

# Announcing Our New Partnership

The Clackamas County Department of Assessment & Taxation is very excited to announce our new partnership with eNoticesOnline. Business Personal Property filers will now have secure electronic access to their asset lists, as well as be able to file their returns electronically through the eNoticesOnline website.

The following pages will walk you through the process of registering for the eNoticesOnline website, as well as how to file your electronic return.

We hope you are as excited as we are for this great product, and will find the filing process convenient and time saving. As with any new product there may be improvements that could be made and we welcome any feedback about the filing experience.



**eNoticesOnline**



# First Time Setup



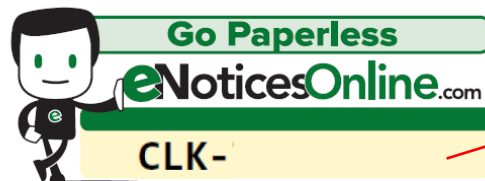
Go to **enoticesonline.com**  
You will see the webpage  
displayed at right.

Click **Create New Account**  
in the upper right hand  
corner of the screen.



# Register

Enter the Authorization Code that is located in the upper right corner of the introduction letter we mailed to you.



Member Login

eNoticesOnline

Home Help Create New Account

### User Registration

\* Required field

Full Name: \*

Email Address: \*

Confirm Email Address: \*

Username: \*

Password: \* We recommend a strong password.

Confirm Password: \*

### Additional Information

Terms of Service: [Terms of Service](#)

I Accept the Terms of Service: \*

eNoticesOnline.com Authorization Code: \*

If you get an error and have a zero in the number, try using a capital O instead

**IMPORTANT!**

- Your Authorization Code will be located on your latest paper statement.
- If you do not have your latest statement or cannot locate your Authorization Code, you will need to contact the organization that sent your notice to obtain your code.
- If you have more than one Authorization Code, you may enter additional Authorization Codes by clicking the "\*" next to the text box.

Prove you are human. Enter the characters from the image into the textbox: \*

Y J Q E

Register Cancel



# Activate

The final step of registration is to activate your account using the email notification eNoticesOnline will send to the email you used to register.

If you do not receive the activation email, first check your spam folders, and then contact eNoticesOnline directly.



Hello [Online Filer](#)

Thank you for registering at eNoticesOnline.com. Your account has been created and must be activated before you can log in. To activate your account click on **Activate** below.

**Activate**

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

Thank you,  
The eNoticesOnline.com Team

You are now ready to navigate to eNoticesOnline.com and login through the Member Login portal.



Member Login

# eNoticesOnline

Home Help ▾ Create New Account

Welcome to eNoticesOnline - Getting Started Email



**SAVE**  
STEPS



**SAVE**  
STAMPS



**SAVE**  
TIME



**SAVE**  
TREES

eNotices Online 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.

 MASTER'S TOUCH, LLC 

If you are a first time user of our site, here are a few helpful hints to assist you in registering for the first time.

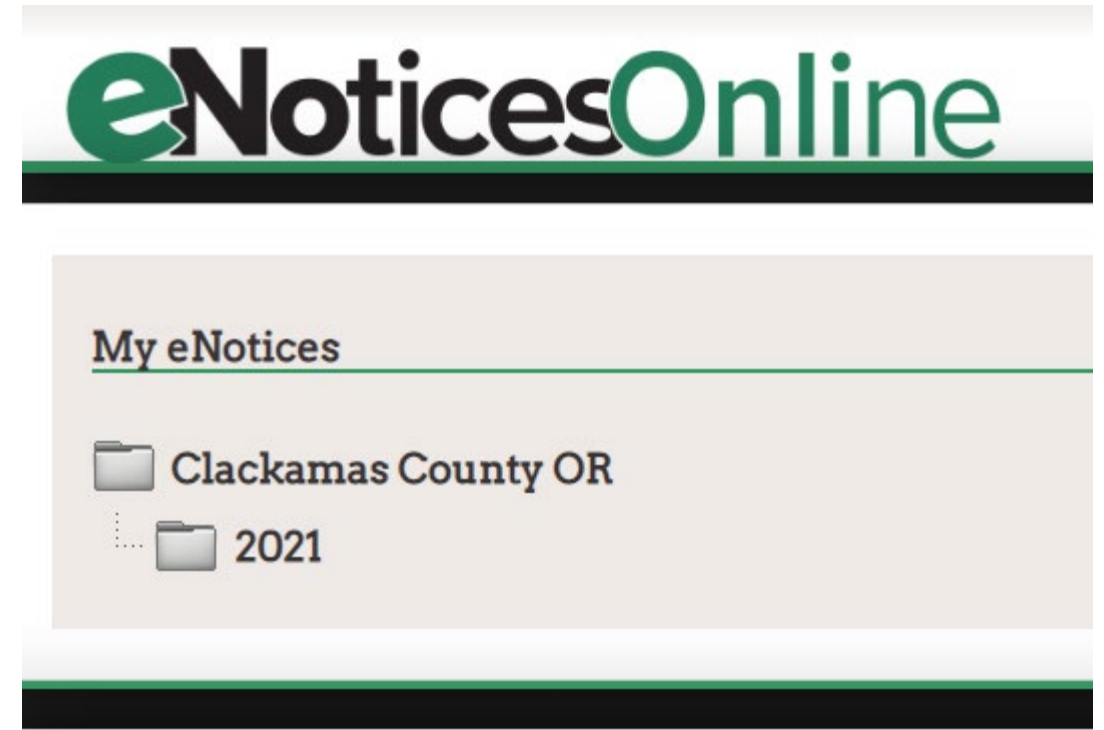
1. Note: Only authorized eNoticesOnline Companies are available on our site.
2. You will need to locate your "eNotices Online Authorization Code". This is usually located right above or below your parcel or account number on your latest bill or statement.
3. Once you have located it, click on the "Create New Account" button at the top of the page.
4. It is important that you type in your eNotices Online Authorization Code on signup.
5. Once you have verified your account, you will receive an email indicating your bills/statements are available for viewing.

- The eNotices Online Team

# Clackamas County Folder



Once you have logged in you will see your “Clackamas County” folder. This is the repository where all of your documents will be stored. For this year you will only see a 2021 folder, but moving into the future you will be able to see all of your past returns and asset lists at any time.

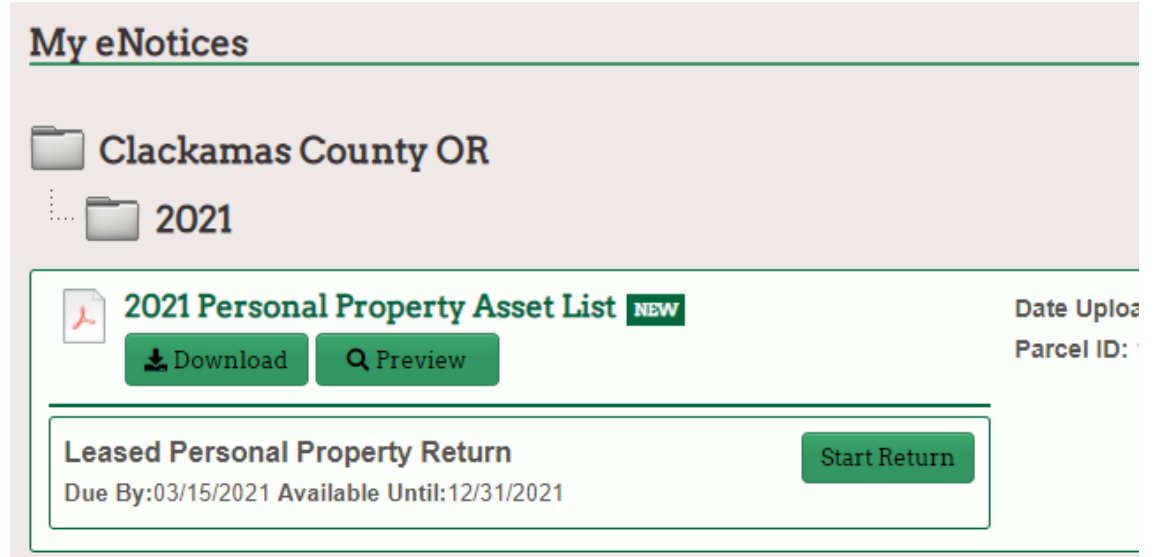


# What's in the 2021 folder?

**Download** – This allows you to download a copy of your current asset list. This asset list is for your use only and does not need to be returned to our office.

**Preview** – This allows you to preview the asset list for January 1, 2021 before additions and deletions.

**Start Return** – You will use this form to add and delete assets for the current year and file your return electronically.

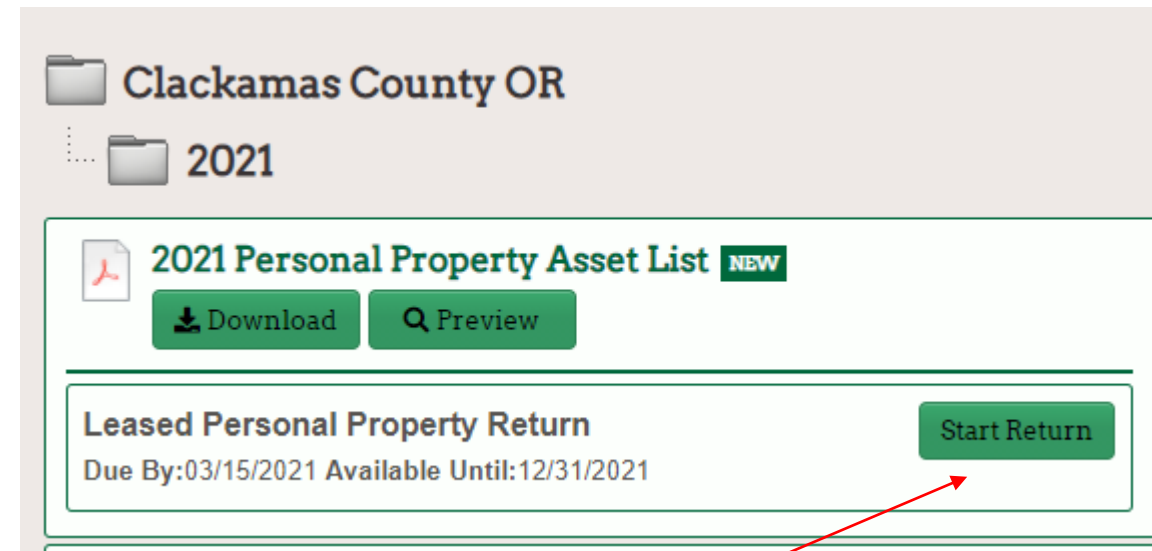


The screenshot shows a web interface titled "My eNotices". Under the heading "Clackamas County OR", there is a folder icon and the text "2021". Below this, a document icon is next to the text "2021 Personal Property Asset List" with a "NEW" badge. To the right of this text are the labels "Date Uploa" and "Parcel ID:". Below the document title are two green buttons: "Download" and "Preview". At the bottom, there is a section titled "Leased Personal Property Return" with the text "Due By:03/15/2021 Available Until:12/31/2021" and a green "Start Return" button.



# Start the Return

Once you have started the return, you **MUST** finish the entire return as you will not be able to save and come back to the return, so make sure you have everything you need to file.



Click on the Start Return button when you are ready to file your annual return.



# The Online Form

The electronic return form is very similar to the paper version, however, please read all of the instructions on the form very carefully.

Add Item

Use the Add Item button to add new assets.

Remove

Use the Remove button to delete assets.

6. No. of units

1

You can reduce the number of assets here, however you can not increase them.



# Leasing Companies with New Locations

You are able to add new items, however you will first need to identify the business and where it is located.

■ Multiple locations within this county (See General information no. 5.)

If you have assets to add to a location that is not listed on your 2021 asset list, add it here. It will then become available for selection on the schedules below.

Business Name \*

Business Location \*

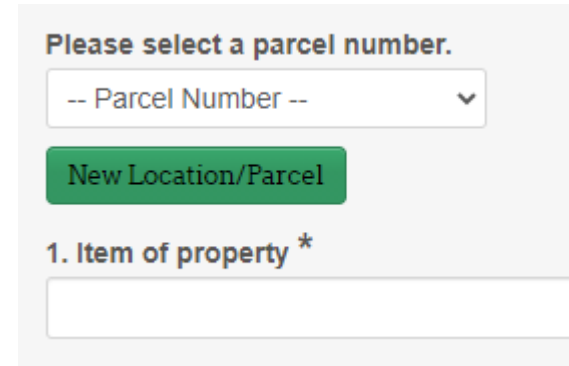
Add

Toward the top of the form you will see Business Name and Business Location. Use the add button to add as many new businesses and locations as needed. Please be sure to include the City and Zip Code in the location.



# Leasing Companies with New Locations

In Schedule 5A where you add new assets, you will also see a New Location/Parcel button. This will take you back to the top of the form where you can enter new businesses and locations.

A screenshot of a web form interface. At the top, it says "Please select a parcel number." Below this is a dropdown menu with the text "-- Parcel Number --" and a downward arrow. Underneath the dropdown is a green button with the text "New Location/Parcel". Below the button is a section labeled "1. Item of property \*" followed by a text input field.

Once you have added the new businesses and locations, you will see them in the Parcel Number drop down menu. Instead of a parcel number you will see the business name and address as you entered it. Select the appropriate location and you can now add the new assets.



# Submit Your Return

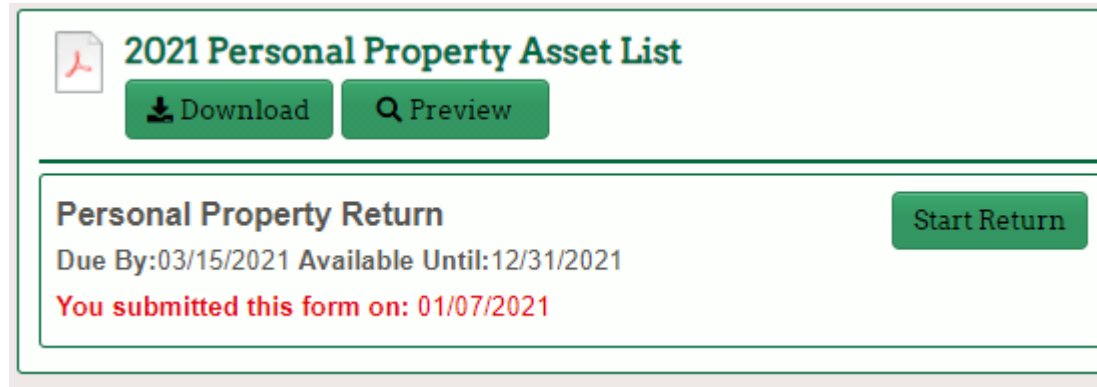
Printed name of person signing return *	Title *
<input type="text"/>	<input type="text"/>
Person completing return *	Phone *
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I agree *	
<input type="button" value="Submit Form"/>	

Fill out the required fields at the bottom of the form and click on Submit Form.


Once you submit your return you will receive a confirmation email from [help@enoticesonline.com](mailto:help@enoticesonline.com) and a copy of the form to the email you signed up with.



# What if I Made an Error?



The screenshot shows a web interface for the 2021 Personal Property Asset List. At the top, there is a header with a PDF icon, the title "2021 Personal Property Asset List", and two buttons: "Download" and "Preview". Below this, there is a section titled "Personal Property Return" with a "Start Return" button. Under the title, it says "Due By: 03/15/2021 Available Until: 12/31/2021". At the bottom of this section, it says "You submitted this form on: 01/07/2021" in red text.

 **2021 Personal Property Asset List**

[Download](#) [Preview](#)

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**Personal Property Return** [Start Return](#)

Due By: 03/15/2021 Available Until: 12/31/2021

You submitted this form on: 01/07/2021

In your 2021 folder you will see a message that you have submitted your return.

If you realize you made an error on your return, you can click on the Start Return button and start over.



# Contact Us!

If you have lost your authorization code or have filing questions please contact:

Clackamas County Department of Assessment & Taxation

Email: [perspropinventory@clackamas.us](mailto:perspropinventory@clackamas.us) (preferred)

Phone: 503-742-4223



For password issues, or functionality issues with eNoticesOnline please go to: [help.eNoticesOnline.com](http://help.eNoticesOnline.com)

Or you can submit a ticket from the help menu on the eNoticesOnline homepage:

