



Assessments public lookup screen in web browser

1. Begin by selecting the drop-down list from the Search Type
2. Select the desired type of Assessment record that you would like to view or print
3. Enter as many of the search fields as possible and then click the '**Search**' button
  - a. (For best results, always complete the **PIN Number** and **Year** search fields)
4. Examples of wild cards that can be used:
  - a. 20\*
    - i. in **PIN Number** would retrieve all records whose PIN number begins with '20'
  - b. \*wood
    - i. in **Township** would retrieve all records whose township name ends in 'wood'
5. The right pane of the screen will contain the results of the search
6. Select the document you wish to view or print by clicking on the record listed in the right pane