

Public Access Help

Contents

- Public Access Help..... 1
- Getting started..... 3
- Logging into the system..... 3
- Indigent Liens..... 3
 - Search..... 4
 - Activity Reports..... 5
- Receipt/Value Info 5
 - Real Estate 5
 - Search..... 5
 - Reports..... 6
 - Main Screen 7
 - Tax History 7
 - Values History 7
 - Specials History 8
 - Mobile Home 8
 - Search..... 9
 - Reports..... 10
- From/To Parcels 10
- Deleted Parcels Report 11
- Closing the application..... 11

Getting started

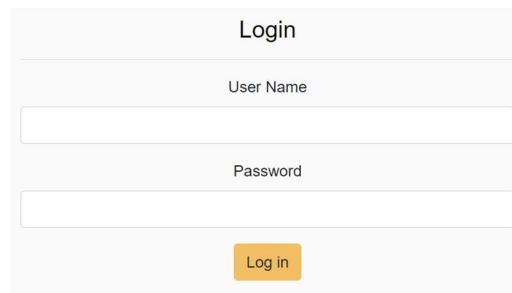
To get started, you need to launch the application created by Pennington County. This application requires an internet connection and a browser. Click on this link or type this into your browser:

<http://docs.pennco.org/PublicAccess/default.aspx>

This will bring you to a logon screen for accessing the system.

Logging into the system

The first screen you will see in the logon screen. Enter the user name and password provided to you. Please note that the password is case-sensitive.



The screenshot shows a login form with the following elements:

- A header section with the text "Login".
- A label "User Name" above a text input field.
- A label "Password" above a text input field.
- A yellow button labeled "Log in" at the bottom.

[Portion of the logon screen]

Once you have filled in the user name and password, hit the ENTER key or click the button labeled "Log in".

Once logged in, you will be brought to the home screen where you will have different options based on your access.

Indigent Liens

Once logged onto the application, you will be able to select "Indigent Liens" from the side menu.

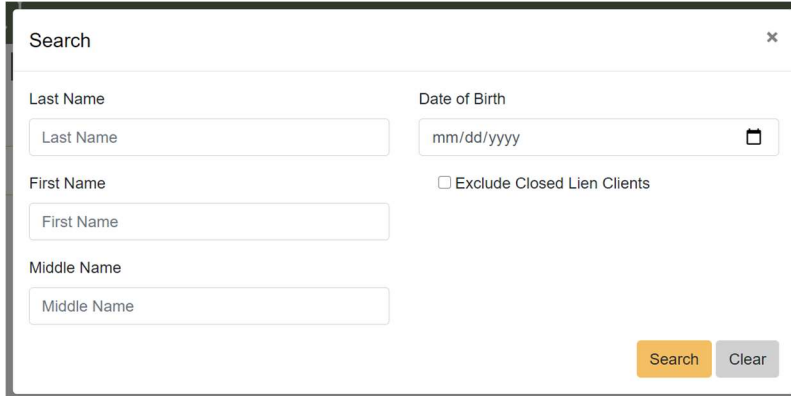


[Portion of the main screen with the Indigent Liens menu item highlighted]

This will bring you to the search screen.

Search

Clicking this button  will bring up the search screen



The search form is titled "Search" and includes the following fields and options:

- Last Name:
- Date of Birth:
- First Name:
- Middle Name:
- Exclude Closed Lien Clients
- Buttons: Search (orange), Clear (grey)

Fill in as much information as you can, at least one value must be filled in but if your search request is too broad, only the first 1000 will be returned.

- Clear – Resets any values you have typed into this screen
- Search – Searches for Liens based on the information provided
- 'X' – Returns to the main screen without searching for Liens. Any previous search will still be shown.

If your search returns more than one result, the first will be selected and the top of the screen will expand to show the top 1000 results.



The results screen is titled "Results" and displays a table of search results. The table has the following columns: Primary Name, Associate Name, Primary DOB, Primary Address, Docket Number, Client Closed, and Is From Alias. The table content is currently redacted with a black box. Below the table, there is a pagination control showing "Showing 1 to 10 of [redacted] entries" and a set of page numbers: Previous, 1, 2, 3, 4, 5, ..., 29, Next.

You can scroll through the list and find the one you want. When you select a record, it will show the details below.

Activity Reports

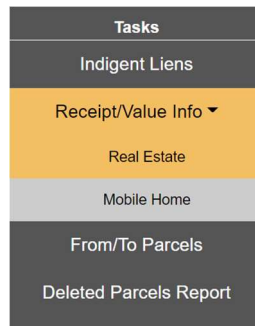
You can print an activity summary report for the current record by clicking the button on the top of the

screen. Depending on the tab you are on, you will either get the Opened or Closed Summary report.

Receipt/Value Info

Real Estate

Once logged onto the application, you will be able to select “Receipt/Value Info” and then “Real Estate” from the side menu.



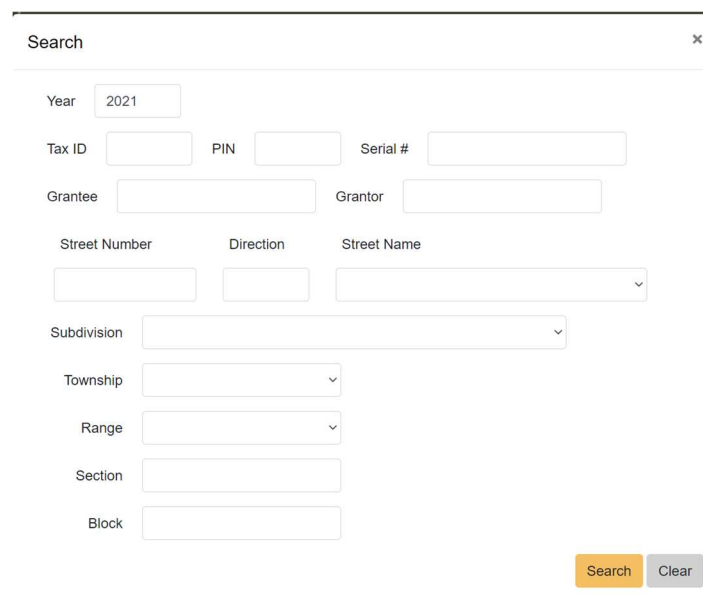
[Portion of the main screen with the Real Estate menu item highlighted]

This will bring you to the search screen.

Search

By default, when the screen is loaded, the search screen is shown. If you are already on the Real Estate

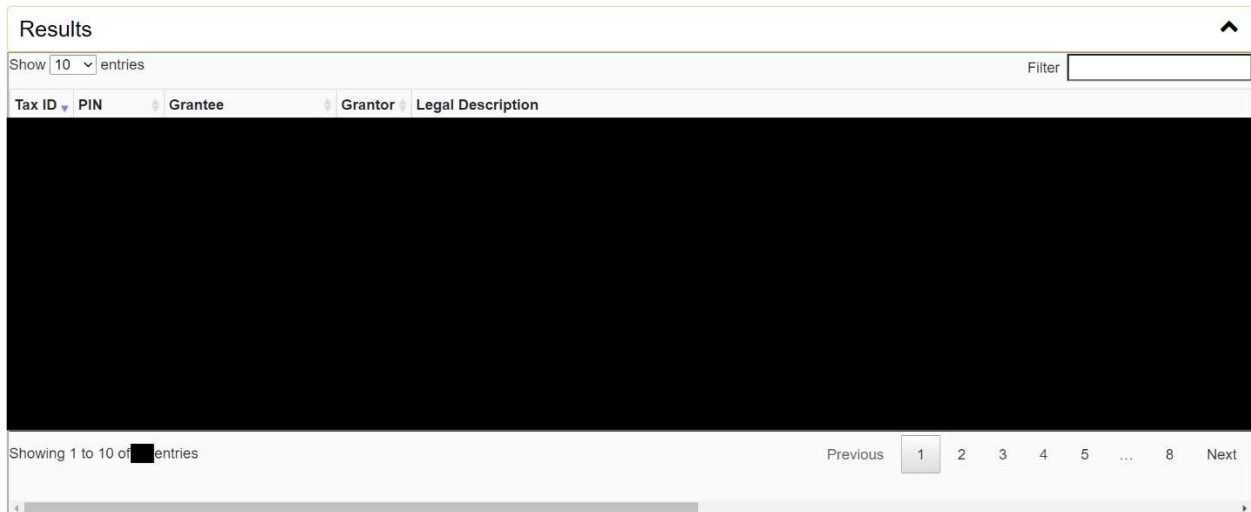
screen, you can perform a New/Updated search by clicking the button. This will bring you to a screen like this:

A search form titled 'Search' with a close button (x) in the top right corner. The form contains the following fields: 'Year' (text input with '2021' entered), 'Tax ID' (text input), 'PIN' (text input), 'Serial #' (text input), 'Grantee' (text input), 'Grantor' (text input), 'Street Number' (text input), 'Direction' (text input), 'Street Name' (text input with a dropdown arrow), 'Subdivision' (text input with a dropdown arrow), 'Township' (text input with a dropdown arrow), 'Range' (text input with a dropdown arrow), 'Section' (text input), and 'Block' (text input). At the bottom right, there are two buttons: 'Search' (orange) and 'Clear' (grey).

The year is required and defaults to the latest year on file. You must fill in at least one other value before you can search. The more information you fill in, the better results you will get. If your search is too broad, only the first 1000 will be returned.

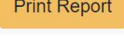
- Clear – Resets any values you have typed into this screen
- OK – Searches for Parcels based on the information provided
- 'X' – Returns to the main screen without searching for Parcels. Any previous search will still be shown.

If your search returns more than one result, the first will be selected and the top of the screen will expand to show the top 1000 results.



You can scroll or filter through the list and find the one you want. When you select a record, it will show the details below.

Reports

You can print various reports for the current record by clicking the  button. Depending on the selection, you will get one of the following reports.

Main Screen

Produces a report that has most of the info on the main screen

Parcel ID [REDACTED]
 Record Key [REDACTED]
 Year [REDACTED]
 Grantees: [REDACTED]

Township: [REDACTED] Subdivision: [REDACTED]
 Legal [REDACTED]
 Situs [REDACTED]

BLL [REDACTED] MH Classification [REDACTED] Freeze [REDACTED]
 Tax Exempt [REDACTED]
 Abstract [REDACTED] TID [REDACTED]
 District [REDACTED] Water [REDACTED] Fire [REDACTED]
 School [REDACTED] Sewer [REDACTED] Road [REDACTED]
 Civil [REDACTED]
 Ambulance [REDACTED] Volunteer Fire [REDACTED]

Filing Date Book Page Document No Instrument Type
 Last Transfer [REDACTED]

Values

2013 Factored [REDACTED]
 Freeze Structure [REDACTED]

Tax History

Produces a report that has all tax history for the parcel

Pennington County Real Estate Tax History

Tax ID: [REDACTED]
 Grantees: [REDACTED]

Lot Address: [REDACTED]
 Township: [REDACTED] Range: [REDACTED] Section: [REDACTED] Subdivision: [REDACTED]
 Legal: [REDACTED] Block: [REDACTED] Acres: [REDACTED]

| Year | Homestead | Bankruptcy | Total Tax | Total Tax Due | Adv Due | Cost Due | Misc Due | Cert # | Total |
|------|-----------|------------|-----------|---------------|---------|----------|----------|--------|-------|
|------|-----------|------------|-----------|---------------|---------|----------|----------|--------|-------|

Values History

Produces a report that has all values history for the parcel

Pennington County History of Values

Record Key: [REDACTED] Map ID: [REDACTED]
 Grantees: [REDACTED]
 Legal Description: [REDACTED]

| Year | When | AG Exempt | Freeze Str | Freeze Land | AG Str | AG Land | NA Str | NA Land | OO Str | OO Land | Total |
|------|------|-----------|------------|-------------|--------|---------|--------|---------|--------|---------|-------|
|------|------|-----------|------------|-------------|--------|---------|--------|---------|--------|---------|-------|

Specials History

Produces a report that has all specials history for the parcel

Pennington County Real Estate Specials History

TaxID: [REDACTED]

Grantees: [REDACTED]

Lot Address: [REDACTED]
Township: [REDACTED] Range: [REDACTED] Section: [REDACTED] Subdivision: [REDACTED]
Legal: [REDACTED] Block: [REDACTED] Acres: [REDACTED]

| Year | Special Entity | Total Special | Total Due | Adv Due | Cert Due |
|------|----------------|---------------|-----------|---------|----------|
|------|----------------|---------------|-----------|---------|----------|

Mobile Home


Once logged onto the application, you will be able to select “Receipt/Value Info” and then “Mobile Home” from the side menu.

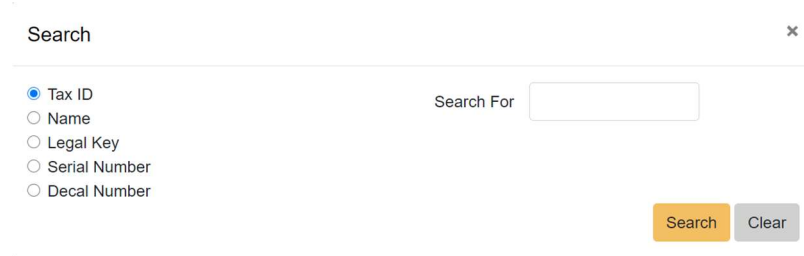


[Portion of the main screen with the Real Estate menu item highlighted]

This will bring you to the search screen.

Search

By default, when the screen is loaded, the search screen is shown. If you are already on the Real Estate screen, you can perform a New/Updated search by clicking the  button. This will bring you to a screen like this:



The search screen features a title bar with the word "Search" and a close button (x). Below the title bar, there are five radio button options for search criteria: "Tax ID" (selected), "Name", "Legal Key", "Serial Number", and "Decal Number". To the right of these options is a text input field labeled "Search For". At the bottom right, there are two buttons: "Search" and "Clear".

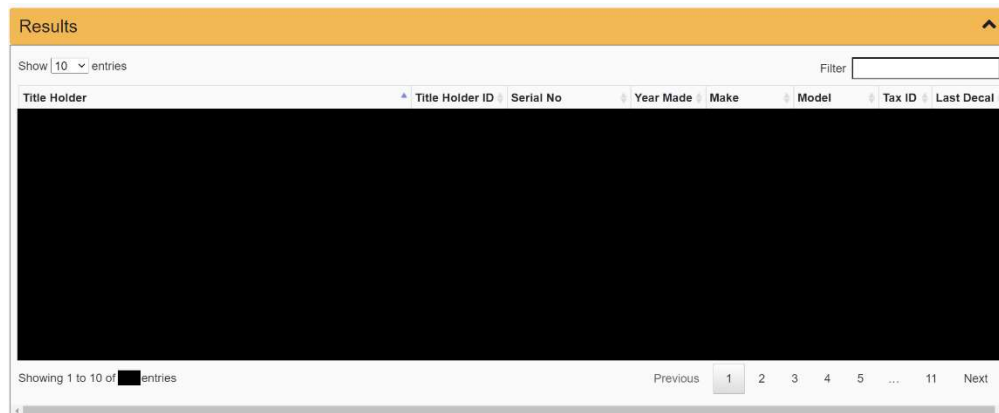
You can search by any of the following values (only one at a time)

- Tax ID – This is a 7-digit number, starting with the number 8 that uniquely identifies the mobile home
- Name – This is a Last Name search that will look for any last name that starts with the input value.
- Legal Key – This is the Parcel ID that the Mobile Home resides on.
- Serial Number – This is the serial number of the Mobile Home
- Decal Number – Input the most recent decal number. You can also search based on a decal number for another year when this option is selected.

If your search is too broad, only the first 1000 will be returned.

- Clear – Resets any values you have typed into this screen
- OK – Searches for Parcels based on the information provided
- Exit – Returns to the main screen without searching for Parcels.

Any previous search will still be shown. If your search returns more than one result, the first will be selected and the top of the screen will expand to show the top 1000 results.



The results screen has a title bar with the word "Results" and an expand/collapse arrow. Below the title bar, there is a "Show 10 entries" dropdown and a "Filter" input field. A table header is visible with columns: "Title Holder", "Title Holder ID", "Serial No", "Year Made", "Make", "Model", "Tax ID", and "Last Decal". The table body is currently empty. At the bottom, there is a pagination bar showing "Showing 1 to 10 of [redacted] entries" and a set of page numbers: "Previous", "1", "2", "3", "4", "5", "...", "11", "Next".

You can scroll through the list and find the one you want. When you select a record, it will show the details below.

Reports

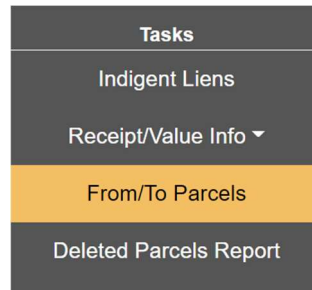
You can print the report for the current record by clicking the button on the top of the screen. This produces a report that has most of the info on the main screen.

Current Owner: [REDACTED]
Address: [REDACTED]
Location: [REDACTED]
Tax ID: [REDACTED] Legal Key: [REDACTED] Taxing District: [REDACTED]
[REDACTED]

| year | size | manufacturer | model | serial number |
|---------------------|------------|----------------|------------|---|
| Title Number: | [REDACTED] | | | |
| Lien Holder: | [REDACTED] | | | |
| Second Lien Holder: | [REDACTED] | | | |
| Class Code: | [REDACTED] | | | Date Sold: [REDACTED] |
| Condition: | [REDACTED] | Current Value: | [REDACTED] | Purchase Amt: [REDACTED] |
| Quality: | [REDACTED] | Future Value: | [REDACTED] | Entered County: [REDACTED] |
| Tax Year: | [REDACTED] | [REDACTED] | | |
| Decal #: | [REDACTED] | Registered: | [REDACTED] | |
| Taxable Value: | [REDACTED] | Total Tax: | [REDACTED] | Tax Due: [REDACTED] Adv: [REDACTED] Costs: [REDACTED] |

From/To Parcels

Once logged onto the application, you will be able to select “From/To Parcel” from the side menu.



[Portion of the main screen with the From/To menu item highlighted]

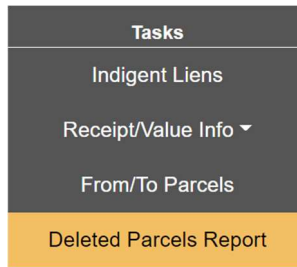
This will bring you to a screen like this.

From / To Parcels
Search Real Estate ID

Type in a Real Estate ID to search for and you will get 2 lists of Parcel IDs and dates. The “From Real Estate” (left) list shows the parcel(s) this was merged from; the “To Real Estate” (right) list shows the parcel(s) this parcel was split into.

Deleted Parcels Report


Once logged onto the application, you will be able to select “Deleted Parcels Report” from the side menu.




[Portion of the main screen with the Deleted Parcels Report menu item highlighted]

This will bring you to a screen like this.

Pennington County Deleted Parcel Report Setup

Start Date 

End Date 

You need to fill in the date range you would like the report for and click the Print button. This will run a report that provides you information on parcels deleted during the selected time-frame, including the parcel that replaced the deleted parcel.

| Pennington County | | | | |
|------------------------|--------|---------------|--------|--------------|
| Delete Report | | | | |
| 1/1/2013 to 12/31/2013 | | | | |
| Deleted Real Estate ID | Map ID | New Parcel ID | Map ID | Deleted Date |

Closing the application

When you are done working for the day or have completed all your tasks, you should use the Logout button to get back to the login screen. If you just close the browser, you may lose data since we cannot validate the information for you.

