## **Steps on How to E-file Online**

\*\*IMPORTANT NOTE: If you close out of the webpage before submitting, your changes will not be saved at all and you will need to start over again\*\*

1. Go to the county website, click on e-file Personal Property, and enter your Account Number and ePin (if you do not have an account number or ePin you will need to contact the Assessor's office).

	Login using the Account Number and ePIN provided to you on the front of your Personal Property Assessment List.
	Logging into another account will sign you out of all previous accounts.
	Account Number:
	ePIN:
	Login
Home	Note: eFile Submission requires the browser to have Javascript and Cookies enabled.
Personal Property Search	
e-File Personal Property	
Real Estate Search	
Sale Search	
Building Search	

If someone has already filed for your account, you should see this message and will need to contact the Assessor's office.



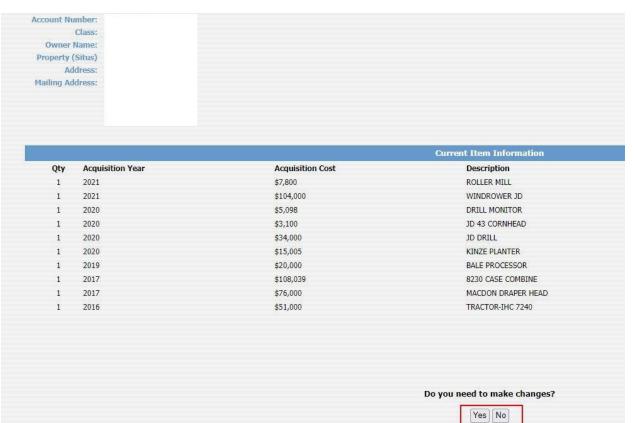
2. Make sure the account information is correct and click Yes.



If you click No you will get a message and will need to contact the Assessor's office.

Since the Account Number provided was incorrect, please contact the assessors office. Please contact the Assessors office at (402)

3. If Current Item Information is **CORRECT**, click No and fill out the pop up.



Contact Info		3
We would like to get son	ne contact info from you.	
Phone #: ()		
EMail		
Address:		
Verify EMail:		
	Save	

Press Save, then enter your First and Last name in the box and click submit.

				Please review all	changes to	ensure everything is correct.	
1	affirm that the information	I am providing is	true to the best of my knowled	ge and belief.			
				E a construction of the second se	antu Accasco	nent List has been filed and I cannot make further changes online.	
	understand that once 1	enter my digita	i signature and click Subili				
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	unt Number:						
ACCO							
	Class:						
Physical (Proper	ty) Address:						
Mail	ing Address:						
	Phone: +1	L			*Phone Number OR Email is required		
	Email:				*Phone Number OR Email is required		
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Attach I	Document(s)	Choose Fi	ile No file chos	en * <i>requ</i>	ed		
		I do not	have any suppor	ting documents			
							Item List
Edit	Delete?	Qty	Acq. Year	Acq. Cost	Class	Recovery	Description
	×	1	2020	\$23,500	Agricultural	7 yr	AG CHEM 854 SPRAYER
	××	1	2020	\$6,100	Agricultural	7 yr	FRONT END LOADER
	â	1	2020	\$1,583	Agricultural	7 yr	FUEL TANK
	ŝ	1	2020	\$1,750	Agricultural	7 yr	HEAD CART
	â	1	2020	\$27,000	Agricultural	7 yr	JD 1760 PLANTER
	2	1	2020	\$17,474	Agricultural	7 yr	JD 6 ROW CORN HEAD
	â	1	2020	\$58,526	Agricultural	7 yr	JD 9570 COMBINE
	â	1	2020	\$1,545	Agricultural	7 yr	NEPTUNE FERT PUMP
	Â	1	2020	\$422	Agricultural	7 yr	ROTARY HOE
	2	1	2019	\$9,264	Agricultural	5 yr	AUTO STEER
	â	1	2018	\$39,250	Agricultural	7 yr	1996 NH 8670 2WD TRACTOR
	â	1	2018	\$5,100	Agricultural	7 yr	2 TOTE SEED TENDER
	×	1	2015	\$3,000	Agricultural	7 yr	4WHEELER
	×	1	2015	\$920	Agricultural	7 yr	EQUIPMENT
	×	1	2015	\$10,699	Agricultural	7 yr	MOWER
2	~	1	2015	\$3,994	Agricultural	7 yr	SCALE
					If an ite	n does not a	ppear in the list, press the Add button to add the item

4. If you need to make changes to Current Item Information, Click Yes.

a. You can edit the Physical Address, Mailing Address, Item List, Delete an Item, Add an Item, and you can attach your Federal Depreciation Worksheet (only jpg and pdf documents allowed).

Attach Federal Depreciation Worksheet in jpg and pdf format only

\*\*You can only upload 1 document or image, if you have more than 1 page to upload, combine them into one document and then upload.

Owner Name		
Account Number:		
Class:		
Physical (Property) Address:	EDIT PHYSICAL ADDRESS	
Mailing Address:	EDIT MAILING ADDRESS	
	·	
Phone: +1		*Phone Number OR Email is required
Email:		*Phone Number OR Email is required
Verify Email:		
Attach Document(s	Choose File No file chosen	*required
	I do not have any supporting do	cuments.
Owner Name		
Account Number:		
Class:		
Physical (Property) Address:	EDIT PHYSICAL ADDRESS	
Mailing Address:	EDIT MAILING ADDRESS	
Phone: +1	<u></u>	*Phone Number OR Email is required
Email:		*Phone Number OR Email is required
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## Add pop up

Edit		*
Class	Agricultural 🗸	
Item Group:	Agricultural ~	
Quantity: Acquisition Year: Acquisition Cost: Description:		
Recovery Schedule:	3 yr 🗸	
	Save	

Edit pop up

Class	Agricultural 🗸
Item Group:	None 🗸
Quantity:	1
Acquisition Year:	2015
Acquisition Cost:	10,699
Description:	MOWER
Recovery Schedule:	7 yr 🗸

## Undo Delete Item

							Item List
Edit	Delete?	Qty	Acq. Year	Acq. Cost	Class	Recovery	Description
2	×	1	2020	\$23,500	Agricultural	7 yr	AG CHEM 854 SPRAYER
2	×	1	2020	\$6,100	Agricultural	7 yr	FRONT END LOADER
2	×	1	2020	\$1,583	Agricultural	7 yr	FUEL TANK
	×	1	2020	\$1,750	Agricultural	7 yr	HEAD CART
	×	1	2020	\$27,000	Agricultural	7 yr	JD 1760 PLANTER
	×	1	2020	\$17,474	Agricultural	7 yr	JD 6 ROW CORN HEAD
2	×	1	2020	\$58,526	Agricultural	7 yr	JD 9570 COMBINE
2	×	1	2020	\$1,545	Agricultural	7 yr	NEPTUNE FERT PUMP
2	×	1	2020	\$422	Agricultural	7 yr	ROTARY HOE
2	_ <u>×</u>	1	2019	\$9,264	Agricultural	5 yr	AUTO STEER
	5	÷	<del>2018</del>	<del>\$39,250</del>	Agricultural	<del>7 уг</del>	1996 NH 8670 2WD TRACTOR Removed: 2022-04-02
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2	×	1	2015	\$3,000	Agricultural	7 yr	4WHEELER
2	×	1	2015	\$920	Agricultural	7 yr	EQUIPMENT
2	×	1	2015	\$10,699	Agricultural	7 yr	MOWER
2	×	1	2015	\$3,994	Agricultural	7 yr	SCALE
					If an item do	es not appe	ar in the list, press the Add button to add the item.

5. Once done editing, make sure to fill in a phone number or email boxes and either attach a document or click box that says, "I do not have any supporting documents."

	Account Numb									
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				Please review all	changes to	ensure everything is correct.	
t officer	a that the information	t am providing in	true to the best of my knowled		9		
I unde	erstand that once I	enter my digita	I signature and click 'Submi	t' that my Personal Prop	perty Assessm	ent List has been filed and I cannot make further changes online.	
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6. You will need to type in your first and last name in the box and click Submit

7. Once you have submitted, you will get this pop up and you can Save/Print the document for your records.

