

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 website: www.lanecounty.org/at. Scroll down and click on red bar named Tax Payments Online. This is used for setting up paperless statements even if you are not paying. Note: You will need information from your tax statement (Account number and Tax Code Area number). You will also need access to your email account for the email you use to register.

Once you click on the Tax Payments Online link, information about the types of payments is displayed. Scroll down and click on the Make a Payment button.

If your account is in bankruptcy or foreclosure, please contact the Assessment & Taxation Office prior to using this payment method.

Please note that entering incorrect credit or checking account information will result in a \$35 bank return fee.

For your reference, once you have completed your transaction, retain a copy of the confirmation number provided which will also be emailed to you at the email address you provide.

It takes at least 4 business days for an online payment to be reflected on a tax account. Please check your e-mail for the confirmation after completing your transaction and keep it as proof of timely payment.



Make a Payment



Questions? Call or contact us at:

The following should be what you see on the screen:

Search by Account No, Name, Etc

The screenshot shows a search interface for property taxes. At the top left is a button with a house icon and the text "Search for Property Taxes". Below this is a "SEARCH BY" section with a dropdown menu set to "Account Number" and an input field containing "0317188". A blue "Search" button is to the right. Below the search bar, it says "Search results for account number : '0317188'". A table of results is shown with the following columns: Account Number, Property Name, Address, Total Amount, and an action button. The first row is highlighted in yellow.

Account Number	Property Name	Address	Total (\$0.00)	Register Parcel No.
Account Number 0317188	2023 Property Taxes	SOUTH A ST LLC 999 S A ST		Register Parcel No.

Download Bill

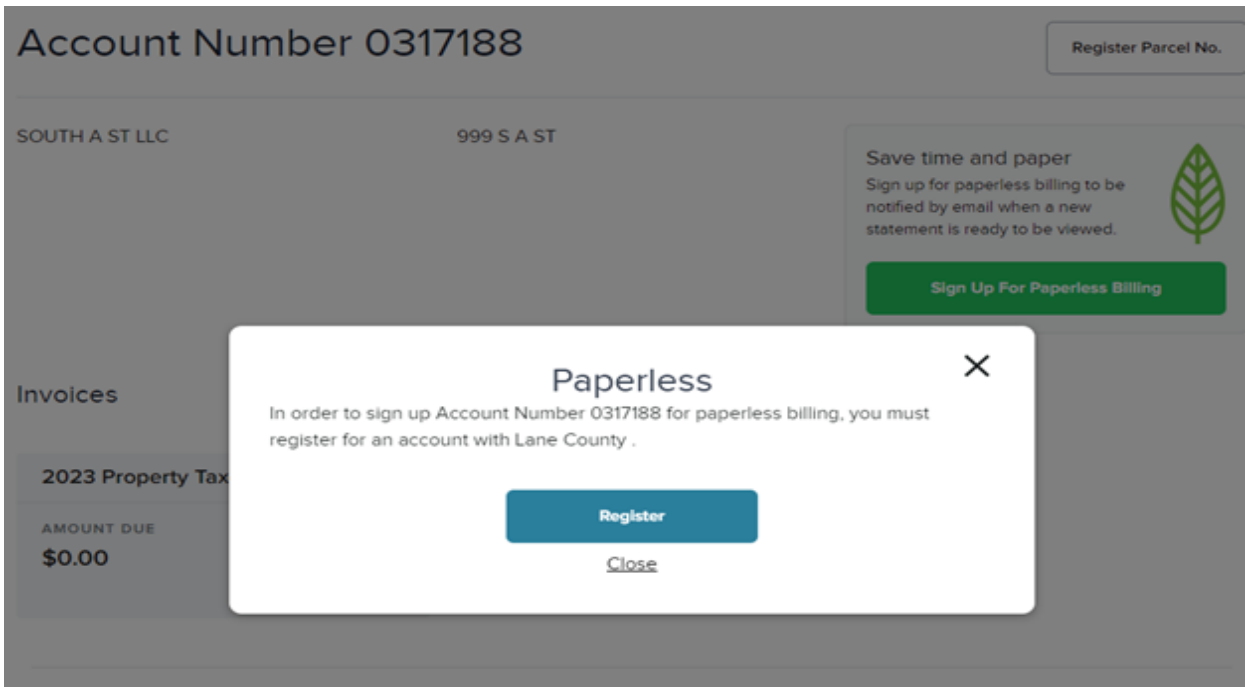
Click on the Account Number 0317188 hyperlink

The following will be what you see next:

The screenshot shows the account details page for Account Number 0317188. The account name is "SOUTH A ST LLC" and the address is "999 S A ST". The total amount due is "\$0.00". There is a "Register Parcel No." button. A green callout box offers to "Sign Up For Paperless Billing" with the text "Save time and paper. Sign up for paperless billing to be notified by email when a new statement is ready to be viewed." Below this is a "Sign Up For Paperless Billing" button. Under the "Invoices" section, there is a dropdown menu for "2023 Property Taxes" showing an "AMOUNT DUE" of "\$0.00".

Click on the green Sign Up For Paperless Billing icon

The following pop up appears:



Click the blue Register icon and proceed by entering the required information to register (see screen print below). If you have entered all the things required in the password field there will be green check marks to the left of each item listed.

Once you click on the Register button, be prepared to access your email for a link that you will click to activate

Let's get you registered

[Already registered with Lane County ?](#)

First Name

Last Name (or Company Name)

Email Address

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

Password

Re-enter Password

I Accept The Terms Of Use And Privacy Policy

REGISTER

Green checks will show here



You will receive notice that you will receive an email to complete the account activation.

Activation Link Sent

We have sent an activation link to the email address:

christopher@outgroup.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](#)

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Here's the Email request to confirm your 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.”

✓ Your email is confirmed! You can now login. X



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

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 

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](#)

 [Remove from Dashboard](#)

Click on the white “button” next to the work PAPERLESS. The following screen comes up (shown below the pink paper). You will need the Activation Code. (The example Authorization Code could be found on the small pink flyer sent with the 2018 tax statements.)

EXAMPLE ONLY – Do not use these numbers

Account Number

07-01-2018 TO 06-30-2019 REAL PROPERTY TAX STATEMENT
LANE COUNTY 125 E. 8TH AVE. EUGENE, OR 97401 (541) 682-4321

www.lanecounty.org/at

SITUS ADDRESS: 123 PLEASANT ST
EUGENE, OR 97401

PROPERTY CLASS: 101
TAX CODE AREA: 07100 ACRES: 3.14
MAP & TAX LOT: 18-15-34-00-00000

JANE DOE
123 PLEASANT ST
EUGENE, OR 97401

ACCOUNT # 1010101

LAST YEAR'S TAX 2,815.67
See back for explanation of taxes marked with (*)

CURRENT TAX BY DISTRICT

5 digit Tax Code Area # →

Example of → Authorization Code: 101010107100

Go to your actual tax statement for your unique account number and tax code numbers.



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 being requested is called Authorization Code on the pink flyer sent out with the 2018 tax statements. (See above) Remember, the numbers shown on that flyer are example numbers. The Activation/Authorization Code is your Tax Account number and Tax Code Area number, both found on your Tax 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](#)

If you want to cancel the receipt of a paperless statement 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

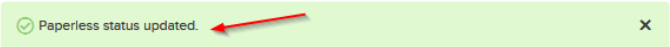
[VIEW PAYMENT OPTIONS](#)

[X Remove from Dashboard](#)


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

The image shows a screenshot of a web dashboard for Lane County, Oregon. At the top left is the Lane County logo, which features a stylized evergreen tree inside a square frame with the text "LANE COUNTY OREGON" below it. The word "Dashboard" is displayed in the top left, and "Account Search" with a magnifying glass icon is in the top right. A small notice reads: "Please note amount due may not include online payments made within the last 3 business days." Below this, there is a section for "Bills for Account" with a dropdown arrow, showing "115 T ST" and "This Parcel No." with a link to "Click here to see". To the right of this section is a toggle switch labeled "PAPERLESS BILLING" which is currently turned "ON". A white modal dialog box is centered on the screen with the title "Paperless Turn Off" and the question "Are you sure you want to turn off paperless billing?". The modal contains two buttons: a light gray "CANCEL" button and a teal "TURN OFF" button. Below the modal, a "Property" section shows "AMOUNT DUE \$0.00" and a dark gray button labeled "VIEW PAYMENT OPTIONS". At the bottom left of the modal area, there is a link "X Remove from Dashboard". The footer at the bottom of the page contains the text: "© 2019 Point & Pay Inc. Support Privacy Policy Terms & Conditions Select Language | ▼".

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.



✓ Paperless status updated. X



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](#)