

## Instructions to Complete the Online *Data Mailer* using the Inventory Change Request feature of the OARS website.

(To print these instructions, right click your mouse and select [Print] **OR** press Control and [P] for the print option.)

**\*\*DO NOT EXIT OUT OF THIS PAGE. USE YOUR BACK BUTTON TO RETURN TO THE OARS MAIN PAGE.\*\***

Click on the blue **Search Property Information** box in the middle of the screen.

1. In the **Search Assessment Data** box, click in the **Street Address** box. TYPE ONLY THE STREET NUMBER AND PART OF THE STREET NAME (less is more).
  - a. For streets with a directional indicator (N, S, E, W) don't use periods or just leave the directional indicator out. If you have a problem searching this way, then clear **ALL** of the boxes and enter your last name in the **Owner Name** box (first make sure all other boxes are EMPTY).
2. Click the red **Submit** button.
3. Find your parcel.
  - a. **Note:** there may be multiple entries, for example if there is more than one owner or if there have been multiple sales.

4. Select the **first** entry for your parcel and click on the **blue address**. This will take you to your Property Details Screen. **To actually review your details, proceed to the *Inventory Change Request* screen in case there are any changes, as well as to acknowledge that you have reviewed your data.**
  - a. The **Inventory Change Request** (red button) is located in the upper right corner of the screen.
  - b. If the photo is NOT correct, please indicate this in the **Add Comments** box on the **Inventory Change Request** screen.
  - c. **Even if NO CHANGES are required, it is important that you sign and submit so that we know you have reviewed your information.**

5. On the Inventory Change page, note any discrepancies in the yellow boxes.
  - a. If you need additional space, please use the **Add Comments** box.
  - b. If there are "no changes," please make that notation in the **Add Comments** box.
6. Be sure to include your name, email and phone number as your "electronic signature."
7. If you would like your ASSESSMENT correspondence (**ONLY**) to go to a different address, complete the information in the **Change Owner Mailing Information** box.
  - a. **IMPORTANT NOTE:** If you want to change your tax bill mailing address, do not use this form - please contact the Tax Receiver's Office directly.

**8. YOU WILL NOT RECEIVE A COPY OF YOUR SUBMISSION.** If you would like to print a copy for your records, right click your mouse and select [Print] **OR** press Control and [P] for the print option.

9. Hit the Submit button to send your information.