

# eNoticesOnline

## How to set up your eNoticesOnline.com account

1. You will need to locate your “eNoticesOnline.com Authorization Code.” This is located on your latest notice or statement. It will say “eNoticesOnline.com Authorization Code:” followed by your code.
2. Once you have located it, go to eNoticesOnline.com and click on the “Create New Account” Button.

eNoticesOnline.com gives you so many ways to save while reducing your paper footprint and going green. It's quick, it's easy, and it's FREE to go paperless on your next notice.

- Save Steps - You simply get an email any time a new notice becomes available on your account.
- Save Stamps - Save the cost of postage and declutter your mailbox.
- Save Time - View your notices from anywhere from your phone, tablet, or computer.
- Save Trees - Receive your notices digitally to reduce paper consumption.

**Create a new account** | **Already have an account?**

Are you new to eNoticesOnline.com? Click on "Create New Account" below to get started. | Click on "Log In" below to get started.

**Create New Account** | **Log In**

Having trouble creating or accessing your account?  
Go to our [Help Portal](#) and submit a ticket and our friendly staff will help to resolve your issue.

3. In the page that comes up, complete the registration form including the Authorization Code.

**Register**  
Create a new account

Full Name  
[Text Field]

Email  
[Text Field] The Email field is required.

Confirm Email  
[Text Field]

Password  
[Text Field] The Password field is required.

Confirm password  
[Text Field]

I have read and accept the [Site Terms Of Service](#)

Authorization Code(s)  
XXX-XXXXXXX Remove

+ Add an Additional Authorization Code

Looking for your Authorization Code?

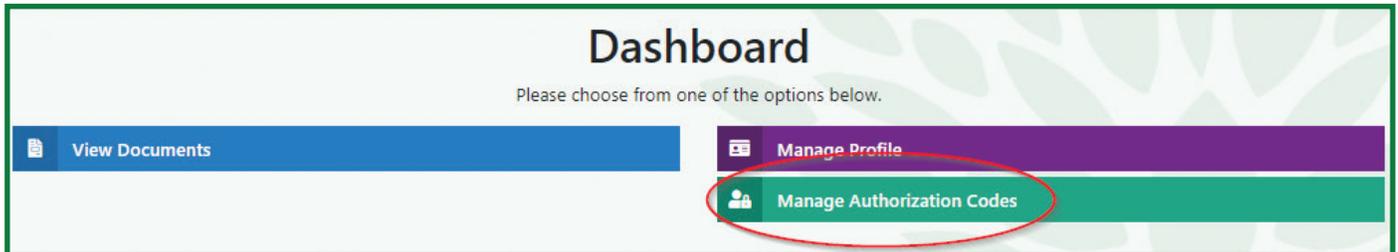
I'm not a robot RECAPTCHA

Register

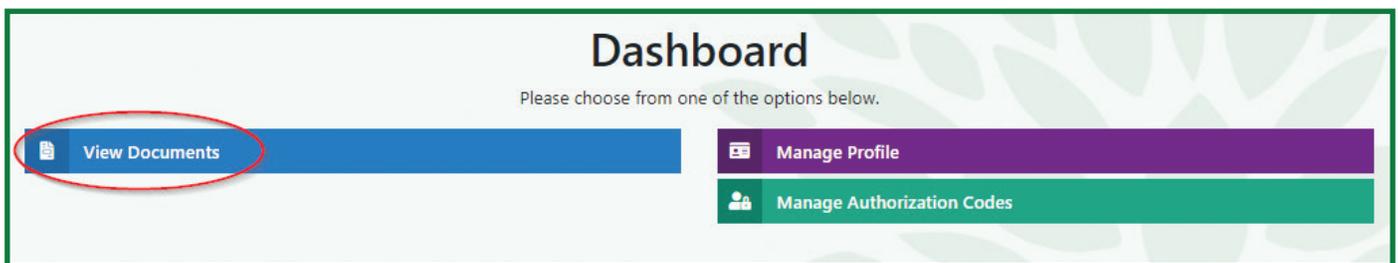
4. Once you submit the form, you should receive an email to the email address you provided during registration. Important! You MUST click on the “Activate” link in the email message to validate your email address and activate your account. Check your junk/spam email folders if you do not receive activation link within a couple minutes. Also, it is a good idea to add help@enoticesonline.com to your email whitelist or safe senders list.

After activation you may login to <http://enoticesonline.com/>

5. Once activated, you will receive another email indicating you were successful and listing the accounts/parcels that you activated.
6. If you have more eNoticesOnline.com Authorization Codes to enter, log into your account and go to “Manage Authorization Codes” and enter any remaining codes you may have. This will allow you to view all your notices with one eNoticesOnline.com account.



7. Once you have successfully activated your account, log in and click on “View Documents” from your dashboard to view or pay your notice(s).



## PLEASE NOTE

You are registering for paperless notices and statements when you register at eNoticesOnline.com.  
It will be your responsibility to keep your email address up to date.

If you need further assistance, please go to  
[help.enoticesonline.com](http://help.enoticesonline.com)

## **eNotice FAQs:**

### **Why didn't I receive a paper tax statement?**

When you signed up for eNotices online, you agreed to receive all documents electronically to complete the registration process. This includes the tax statement.

### **What if the eNotice email comes back as "Undeliverable?"**

If an eNotice email bounces back as "undeliverable", then a paper statement will be mailed to you.

### **What happens if the property is sold?**

If you sell your property, then you will no longer receive eNotices for that account, and a paper statement and new authorization code will be sent to the new owners on the next billing cycle (whether that be a trimester or November tax statement).

### **How do I know when my documents are ready?**

When you upload documents to the eNotices website, you will receive an email from [help@enoticesonline.com](mailto:help@enoticesonline.com) confirming your documents are ready to view or download (be sure to add [help@enoticesonline.com](mailto:help@enoticesonline.com) to your safe senders list or favorites).

### **I prepare taxes for multiple companies; am I able to sign up multiple accounts under one login?**

Yes, you can add as many authorization codes as you wish. Once added, those accounts and associated documents will show up on your account. You can add additional authorization codes by clicking on *My Account* at the top of your landing page, and then selecting *New eNotices Code*.

### **Can I add multiple email addresses to one account?**

No, you cannot. However, you can use the same authorization code to sign up for additional accounts. The accounts will be separate, although have access to all of the same information and you will be notified by email when new documents are uploaded. We ask that you are careful while doing this, as it's possible to file multiple returns.

### **Am I able to start my business personal property return, save it, and then return to it later?**

No, this is not possible due to the importance of keeping returns confidential. Our vendor would have to store the information on their servers making it possible to breach the confidentiality.

**Are you able to see my account in eNotices?**

No, only the owner of the account is able to see the asset list, tax statement, and return. This is also true of our vendor; they cannot see the information contained in your account. If it appears there is a problem with your asset list, email us the pdf from eNotices, and we can compare to your last year's asset list.)

**Important Dates:**

Tax statements are uploaded to eNotices every year by October 25th

Business personal property asset lists are uploaded at the beginning of January every year