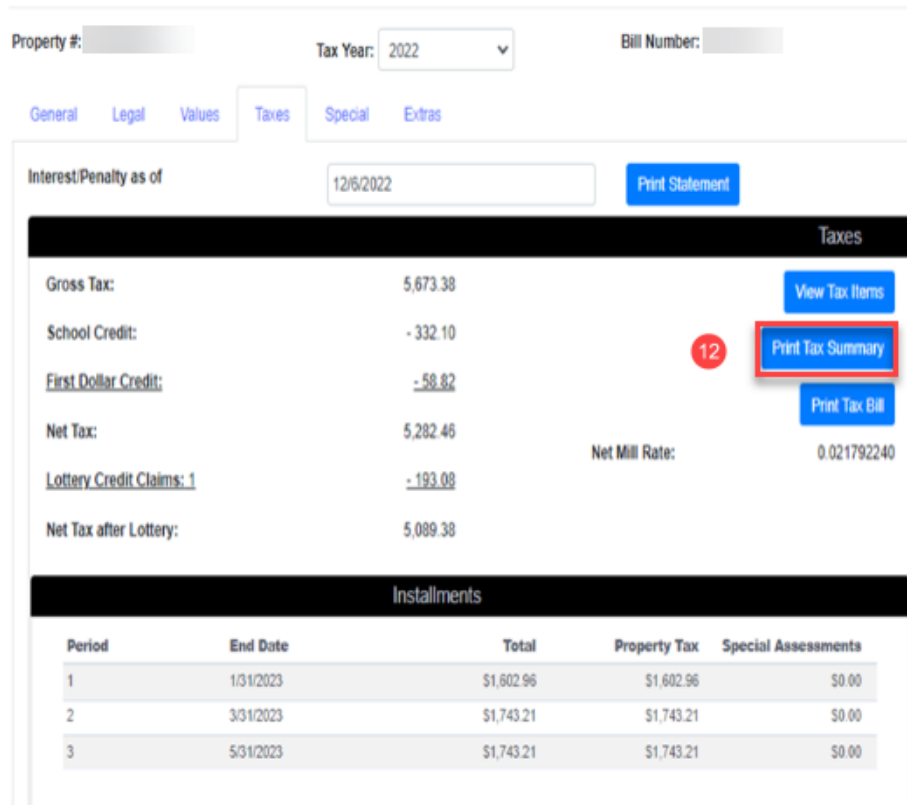
2022 © LandNav

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

- 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.



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



End of Instructions