

Setting Up Receipt of Paperless Tax Statements



You can "Turn Off" the paperless billing at any time. The instructions for doing so are at the end.

Go to <http://apps.lanecounty.org/atepay/>. This is where to start even if you are not paying taxes at the time.

Note: You will need the following information from your tax statement: Account Number and Tax Code Area number.

Scroll down and click on the **Make a Payment** button. On the following page, search for your property tax account. Then, click on the **Create Account with Parcel No.** link.

Click drop down arrow to the left of the Account No for additional information

	ACCOUNT NO	NAME	ADDRESS	AMOUNT
	0101000	SMITH MARY	123 MAIN	\$0.00
Property Taxes SMITH MARY		Payment Options		
 + Create Account with Parcel No.		<input type="radio"/> Total (\$0.00) <input type="radio"/> Other (\$0.00)		

Enter the required information to register.

Let's get you registered

[Already registered with Lane County ?](#)

Your Password Must...

Be at least eight characters long

Have at least one number

Have at least one lower and one uppercase letter

Be entered twice for confirmation

I Accept The [Terms Of Use And Privacy Policy](#)

REGISTER

Once you click on the **Register** button, you will receive notice that an email to complete the account activation has been sent.

Activation Link Sent

We have sent an activation link to the email address:

christopher@outlook.com

Please click the link in that email to complete account activation.

(Be sure to check your spam or trash folders!)

RESEND ACTIVATION LINK

[Back to Search](#)

The confirmation email:

Hello

Please click the link below to confirm your email address and complete account registration for Lane County .

CONFIRM MY EMAIL

Once registration is complete, you can:

- Go paperless and download bills online
- View account and payment history

Thank you,
Lane County

Confirmation takes you back to the following screen. Notice at the top in the green bar it says "Your email is confirmed! You can now login."



Lane County
(541) 682-4321
assessor@co.lane.or.us
Hours: 10 am-3 pm Mon through Thur
<http://www.lanecounty.org/at>

Online Tax Portal

Start by finding your bills:

Search by Account No

SEARCH

[Click for Instructions](#)

✔ Your email is confirmed! You can now login.



HAVE AN ACCOUNT? SIGN

IN

EMAIL ADDRESS


PASSWORD

Remember Me [Trouble logging in?](#)

LOGIN

[Create an account](#)

You must have an existing account before you can sign in with Facebook or Google.

 SIGN IN WITH FACEBOOK

Login with the email address and password you just set up.

Once you are logged in you will see the following screen.

Note the grayed-out slide bar for Paperless.


Dashboard

Account Search [Q](#)

Please note amount due may not include online payments made within the last 3 business days.

Bills for Account No.



 This Parcel No. has 0 payments scheduled.
[Click here](#) to schedule future dated or recurring payments.

PAPERLESS



Property Taxes

AMOUNT DUE

\$0.00

[VIEW PAYMENT OPTIONS](#)

[X Remove from Dashboard](#)

Click on the white “button” next to the word PAPERLESS and you will be sent to the Paperless Billing Authorization and Agreement.



PAPERLESS BILLING AUTHORIZATION AND AGREEMENT

IMPORTANT INFORMATION REGARDING ELECTRONIC COMMUNICATIONS

By signing up for Paydici Paperless Billing, you will no longer receive paper tax statement communication. Additionally you authorize Paydici to communicate with you electronically. Please read this Paperless Billing Authorization thoroughly. This authorization applies to communication that we are legally required to provide to you. Your electronic consent will also apply to any other person named on your account.


You understand and agree that Paydici may provide to you communications in electronic format, by posting the documents and/or information on the website where you access your account, including but not limited to periodic, annual, quarterly, or monthly billing statements, disclosures and notices, account information, account activity, payments made or due, and notice of fees, such as a late fee or a return check fee.

You will receive an email when new statements are available, and you can log in to view, download and save these communications. You agree to maintain a current email address. Paydici will send you paperless billing notifications to the email that you have provided. If you fail to update or change an incorrect email address or other contact information, you understand and agree that any communications shall nevertheless be deemed to have been provided to you if they were made available to you in electronic form via this website. Paydici and its affiliates are not responsible for undeliverable notifications. You will need access to the internet and a modern web browser.

By choosing this option, you confirm that you have read, understand, and agree to this electronic consent to receipt of paperless electronic communication. This is a binding agreement, in accordance with all of the terms, conditions, and matters set forth here and in the paperless billing enrollment web pages.

We recommend that you save a copy of these terms and conditions for your records. You may cancel Paperless Billing at any time by logging into your account.


Activation Code:



The Activation Code is your Tax Account Number and Tax Code Area Number, both found on your Tax Statement.

Click here: <http://apps.lanecounty.org/propertyaccountinformation/> to locate a copy of your statement.

If you were successful in entering the information the following screen will show that the "Paperless status updated". Note the Paperless slide button now shows green and says ON.

✓ Paperless status updated.  ✕




Dashboard

Account Search 

Please note amount due may not include online payments made within the last 3 business days.

⌵ Bills for Account No 

PAPERLESS

 This Parcel No. has 0 payments scheduled.
[Click here to schedule future dated or recurring payments.](#)

Property Taxes

AMOUNT DUE
\$0.00

[VIEW PAYMENT OPTIONS](#)

✕ [Remove from Dashboard](#)

To cancel the paperless statement option, click on the white circle button by the word PAPERLESS.



Dashboard


Account Search 

Please note amount due may not include online payments made within the last 3 business days.

 Bills for Account No 

PAPERLESS



 This Parcel No. has 0 payments scheduled.
[Click here to schedule future dated or recurring payments.](#)

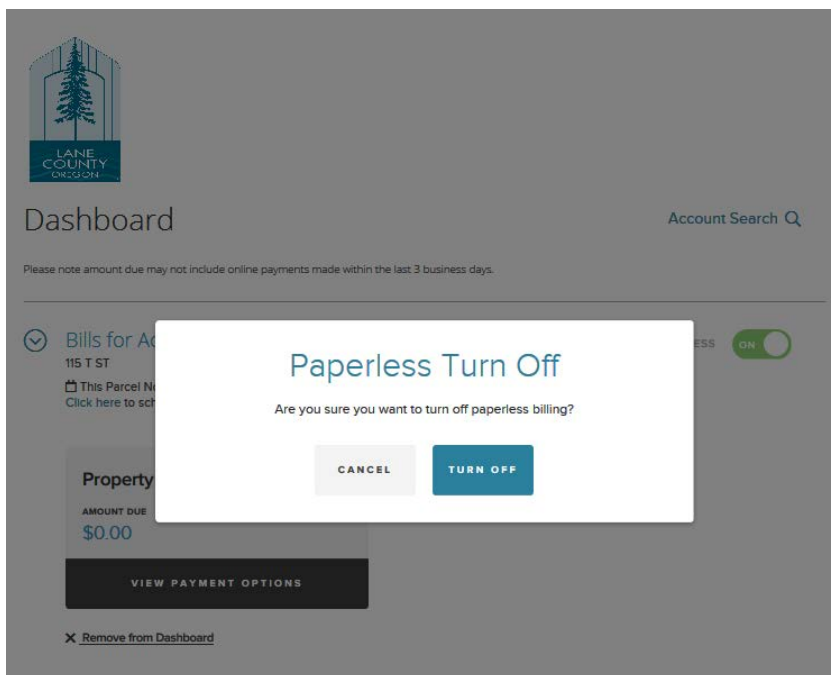
Property Taxes

AMOUNT DUE
\$0.00

[VIEW PAYMENT OPTIONS](#)


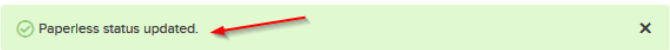
 [Remove from Dashboard](#)

You will receive the following screen overlay. Just click on the “Turn Off” bar.



The screenshot shows the same dashboard as above, but with a white modal overlay in the center. The modal has the title "Paperless Turn Off" and the question "Are you sure you want to turn off paperless billing?". At the bottom of the modal are two buttons: "CANCEL" (a light gray button) and "TURN OFF" (a teal button). The background of the dashboard is dimmed.

The green bar at the top states the Paperless status updated and the slide bar reverts back to gray-shaded indicating it is not active.



Dashboard

Account Search [Q](#)

Please note amount due may not include online payments made within the last 3 business days.

Bills for Account No [\[REDACTED\]](#) PAPERLESS

This Parcel No. has 0 payments scheduled.
[Click here to schedule future dated or recurring payments.](#)

Property Taxes

AMOUNT DUE
\$0.00

[VIEW PAYMENT OPTIONS](#)

Return from Dashboard