

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.



The screenshot shows the eNoticesOnline website interface. At the top left, there is a "Member Login" button. The main header features the "eNoticesOnline" logo in green and black. To the right of the logo are navigation links for "Home", "Help", and "Create New Account". The "Create New Account" link is circled in red. Below the header, the page content includes a welcome message, a link to the "Help Portal", and a section titled "SAVE" with four icons: "SAVE STEPS" (megaphone), "SAVE STAMPS" (stamp), "SAVE TIME" (clock), and "SAVE TREES" (tree). A footer section contains a list of helpful hints for first-time users and a "Terms of Service" link.

Member Login

eNoticesOnline Home Help **Create New Account**

Welcome to eNoticesOnline - Getting Started Email

Have you tried to register only to have your Authorization Code not accepted? Let us help!
Go to the [Help Portal](#) to submit a ticket.

Please do not forget to include the code you are trying to use. You can also use these methods for general help questions

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.

IMASTER'S TOUCH, LLC eNoticesOnline

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.

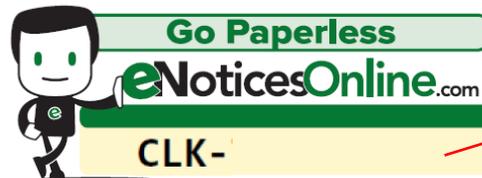
1. Note: Only authorized eNoticesOnline Companies are available on our site.
2. You will need to locate your "eNoticesOnline Authorization Code". This is usually located right above or below your parcel or account number on your latest value notice, bill or statement.
3. Once you have located it, click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

- The eNoticesOnline Team

Terms of Service

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: * 

[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.



eNoticesOnline

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

Home Help Create New Account

eNoticesOnline

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. Its quick, it's easy and it's FREE to go paperless on your next notice.

MASTER'S TOUCH, LLC eNoticesOnline

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.

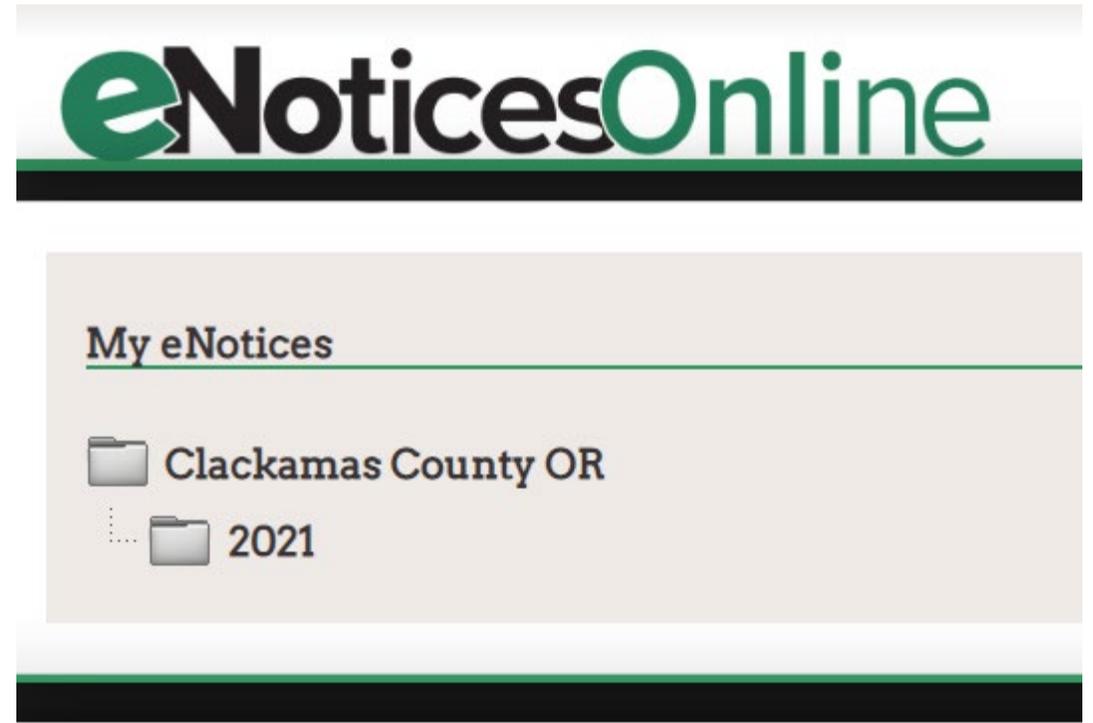
1. Note: Only authorized eNoticesOnline Companies are available on our site.
2. You will need to locate your "eNotices Online Authorization Code". This is usually located right above or below your parcel or account number on your latest bill or statement.
3. Once you have located it, click on the "Create New Account" button at the top of the page.
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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.



A screenshot of a web interface titled "My eNotices". It shows a folder structure: "Clackamas County OR" > "2021". Inside the "2021" folder, there is a document icon for "2021 Personal Property Asset List" with a "NEW" badge. Below the document name are two buttons: "Download" and "Preview". To the right of the document name, there are labels for "Date Uploa" and "Parcel ID:". Below this, there is a section for "Leased Personal Property Return" with a "Start Return" button and the text "Due By:03/15/2021 Available Until:12/31/2021".

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.



A screenshot of a web interface. At the top, there is a folder icon and the text 'Clackamas County OR'. Below that is another folder icon and the text '2021'. Underneath is a document icon and the text '2021 Personal Property Asset List' with a 'NEW' badge. Below the document title are two green buttons: 'Download' and 'Preview'. At the bottom of the screenshot, there is a box containing the text 'Leased Personal Property Return' and 'Due By:03/15/2021 Available Until:12/31/2021'. To the right of this box is a green button labeled 'Start Return'. A red arrow points from the text below to this 'Start Return' button.

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

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.

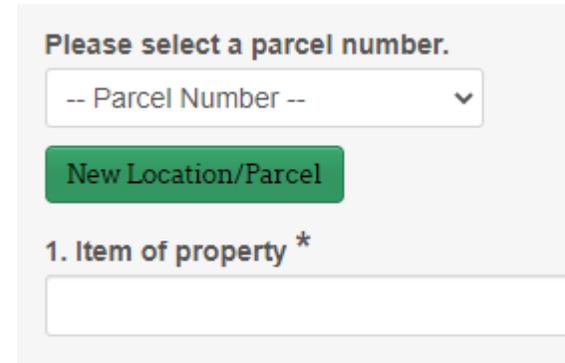
Business Name *	Business Location *	Add
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Toward the top of the form you will see Business Name and Business Location. Use the add button to add as many new businesses and locations as needed. Please be sure to include the City and Zip Code in the location.



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.



The screenshot shows 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 labeled "New Location/Parcel". Below the button is a section labeled "1. Item of property *" followed by an empty 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

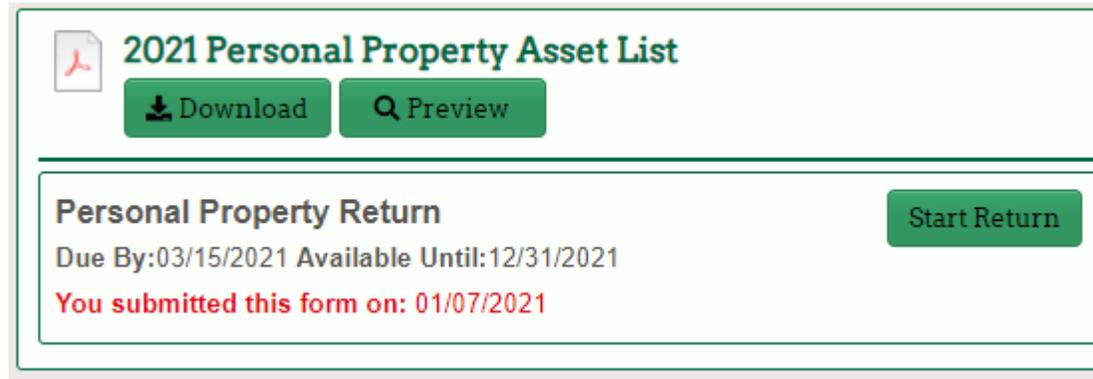
Printed name of person signing return *	Title *
<input type="text"/>	<input type="text"/>
Person completing return *	Phone *
<input type="text"/>	<input type="text"/>
<input type="checkbox"/> I agree *	
<input type="button" value="Submit Form"/>	

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 and a copy of the form to the email you signed up with.



What if I Made an Error?



The screenshot displays a user interface for property tax returns. At the top, there is a section for the "2021 Personal Property Asset List" with a PDF icon, a "Download" button, and a "Preview" button. Below this is a section for the "Personal Property Return" with a "Start Return" button. The return status is shown as "Due By: 03/15/2021 Available Until: 12/31/2021" and a red message states "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 (preferred)

Phone: 503-742-4223

For password issues, or functionality issues with eNoticesOnline please go to: help.eNoticesOnline.com

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

