

# **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."

LANDNAV PORTAL	MILWAUKEE COUNTY PUBLIC PORTAL	Guest Sign In
LANDRAN FORTAL +) Logi About	MILVAUKEE COUNTY PUBLIC PORTAL MILVAUKEE COUNTY PUBLIC PORTAL MILVAUKEE COUNTY PUBLIC PORTAL MILVAUKEE COUNTY PUBLIC PORTAL This portal provides up-to-date property and property tax information for Milwaukee County and our municipalities. Monosula Contract about try Property Taxes and a set and	Guest Sign In  By clicking the Sign In hutton, you confirm you have read the terms and conditions, you understand them and you agree to be bound by them.  Compared them and you agree to be bound by them  Staff Sign In  Username or email address *  Password *  Sign be
		2022 © LandNev

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



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LACRAW PORTAL     Catt   Q. Starch   Abrat LandNer Portal     Abrat LandNer Portal     B   Address   Property Address   House #   Steet Type     Steet Type	MILWAUKEE COUNTY PUBLIC PORTAL Mome About	Bill # / Certificate #     Tax Bill #     Single ~     Tax Year     Single ~     2021       Tax Certificate     Single ~     Single ~
Address       Property Address         Address       Property Address         House #	LARCHAV PORTAL Cart Q. Search () About LandNav Portal	Property #     Single •       Property #     Single •       Atternate     Single •       Property #     Single •       Single •     First Name       Status     All Except Former
		Address     Property Address       Address     Property Address       House #     Exact       Street Type     V

## 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.

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#### 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.

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

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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 Summary" button to generate a PDF of the Tax Year Report.

perty #:		Tax Year: 2022 🗸	Bill Number:	
ieneral Legal Vali	ues Taxes	Special Extras		
terest/Penalty as of		12/6/2022	Print Statem	ent
				Taxes
Gross Tax:		5,673.38		View Tax Items
School Credit:		- 332.10		Print Tax Summary
First Dollar Credit:		- 58.82		
Net Tax:		5,282.46		Print Tax Bill
Lottery Credit Claims: 1		- 193.08	Net Mill Rate:	0.02179224
Net Tax after Lottery:		5,089.38		
		Installments		
Period	End Date	То	tal Property Tax	Special Assessments
1	1/31/2023	\$1,602	96 \$1,602.96	\$0.00
2	3/31/2023	\$1,743	21 \$1,743.21	\$0.00
	C (0.4) (0.6) (0.6)	C4 742		





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Current as of 12/8/2022

**End of Instructions**