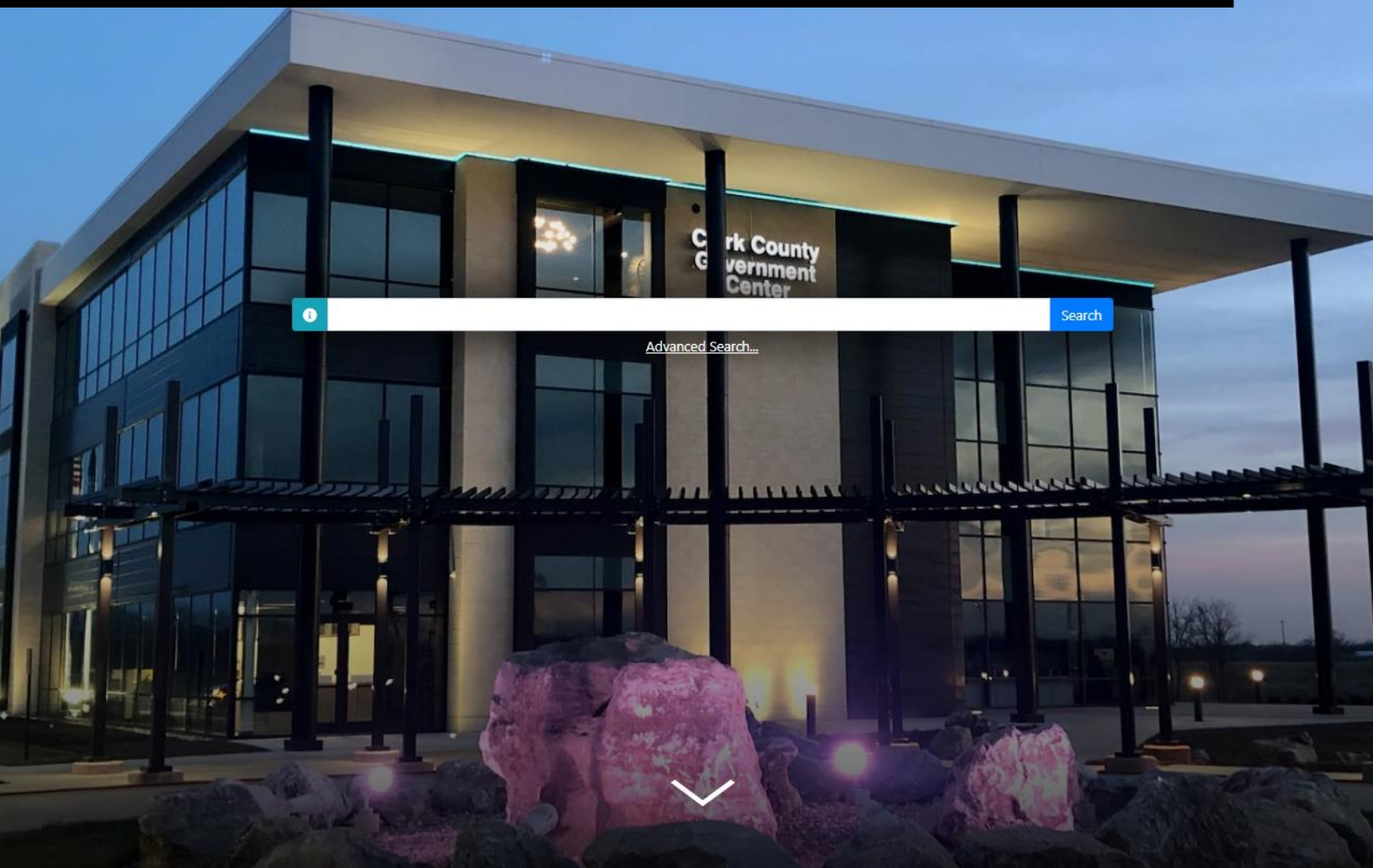




# User Guide



**Engage™; citizen engagement portal**

XSoft, Inc.

5/5/2023

# Table of Contents

---

Navigate .....	4
<b>Primary page</b> .....	4
<b>Map page</b> .....	5
Search .....	5
Measure .....	5
Print .....	6
Zoom in/out .....	6
Layer control .....	6
<b>Property Data page</b> .....	7
Search .....	7
View .....	7
Sort .....	7
Action Center .....	8
Search .....	9
<b>Basic search</b> .....	9
<b>Advanced search</b> .....	9
Select .....	11
<b>Select a single parcel</b> .....	11
<b>Select a group of parcels within a radius</b> .....	12
<b>Select a group of parcels within a boundary</b> .....	13
View .....	14
<b>Summary</b> .....	15
<b>Transfer history</b> .....	16
<b>Valuation list</b> .....	16
<b>Notice of assessment (where available)</b> .....	17

<b>Neighborhood amenities .....</b>	<b>18</b>
<b>Sales information .....</b>	<b>18</b>
<b>Improvement information.....</b>	<b>19</b>
<b>Taxes.....</b>	<b>20</b>
<b>Property record card .....</b>	<b>21</b>
<b>Forms.....</b>	<b>21</b>
<b>Street view .....</b>	<b>22</b>
Cool Stuff .....	24
<b>Parcel quick peek .....</b>	<b>24</b>
<b>Interactive forms .....</b>	<b>24</b>
Sales Disclosure Form .....	25
Appeals Form.....	26
Online Door Hanger.....	27
<b>Hyperlinks.....</b>	<b>28</b>
<b>User registration (where available).....</b>	<b>29</b>
<b>Online Appeals (where available) .....</b>	<b>29</b>
<b>Online Homestead Deduction (where available) .....</b>	<b>31</b>
<b>Shopping Cart (where available).....</b>	<b>32</b>
<b>Resources .....</b>	<b>33</b>

# Engage™

## User Guide

Welcome to **Engage™**; *citizen engagement portal*!

The term “citizen engagement” is not new, but the way that citizens Engage with local governmental agencies has changed tremendously in recent years.

A modern approach to citizen engagement suggests that some citizens appreciate the ability to interact with their local government in a digital environment, such as online access to services to; pay property taxes, research publicly available information, submit documents and forms, etc. That’s where **Engage™** comes in!

**Engage™** is an online resource where citizens, real estate professionals, businesses, etc. can access all kinds of publicly available information related to property, such as; owner name, assessed value, neighborhood amenities, improvement information, property taxes, property record cards, interactive forms, and so much more!

As a core product for **XSoft™**, **Engage™** has been designed to take advantage of dynamic integration to **XSoft’s™** other core products, **INcama™** and **INtax™**, which are used by local government agencies for property tax assessment, billing, collection, and distribution purposes. This dynamic integration means that the data you’re viewing in **Engage™** is as current and up to date as possible.

**Engage™** is intended to be an intuitive, user-friendly application. However, we know that some features of **Engage™** could use a bit of guidance to be completely beneficial to you. That’s the purpose for this user guide – to help you be a little more productive as you use **Engage™**.

Be sure to keep an eye out for the **TIP** text in red throughout this document – it’ll provide you some helpful hints.

To learn more about **XSoft™**, please visit us at; [www.xsoftinc.com](http://www.xsoftinc.com)

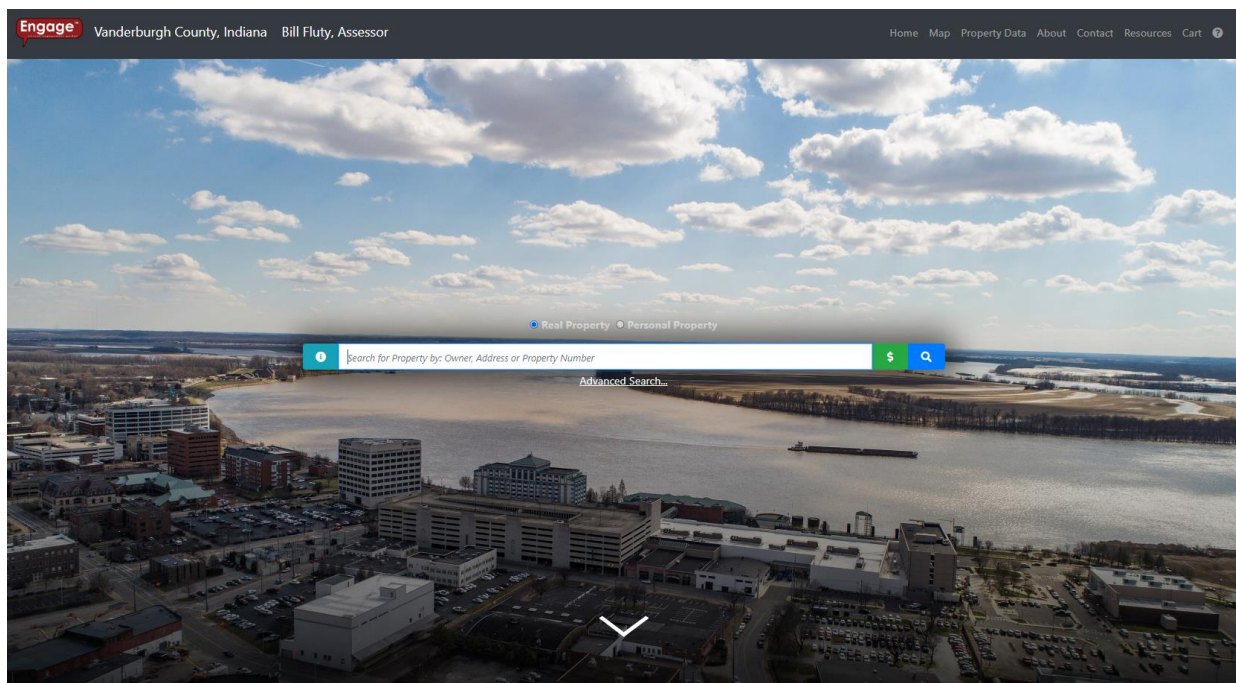
# Navigate


There are 3 pages on the website that allow you to navigate through data, they are:

- Primary page
- Map page
- Property Data page

## Primary page

When you first enter the **Engage™** website, you'll land on the Primary page (shown below):



On the Primary page, you can navigate to other pages, such as; Map, Property Data, Contact, etc. by selecting the tab on the top menu bar. Or, if you just want to search for a name or address, you can simply enter that information into the search box, press **Search** (or ) , and let **Engage™** do the rest!

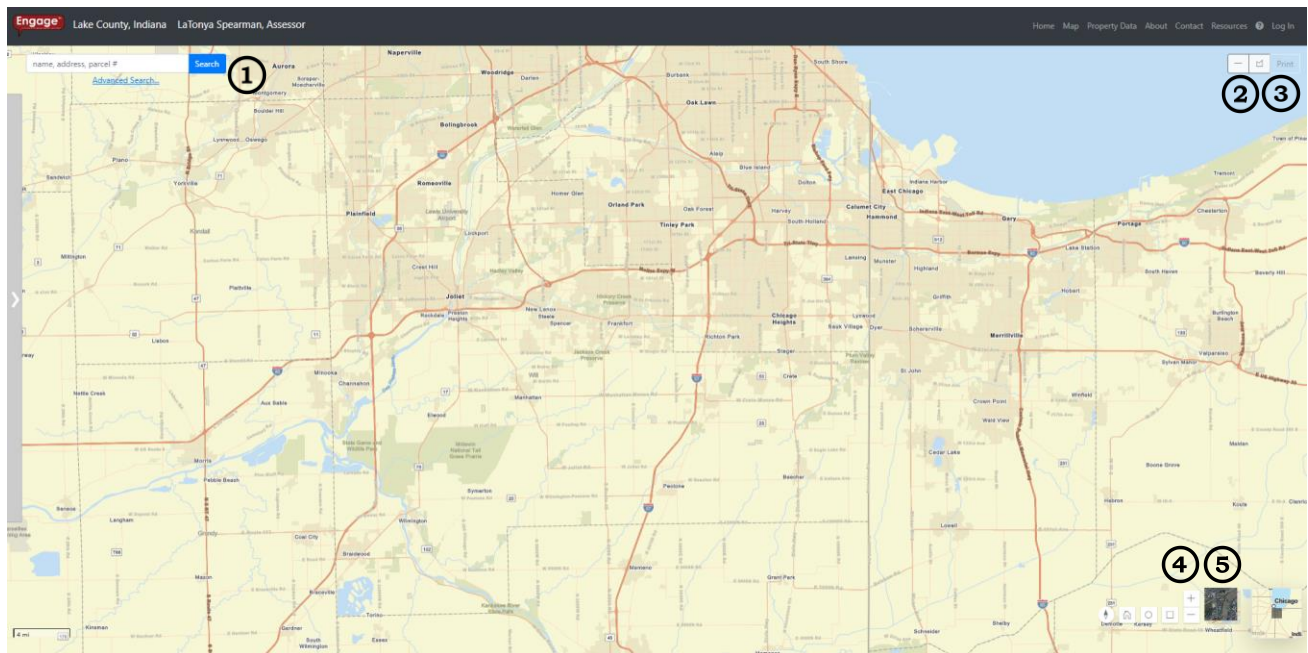
**TIP:** As you use **Engage™**, keep your eye out for carats (aka arrows or chevrons). Carats expand / collapse windows to show / hide detailed information. For example, the carat at the bottom of the Primary page expands the page to show more information about the county.






## Map page

The Map page provides a variety of tools you can use to search, measure, print, zoom, etc.





- ① Search
- ② Measure
- ③ Print
- ④ Zoom in/out
- ⑤ Layer control

## Search

Just like searching on the Primary page, you can search on the Map page. Simply enter information (name, address, parcel number) into the search box, press **Search** (or ), and let **Engage™** do the rest!

## Measure


With **Engage™**, you can measure between points (2 or more) or you can measure an area. To measure between points, select the "measure line" icon: . To measure an area, select the "measure area" icon: .

**TIP:** The default unit for line measurement is set to “feet” and for area measurements it’s set to “acres”. After you finish measuring, you can change the unit by selecting the Unit pulldown:

Unit


Feet ▼

## Print

The  button allows you to print detailed information about a property, including the map and parcel characteristics. Printing is automatically formatted to fit 8 ½ x 11 paper. However, through the print settings, you can select other paper sizes depending on the capabilities of your printer.

**TIP:** You must select a specific parcel before the “Print” button becomes active.


## Zoom in/out

The zoom in/out tools, , incrementally adjust the scale of the map. The “+” button zooms *in* and the “-” button zooms *out*.

**TIP:** If you’re using a mouse with a scroll wheel, you can dynamically zoom in/out with the mouse wheel.

**BONUS TIP:** You can define the area to zoom into. If you hold the “Shift” key, click the left mouse button to drag a box defining where you want to zoom. When you release the left mouse button, the map will zoom into the area you’ve defined.

Also, you can scroll using the mouse. Click and hold the left mouse button on the map and drag the map left/right/up/down. Release the left mouse button when you’re done scrolling.

**BONUS TIP:** You can rotate the map. Click and hold the right mouse button on the map and rotate the map 360 around the point where you’ve clicked. Release the right mouse button when you’re done rotating the map. To reset the map with North at the top of the map, select the compass icon .

## Layer control

As a focused application, **Engage™** has been designed to be very specific to the property tax and assessment industry. Because of this, we’ve simplified the layer control to include only two options to use as a basemap; streets or imagery. Regardless of the basemap you select, once you’ve zoomed into a predefined map scale, the county’s parcel boundary map will overlay on top of the basemap you’ve selected.

## Property Data page

The Property Data page provides a variety of tools to search, view, and sort the information:

					Action Center		
Property ID	Owner Name	Address	City		Appeal	Map	Detail
45-03-07-228-009.000-025	Bucher, Amy	1504 CENTER ST	WHITING				
45-09-18-303-002.000-021	Bucher, Martha E	2535 DECATUR ST	LAKE STATION				
45-11-32-251-001.000-035	Rodenbucher, Joseph D Jr & Kathryn L h&w	9514 OLCOTT AVE	SAINT JOHN				

Showing 1 to 3 of 3 entries

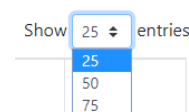
Previous 1 Next

- ① Search
- ② View
- ③ Sort
- ④ Action Center

### Search

Like searching on the Primary page, you can search on the Property Data page. Simply enter information (name, address, parcel number) into the search box. Once you've entered information, press "Enter" on your keyboard and let **Engage™** do the rest!

**TIP:** Although the default is to show 25 results per page, you can choose to display up to 75 results per page via the pulldown in the upper right corner of the Property Data page.



### View

Once you've completed your search you can view all results on the Map page by selecting the

[View This Page On Map](#)

button.

### Sort


The results of your search will automatically be sorted by Property ID from the highest to the lowest number. You can re-sort the results of any data category by selecting the button.



## Action Center

The **Action Center** is the hub of the Property Data page, providing a series of “actions” you can perform for the selected parcel(s), such as:



**Appeal.** Although not available on all Engage websites, the Appeal button allows the user to file an online property tax assessment appeal. Because property tax assessment appeals can only be filed during certain times of the year, the icon may appear to be “ghosted”, like  this which means the Appeal deadline has passed. More information about online Appeals can be found in the Cool Stuff section of this document, beginning on p. 24.



**Pay.** Although not available on all Engage websites, the Pay button allows the user to pay property taxes using a credit card. More information about paying property taxes online can be found in the Taxes section of this document, beginning on p. 20.



**Homestead.** Although not available on all Engage websites, the Homestead button allows the user to file an online Homestead Property Tax Standard / Supplemental Deduction. More information about interactive forms can be found in the Cool Stuff section of this document, beginning on p. 24.



**Map.** The Map button takes the user directly to the selected property on the Map page.



**Detail.** If you’d like more information about a particular search result, click on the Detail button and you’ll be redirected to a detailed parcel report, which contains Parcel ID information, neighborhood amenities, owner/transfer history, sales information, valuation history, land record information, the property sketch, property photos, and improvement information.

**TIP:** When viewing the Detailed Parcel Report, you can print the report by using the right mouse button and selecting Print (or Ctrl + P). From the print dialogue box, you can configure page settings, such as paper size, margins, print quality, etc.

# Search

---

Chances are, you've come to the **Engage™** website because you're searching for property assessment or tax information. So, how do you find what you're looking for? You can use a map to locate the property, or you can enter information into the search box and let **Engage™** do the heavy lifting for you. If you use the search tool, you have two options; basic search and advanced search.

## Basic search

You can access the basic search from a variety of places in **Engage™**; the Primary page, the Map page, and the Property Data page. While the basic search tool is meant to be simple to use, behind the scenes, **Engage™** is working hard to provide you the results you're searching for. For this reason, you should try to be as specific as possible to get the results you're looking for (e.g. if you're searching for John Smith, you'll likely get numerous results if you only enter "Smith" in the basic search). If you're not specific with your search criteria, **Engage™** will still attempt to narrow down the search results for you, however, the results list may be a bit larger than you'd like.

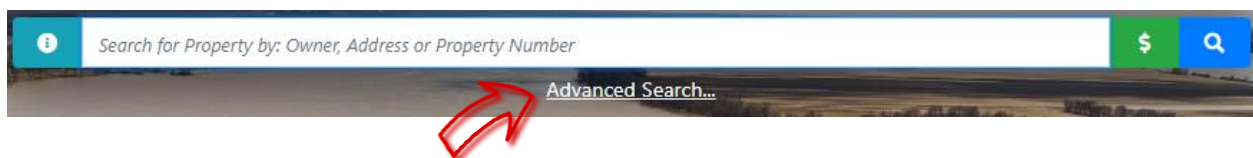
Are you looking for a street address? Just like searching for a name, the more specific you are, the more **Engage™** will be able to narrow down the search results (e.g. if you're specifically looking for 123 Main Street, you'll likely get numerous results if you just enter "123" in the basic search).

## Advanced search

Not everyone is searching for simple stuff, like John Smith or 123 Main Street. Sometimes you might be looking for more complex information, such as:

*All the 3-bedroom homes sold between December 1, 2019 and December 31, 2019 with an assessed value between \$150,000 and \$160,000.*

**Engage™** has the advanced searching tools you need for this type of complex search! Look below the basic search bar on the Primary page and you'll find the "Advanced Search" link:



Advanced Search... takes you to the following page:

### Advanced Parcel Search

+ Sale Price

- Sale Date  
Between 12/01/2019 and 12/31/2019

- Assessed Value  
Between \$ 150000 and \$ 160000

+ Building Style

+ Property Class

+ Neighborhood

+ District Name

+ Year Built

+ Total Living Area

+ Parcel Acreage

+ Finished Basement Area

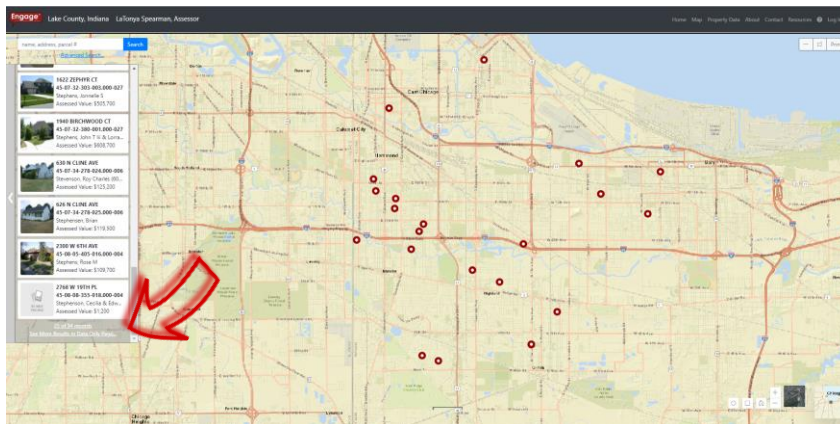
+ Stories

- Bedrooms  
0 1 2 3

+ Housing Plan

Search Clear

Selecting the "+" symbol on any search criteria item expands the search criteria, allowing you to enter the specific criteria; between certain dates, between certain values, or a specific number, like the number of bedrooms. Once you've entered in the search criteria you're looking for, hit the [Search](#) button and **Engage™** will do the rest.



**TIP:** After you complete either a Basic or Advanced Search, **Engage™** will display the results and location on a map. These results are limited to a maximum of 25 results. More than this and it might become visually difficult to see on a map. If your search results exceed 25 results, you may want to consider viewing the information on the Property

Data page. Don't worry, you don't have to redo your search, if you scroll down on the results on the Map page, there's a link to take you directly to the search results on the Property Data page.

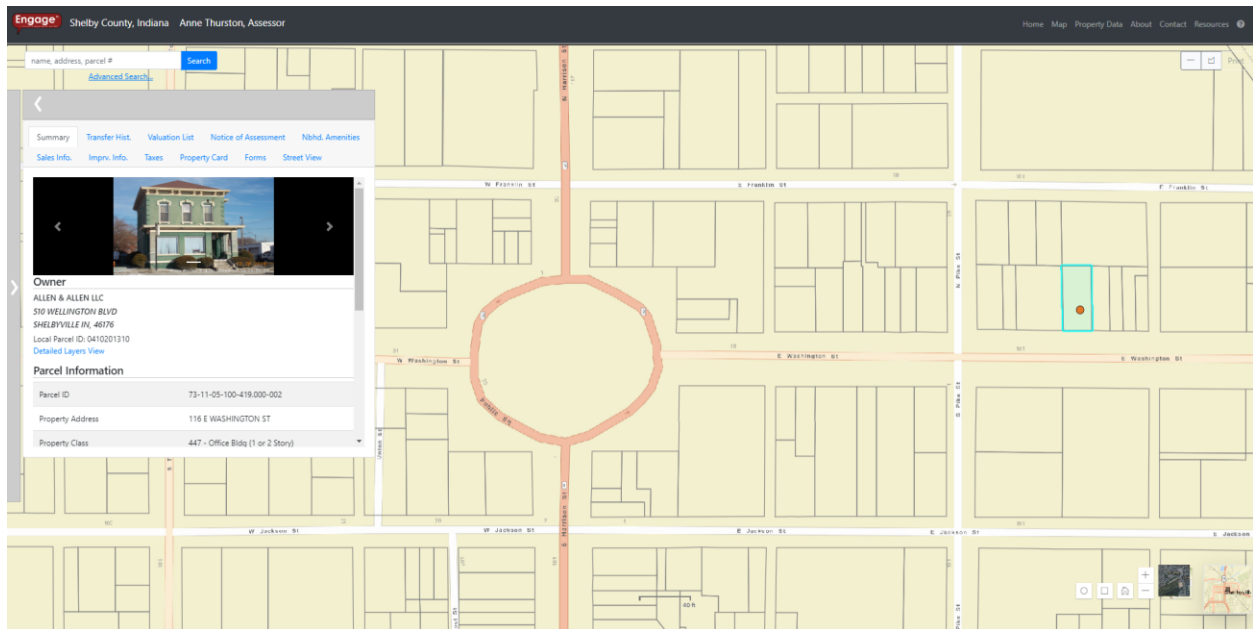
**BONUS TIP:** There's no need to fill out every search criteria option. With Advanced Search, if you want, you can fill in only one search criteria, such as Sale Price.

# Select

Let's assume you've come to the **Engage™** website to search for property assessment or tax information and you want to use the map to "select" a certain parcel or maybe a group of parcels. So, how can you do this? Well, you've come to the right place because **Engage™** allows you to select one or many parcels, using some simple tools.

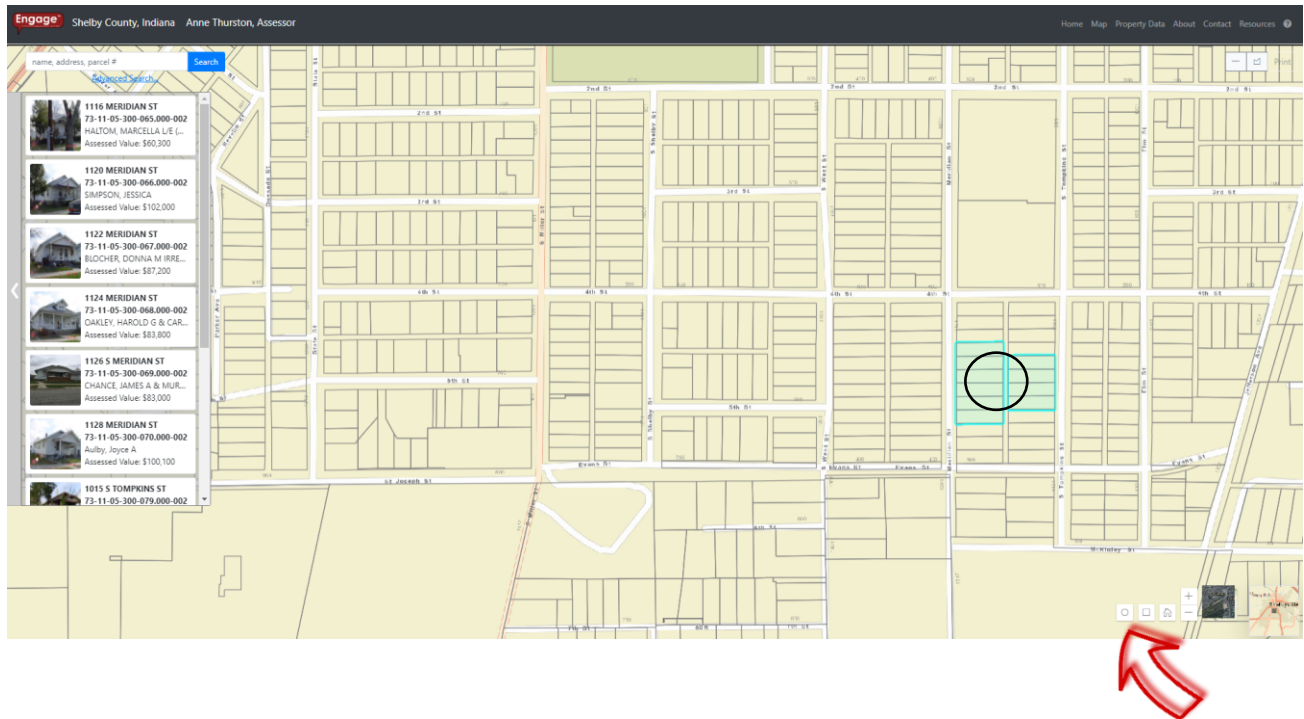
## Select a single parcel

First, make sure you've located the property by zooming into the map until the parcel layer is visible, like below. Then, click the left mouse button once on the property. **Engage™** will highlight the parcel boundary light blue and then display the property information for the highlighted parcel:



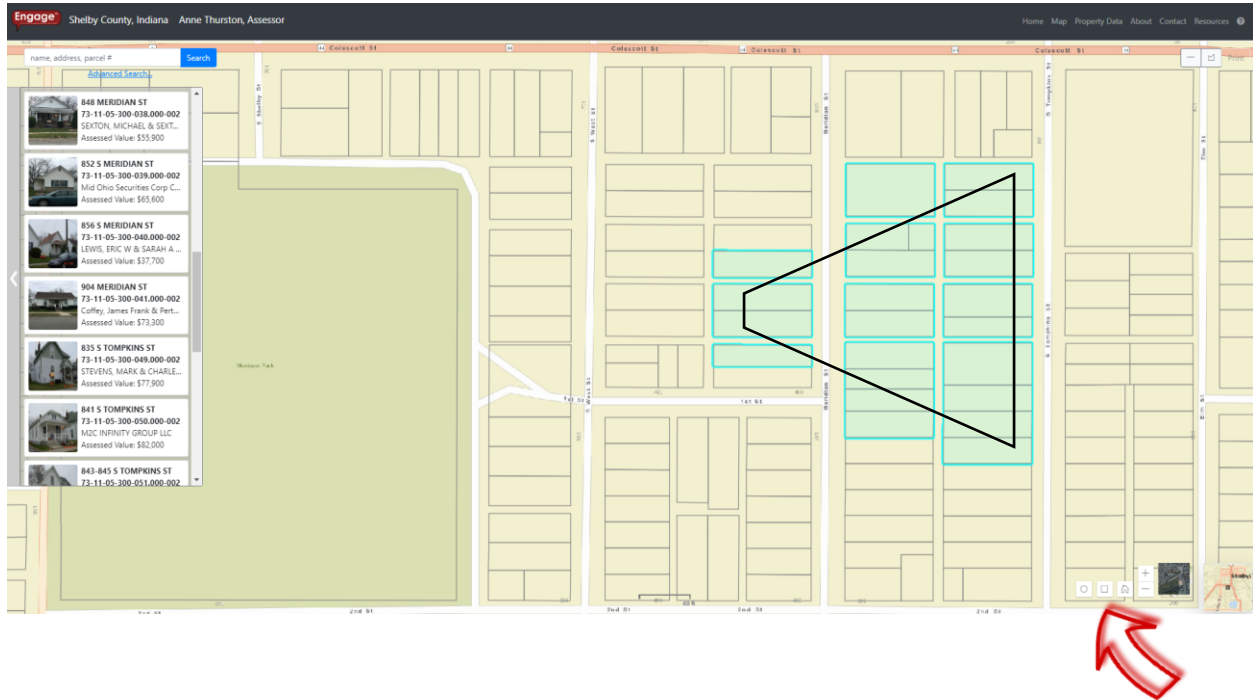
## Select a group of parcels within a radius

What if you're searching for a group of parcels within a certain radius of your property? First, just like selecting a single parcel described above, you'll want to make sure you've zoomed into the map until the parcel layer is visible, like below. Then, use the "select by circle" tool and your results will be highlighted on the map:



## Select a group of parcels within a boundary

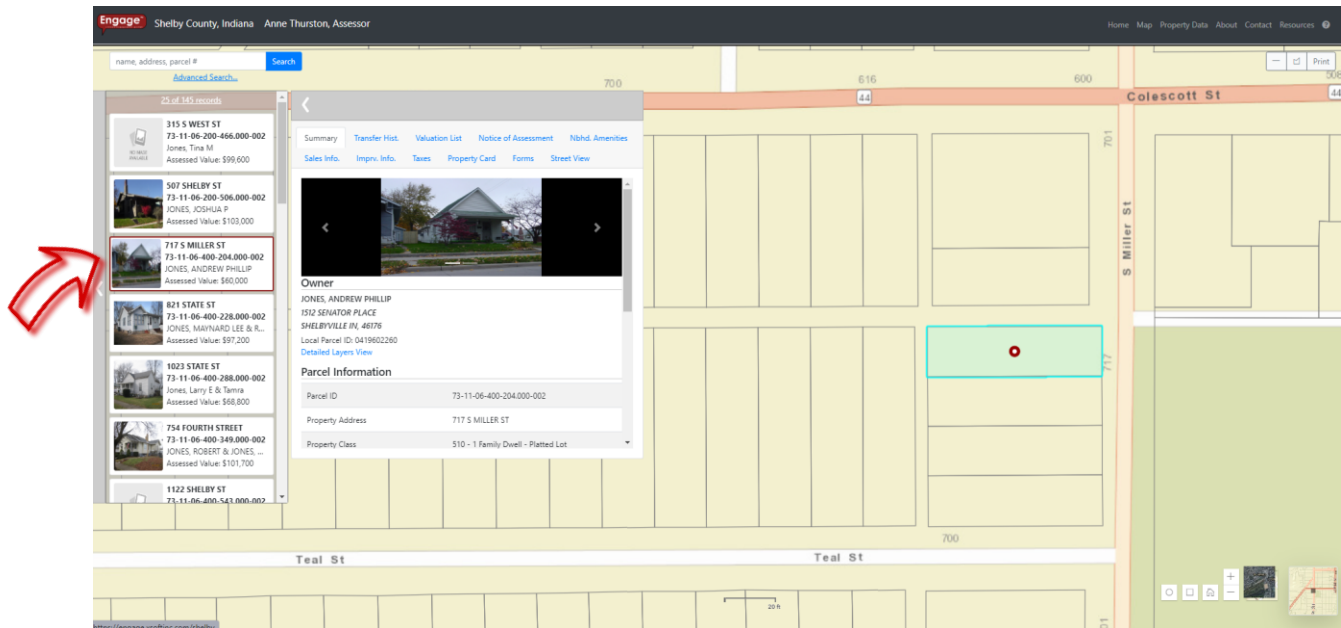
What if you're interested in a group of parcels within a certain, irregular shaped boundary of your property? After you've zoomed into the map until the parcel layer is visible, use the "select by polygon" tool and your results will be highlighted on the map, like below:





# View

After you've selected a parcel, or group of parcels, you can view more information about your selection by clicking on the thumbnail from the selection results on the left side of the map window:



When the thumbnail is expanded, a new view of the information is provided, with a variety of tabs detailing additional information about the selected property:

- Summary
- Transfer History
- Valuation List
- Notice of Assessment (where available)
- Neighborhood Amenities
- Sales Information
- Improvement Information
- Taxes
- Property Record Card
- Forms
- Street View

## Summary

From the Summary tab, you can scroll through photos of the property (if available). You'll also find information such as the owner, parcel ID, legal description, tax district, township and school corporation. The property sketch is located at the bottom of the Summary tab, like shown below:

Summary

Transfer Hist.

Valuation List

Notice of Assessment

Nbhd. Amenities

Sales Info.


Imprv. Info.

Taxes

Property Card

Forms

Street View



Owner


JONES, ERIC B & MELISSA J  
2050 W 44TH ST  
INDIANAPOLIS IN, 46228  
Local Parcel ID: 0413104780  
[Detailed Layers View](#)

Parcel Information

Parcel ID	73-11-07-300-186.000-002
Property Address	1014 SPRING WAY DR
Property Class	510 - 1 Family Dwell - Platted Lot

Legal Description	LOT 137 CLEARVIEW V
Tax District	002 - SHELBYVILLE CITY-ADDISON TOWNS
Neighborhood Name/Number/Factor	CLEARVIEW 2 / 7302065-002 / 1.2700
Subdivision/Lot	/
Township	0001 - ADDISON TOWNSHIP
School Corp	SHELBYVILLE CENTRAL

Property Sketch



**TIP:** If you click on the property sketch, it'll expand into a larger view, allowing you to see more detail.

## Transfer history

Here you'll find information about previous owners (if any), when the property transferred from one person to another and the sale amount, like shown below:

Summary	Transfer Hist.	Valuation List	Nbhd. Amenities	Sales Info.
Imprv. Info.	Taxes	Property Card	Forms	Street View

Date	Name	Sale Amt	Doc ID	Code	Book/Page
07-28-2020	JONES, RUSSELL B & SARAH M T/E	\$435,000.00	2124	TD	20/18539
05-09-2008	MOORE, LOREN E & JOELLA F REV TRUST	\$0.00		QC	08/13382
10-05-2006	MOORE LOREN & JOELLA T/E	\$0.00	6797	WD	06/34149
03-10-2006	MOORE LOREN & JOELLA H/W	\$50,000.00	1558	WD	06/10137
09-20-2004	ELITE DEVELOPMENT GROUP LLC	\$0.00	6644	WD	04/33170
09-08-2004	FIFTH THIRD BANK (SOUTHERN INDIANA)	\$0.00	6389	SD	04/31850
01-01-1900	SAGAMORE CREEK DEVELOPMENT LLC	\$0.00		WD	


## Valuation list

The valuation list includes a year by year history of the property value, like shown below:

Summary	Transfer Hist.	Valuation List	Nbhd. Amenities	Sales Info.
Imprv. Info.	Taxes	Property Card	Forms	Street View

Year	Reason	Total Value	As of
> 2022	Annual Adjustment	\$461,000.00	04-14-2022
> 2021	Annual Adjustment	\$374,400.00	04-09-2021
> 2020	Annual Adjustment	\$354,200.00	05-01-2020
> 2019	Annual Adjustment	\$335,200.00	04-05-2019
> 2018	Annual Adjustment	\$320,800.00	05-18-2018
> 2017	Annual Adjustment	\$326,300.00	09-16-2017
> 2016	Informal	\$328,800.00	01-01-2016
> 2015	Informal	\$326,400.00	03-01-2015

**TIP:** Don't forget, you can expand the information by clicking the  (aka carat), like previously described on [page 4](#) of this User Guide.

## Notice of assessment (where available)

Notice of assessment of land and structures (e.g. Form 11) is a side by side comparison of the previous assessment with the new assessment and effective date, like shown below:

Summary Transfer Hist. Valuation List Notice of Assessment Nbhd. Amenities

Sales Info. Imprv. Info. Taxes Property Card Forms Street View

1 / 1

**NOTICE OF ASSESSMENT OF LAND AND STRUCTURES / IMPROVEMENTS** **FORM 11**

State Form 21000 (2021) 1-20  
Prescribed by Department of Local Government Finance

**THIS IS NOT A TAX BILL**

• The deadline to file an appeal is **June 15, 2023**.  
• Scan the QR code for access to your property record card.

**William J. Fluty Jr.**  
1 NW Martin Luther King Jr Blvd Rm 227  
Evansville, IN 47708

**BUCHERL, ROSALEE**  
3400 FAWN HILL CT  
EVANSVILLE, IN 47710

**Light description**  
ONE HILL WOODS CONDOMINIUM UNIT 3409

**Parcel or identification number**  
82-09-10-034-376-007-020  
12-044-34-376-007

**Property Address (number and street, city, state, and ZIP code)**  
3400 FAWN HILL CT, EVANSVILLE, IN 47711

This notice indicates the assessed value of your property. Information on the valuation of your property and a copy of the property record card can be obtained from the assessing official at the telephone number and address below.

Notice to the taxpayer of the opportunity to appeal (IC 6-1-1-15-1.1, 1.2)

If the taxpayer does not agree with the action of the assessing official giving this notice, an appeal can be initiated to challenge that action. To file an appeal, the taxpayer must file a Form 130, Taxpayer's Notice to Initiate an Appeal, with the township assessor or county assessor in a timely manner. The time-frame to file an appeal on the assessment contained in this notice may have two different filing deadlines. These deadlines are based on the date that this notice is mailed. If this notice is mailed before May 1 of the assessment year, the filing deadline is June 15 of that year. If this notice is mailed on or after May 1 of the assessment year, the filing deadline is June 15 of the year that the tax statements are mailed. (IC 6-1-1-15-1.1) This form is available from the assessing official or at: <https://forms.engage.safefix.com/Download.aspx?ID=8052>. An assessing official who receives a Form 130 must schedule a preliminary informal meeting with the taxpayer in order to resolve the appeal. The assessing official and taxpayer must exchange the information each party is relying on at the time of the preliminary informal meeting to support the party's respective position on each disputed issue concerning the appeal. If the taxpayer fails to appear at the meeting, the township assessor, county assessor, an employee of the township assessor or county assessor, or an appraiser has violated IC 6-1-1-35-7.3 or IC 6-1-1-35-7.4(a), the taxpayer may submit a written complaint to the Department of Local Government Finance under IC 6-1-1-35-7.4(b).

**NOTE:** Failure to file a timely Form 130 can be grounds for dismissal of this appeal.

PREVIOUS ASSESSMENT		NEW ASSESSMENT EFFECTIVE JANUARY 1, 2023	
LAND	\$13,000	LAND	\$13,000
STRUCTURES	\$185,000	STRUCTURES	\$186,300
<b>TOTAL</b>	<b>\$198,000</b>	<b>TOTAL</b>	<b>\$199,300</b>

Reason for increase of assessment:  
Annual Adjustment

This form is a notice of your 2023 assessment for taxes payable in 2024. This is not a property tax bill. You may file an appeal on this assessment. The deadline to file an appeal on this assessment is June 15, 2023. The Form 130 (Taxpayer's Notice to Initiate an Appeal) can be found online at <https://engage.safefix.com/vanderburgh> in the Resources section under Forms. The appeal form may be submitted in our office, mailed to the address below or faxed to (812) 435-5723. If you need assistance or have further questions, please call (812) 435-5565.

If the change in assessment is due to a new home, a taxpayer should be aware that there are many property tax benefits or deductions available. Please see INDIANA PROPERTY TAX BENEFITS (State Form 5175) available on the ILT2F website: <https://www.engage.safefix.com/Download.aspx?ID=8052>. Other non-residential construction may be eligible for deductions - see Forms 322(R) and Form 322(VB).

**Assessing Official**  
Name: William J. Fluty Jr.  
Address (number and street, city, state and ZIP code): 1 NW Martin Luther King Jr Blvd Rm 227, Evansville, IN 47708

**Assessor**  
Name: VANDERBURGH  
Address: CENTER TOWNSHIP  
City: Evansville  
State of Notice (number, city, year): 4302023  
Telephone number: (812) 435-5285

**TIP:** A Quick Response (QR) code has been applied to the upper right corner of the Notice of Assessment. When scanned, the QR code automatically takes the user to the property in Engage.

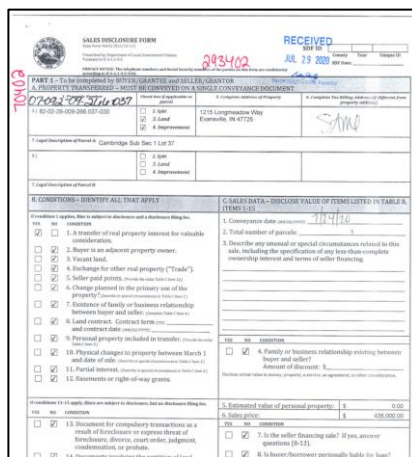
## Neighborhood amenities

Neighborhood amenities describe the characteristics of the property, such as; are public utilities available? Is the neighborhood blighted? Like shown below:

<a href="#">Summary</a> <a href="#">Transfer Hist.</a> <a href="#">Valuation List</a> <a href="#">Nbhd. Amenities</a> <a href="#">Sales Info.</a>			
<a href="#">Imprv. Info.</a> <a href="#">Taxes</a> <a href="#">Property Card</a> <a href="#">Forms</a> <a href="#">Street View</a>			
Site Description		Public Utilities	
Improving	N	Water	N
Declining	N	Sewer	N
Blighted	N	Gas	N
Static	N	Electricity	N
		All Utilities	Y

## Sales information

Sales information includes the sale date, the sale price, and whether it is a valid or multi-parcel sale, like shown below:



<a href="#">Summary</a> <a href="#">Transfer Hist.</a> <a href="#">Valuation List</a> <a href="#">Nbhd. Amenities</a> <a href="#">Sales Info.</a>			
<a href="#">Imprv. Info.</a> <a href="#">Taxes</a> <a href="#">Property Card</a> <a href="#">Forms</a> <a href="#">Street View</a>			
Sale Date	Sale Price	Valid Sale	Multi-parcel Sale
07/24/2020	\$435,000.00	Y	N
<a href="#">04/21/2008</a>	\$0.00	N	N
<a href="#">04/21/2008</a>	\$0.00	N	N
09/26/2006	\$0.00	N	N
03/08/2006	\$50,000.00	N	N
01/30/2003	\$28,000.00	N	N

**TIP:** Notice that some Sale Dates are [blue](#), which indicates a hyperlink to the historical sale disclosure (where available).


## Improvement information

Here you'll find a summary of the structure(s) on the property, such as its grade, the year it was constructed, its condition, and its size, like shown below:

Summary	Transfer Hist.	Valuation List	Nbhd. Amenities	Sales Info.
Imprv. Info.	Taxes	Property Card	Forms	Street View

Bldg	Grade	YrConst	EffYear	Cond	Size
Single-Family R 01	B-1	2007	2007	A	3632

**TIP:** If you click on the  button, expanded detail will appear, providing much more information about the structure, such as; # of baths, # of bedrooms, # of fireplaces, heat type, size of attached garage, etc., like shown below:

BUILDING DETAILS					
Gen. Bldg. Info		Plumbing		Specialty Plumbing	Mechanical Features
StoryHeight: 1.50		FullBaths: 3		BathTubsWjets: 0	Fireplace: 1
FinishedArea: 3632		FullBathsFixtures: 9		HotTubs: 0	HeatType: Central Warm Air
Rooms		HalfBaths: 1		BathTubsSwSteam: 0	NoHeating: 0
		HalfBathFixtures: 2		Saunas: 0	NoElectric: 0
		HotWaterHeaters: 1		SteamBaths: 0	AirCond: 3632
		KitchenSinks: 1		Whirlpools: 0	
Bedrooms: 4		AddFixtures: 4		Garages	
FamilyRooms: 1					
LivingRooms: 0					
DiningRooms: 1					
FinishedRooms: 9					
				IntegralGarages:	
				AttGarages: 983	
				AttCarports:	
				BsmtGarages:	

FLOOR DETAIL				EXTERIOR FEATURES	
Floor	Construction	Base Area	Finished	Descriptions	Size
C		2433	0	Porch, Open Frame	450
1	Brick	2433	2433	Porch, Enclosed Masonry	404
1/2	Wood Frame	1199	1199	Patio, Concrete	150
A		983	0	Patio, Concrete	105

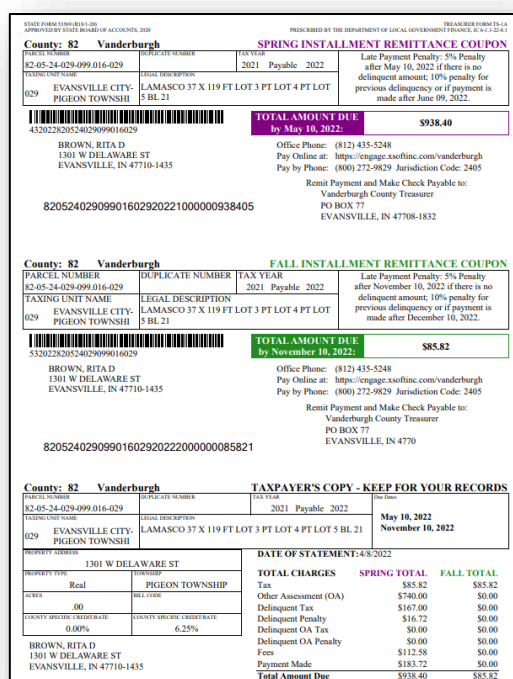
Close



## Taxes

The Taxes tab requires integration with **XSoft's™ INtax™** software. If you don't see a Taxes tab in your version of **Engage™**, or if there is minimal tax information provided in the Taxes tab, it means the County uses software other than **INtax™** for property tax billing and collection.

With **INtax™** integration, you have access to property tax information such as Account Information, Assessed Values, Billing Summary, and the ability to pay your property tax bill online, like shown below:



**County: 82 Vanderburgh** **SPRING INSTALLMENT REMITTANCE COUPON**

PARCEL NUMBER: 82-05-24-029-099.016-029  
 TAXING UNIT NAME: EVANSVILLE CITY-PIGION TOWNSHIP  
 LEGAL DESCRIPTION: LAMASCO 37 X 119 FT LOT 3 PT LOT 4 PT LOT 5 BL 21  
 TOTAL AMOUNT DUE by May 10, 2022: \$938.40  
 Office Phone: (812) 435-5248  
 Pay Online at: https://engage.xsoftinc.com/vanderburgh  
 Pay by Phone: (800) 272-9829 Jurisdiction Code: 2405

**County: 82 Vanderburgh** **FALL INSTALLMENT REMITTANCE COUPON**

PARCEL NUMBER: 82-05-24-029-099.016-029  
 TAXING UNIT NAME: EVANSVILLE CITY-PIGION TOWNSHIP  
 LEGAL DESCRIPTION: LAMASCO 37 X 119 FT LOT 3 PT LOT 4 PT LOT 5 BL 21  
 TOTAL AMOUNT DUE by November 10, 2022: \$85.82  
 Office Phone: (812) 435-5248  
 Pay Online at: https://engage.xsoftinc.com/vanderburgh  
 Pay by Phone: (800) 272-9829 Jurisdiction Code: 2405

**County: 82 Vanderburgh** **TAXPAYER'S COPY - KEEP FOR YOUR RECORDS**

PARCEL NUMBER: 82-05-24-029-099.016-029  
 TAXING UNIT NAME: EVANSVILLE CITY-PIGION TOWNSHIP  
 LEGAL DESCRIPTION: LAMASCO 37 X 119 FT LOT 3 PT LOT 4 PT LOT 5 BL 21  
 DATE OF STATEMENT: 4/8/2022  
 TOTAL CHARGES: \$938.40  
 SPRING TOTAL: \$938.40  
 FALL TOTAL: \$85.82  
 Total Amount Due: \$938.40

Summary Transfer Hist. Valuation List Nbdm. Amenities Sales Info.  
 Imprv. Info. Taxes Property Card Forms Street View

Tax Summary Payment History

### Account Information

Owner Name STEPHENS, LYNN  
 Mailing Address 13404 SYLVAN CT  
 Legal Description Not Available  
 Parcel ID 82-04-10-009-336.013-030  
 Property Type Real

### Assessed Values

Land Value Not Available  
 Improvement Value Not Available

### Billing Summary

Year	Spring	Fall	Total Receipts	Total Balance
2023	\$1,840.08*	\$1,840.08	\$0.00	\$3,680.16

\* The 2022 Fall Installment was due on 11/10/2022. This amount reflects the past due balance with penalty.

\$ Payments

**TIP:** If you press the tax year button, **2023**, you can access the Property Tax Bill, which you can download and/or print.

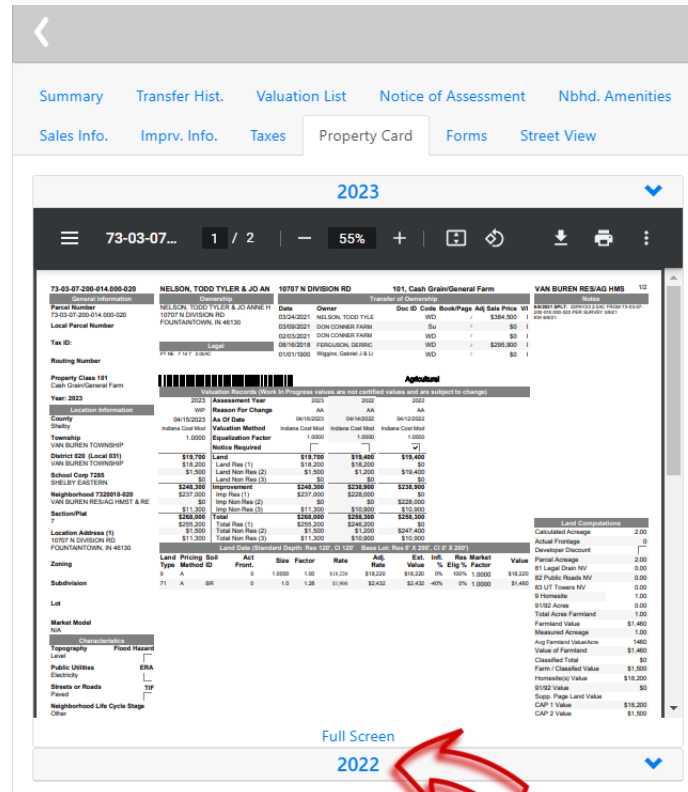
**BONUS TIP:** If you press the Payments button, **\$ Payments**, you will be directed to a summary page, detailing all previously paid property taxes, and allowing you to add current taxes to your shopping cart, like shown below:

Tax Bills	Payment History	Value History				
Year	Spring	Fall	Delinquent Fee	Total Receipts	Total Due	
2023	\$1,840.08 *	\$1,840.08	\$0.00	\$0.00	\$3,680.16	Add
* The 2022 Fall Installment was due on 11/10/2022. This amount reflects the past due balance with penalty.						
2022	\$1,553.70	\$1,553.70	\$0.00	\$3,107.40	\$0.00	N/A
2021	\$1,352.26	\$1,352.26	\$0.00	\$2,704.52	\$0.00	N/A

More information about online property tax payment can be found in the Cool Stuff section of this document, beginning on p. 24.

## Property record card

This tab displays the Property Record Card directly within **Engage™**. You can use the embedded viewing tools to zoom in/out and scroll around the Property Record Card. Or, you can download the Property Record Card and print it or save it for later.



**TIP:** Where available, access to historical Property Record Cards can be obtained by selecting the collapsible year header.

## Forms

On the Forms tab, you'll find a variety of forms made available in **Engage™**. By selecting an *interactive form* from the list, you can enter your own information and then print it or submit the form online for review and approval.

Obviously, some forms are more complex than others (e.g. they require a fee, or multiple review agencies are required to provide approval, or they require a signature, etc.). These more complex forms may not be available in **Engage™** at this time; however, we're already working on features to incorporate numerous other forms, regardless of their complexity. These features will be added to **Engage™** in a future release.

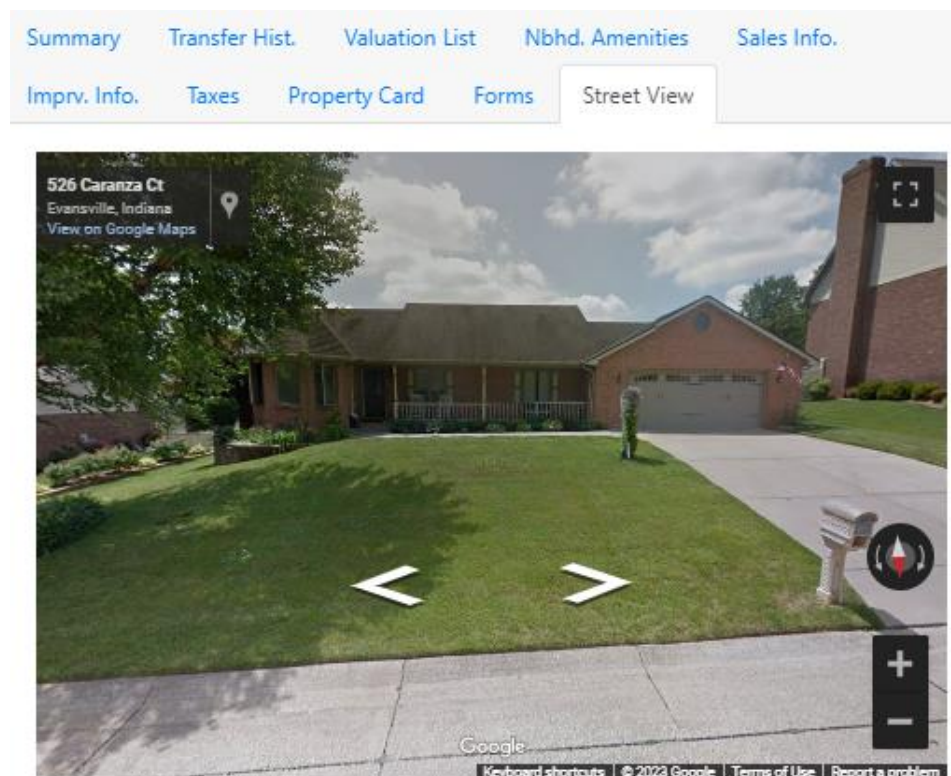
**TIP:** Be sure to check out the "Cool Stuff" section of this user guide for helpful hints about Forms.

## Street view


Chances are, you've probably already used *Google Street View* in some other application, like *Google Maps* ([www.google.com/maps](http://www.google.com/maps)). You may have zoomed into an address and then clicked on the *Google Street View* icon 🧑 to view a location at the street level, like below:



With **Engage™**, we've incorporated *Google Street View* as its own tab within the application. So, you don't have to leave the **Engage™** site to view *Google Street View* images, as shown below:



**TIP:** Using the Street View tab in **Engage™**, you have full control of *Google Street View* via the embedded tools within the application, you can rotate the image 360 degrees or move up/down the street to view other images along the way.

**BONUS TIP:** The Street View tab within **Engage**<sup>™</sup> is intended to keep you from having to leave the **Engage**<sup>™</sup> site to access other data, such as *Google Street View*. However, we realize that sometimes a larger view is necessary. For this reason, the  icon within the **Engage**<sup>™</sup> Street View tab expands the Street View window to be the full size of your screen. When you're done, pressing the Esc key takes you back to the normal Street View tab.

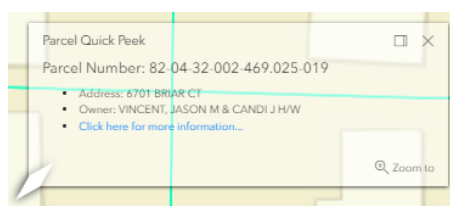
**BONUS TIP:** The Street View tab within **Engage**<sup>™</sup> relies on the street level imagery being available in *Google Street View*. If you don't see imagery in the Street View tab, it means that imagery does not yet exist in *Google Street View*.

# Cool Stuff

As mentioned previously, **Engage™** was designed as a cloud application and is intended to be intuitive. If we've done our job properly, you shouldn't need to use this guide for too much direction. That said, there are some not so obvious, but cool features within **Engage™**, which we want to make sure to point out.

## Parcel quick peek

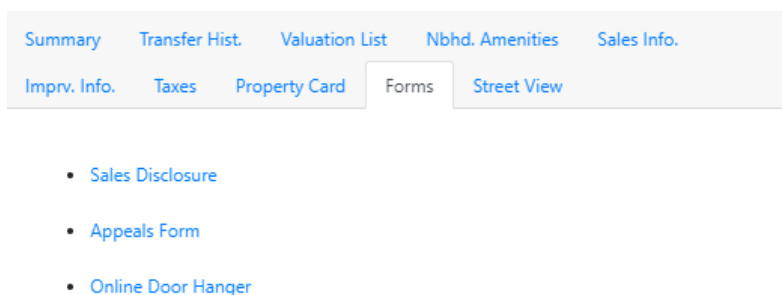
On the Map page, once you've zoomed into a level where the parcel map is visible, if you hover over a parcel with your mouse, a semitransparent window will appear with summary information for the parcel you're hovering over (parcel number, address, owner name):



You can dock this window in the upper right corner of the map or click the link to see the full parcel report.

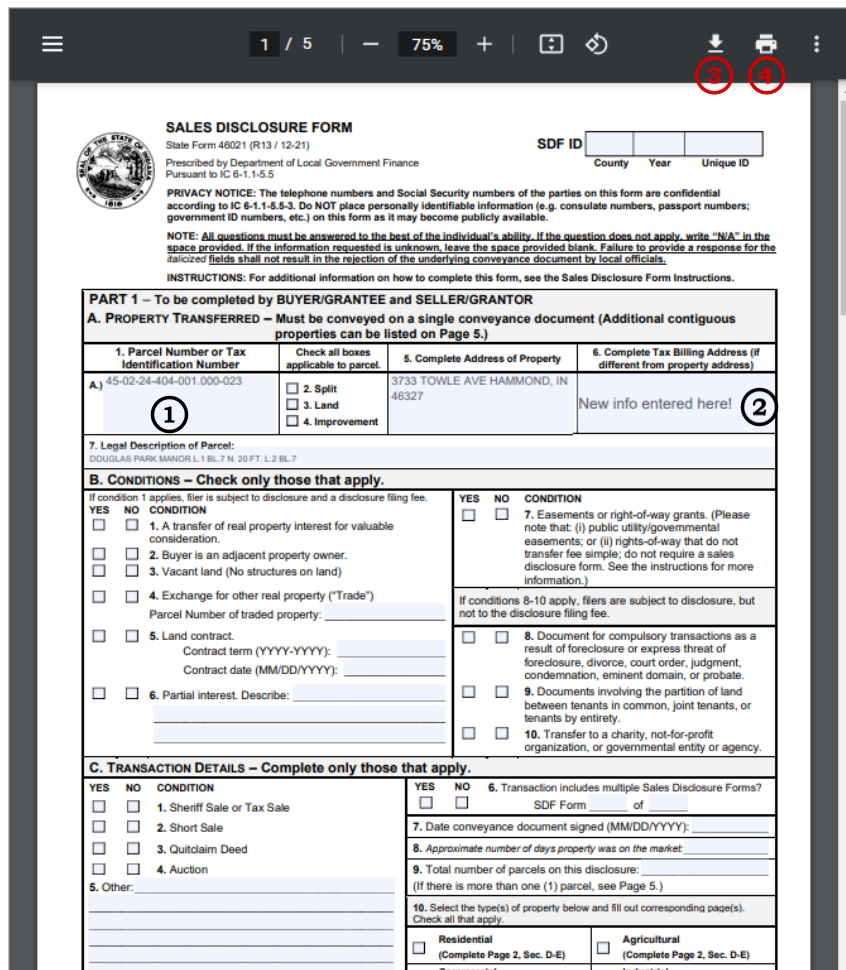
## Interactive forms

You may have noticed earlier in this guide, when we discussed forms (p. 21), that we used the term *interactive form* and you might be wondering what this means for you. Because you're using **Engage™**, which is fully integrated with **INcama™** and **INtax™**, we have access to a lot of information about the parcel and we can pre-populate portions of the form with the information we already know, such as owner name, address, parcel ID, legal description, etc. This means you will have less information to manually enter on the form and less chance for errors. Below are a few examples of forms used in Engage:



## Sales Disclosure Form

When selected, the interactive Sales Disclosure form will auto-populate with known information, such as Parcel Number, Address of Property, Legal Description, Seller(s) / Grantor(s), etc. You can edit this information if it's incorrect. You can also type in any new information needed to complete the form, such as Conditions, Transaction Details, Sales Data, etc., like shown below:



**SALES DISCLOSURE FORM**  
State Form 46021 (R13 / 12-21)  
Prescribed by Department of Local Government Finance  
Pursuant to IC 6-1.1-5.5

**PRIVACY NOTICE:** The telephone numbers and Social Security numbers of the parties on this form are confidential according to IC 6-1.1-5.5-3. Do NOT place personally identifiable information (e.g. consulate numbers, passport numbers; government ID numbers, etc.) on this form as it may become publicly available.

**NOTE:** All questions must be answered to the best of the individual's ability. If the question does not apply, write "N/A" in the space provided. If the information requested is unknown, leave the space provided blank. Failure to provide a response for the following fields shall not result in the rejection of the underlying conveyance document by local officials.

**INSTRUCTIONS:** For additional information on how to complete this form, see the Sales Disclosure Form Instructions.

**PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR**

**A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document (Additional contiguous properties can be listed on Page 5.)**

1. Parcel Number or Tax Identification Number A) 45-02-24-404-001.000-023 <b>①</b>	Check all boxes applicable to parcel: <input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement	5. Complete Address of Property 3733 TOWLE AVE HAMMOND, IN 46327	6. Complete Tax Billing Address (if different from property address) New info entered here! <b>②</b>
--	---	---	---

7. Legal Description of Parcel:  
DOUGLAS PARK MANOR L-1 BL-7 N-20 FT- L-2 BL-7

**B. CONDITIONS – Check only those that apply.**

<p>If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.</p> <p><b>YES NO CONDITION</b></p> <p><input type="checkbox"/> <input type="checkbox"/> 1. A transfer of real property interest for valuable consideration.</p> <p><input type="checkbox"/> <input type="checkbox"/> 2. Buyer is an adjacent property owner.</p> <p><input type="checkbox"/> <input type="checkbox"/> 3. Vacant land (No structures on land)</p> <p><input type="checkbox"/> <input type="checkbox"/> 4. Exchange for other real property ("Trade")</p> <p>Parcel Number of traded property: _____</p> <p><input type="checkbox"/> <input type="checkbox"/> 5. Land contract.</p> <p>Contract term (YYYY-YYYY): _____</p> <p>Contract date (MM/DD/YYYY): _____</p> <p><input type="checkbox"/> <input type="checkbox"/> 6. Partial interest. Describe: _____</p>	<p><b>YES NO CONDITION</b></p> <p><input type="checkbox"/> <input type="checkbox"/> 7. Easements or right-of-way grants. (Please note that: (i) public utility/governmental easements; or (ii) rights-of-way that do not transfer fee simple; do not require a sales disclosure form. See the instructions for more information.)</p> <p>If conditions 8-10 apply, filers are subject to disclosure, but not to the disclosure filing fee.</p> <p><input type="checkbox"/> <input type="checkbox"/> 8. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, eminent domain, or probate.</p> <p><input type="checkbox"/> <input type="checkbox"/> 9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.</p> <p><input type="checkbox"/> <input type="checkbox"/> 10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.</p>
---	---

**C. TRANSACTION DETAILS – Complete only those that apply.**

<p><b>YES NO CONDITION</b></p> <p><input type="checkbox"/> <input type="checkbox"/> 1. Sheriff Sale or Tax Sale</p> <p><input type="checkbox"/> <input type="checkbox"/> 2. Short Sale</p> <p><input type="checkbox"/> <input type="checkbox"/> 3. Quitclaim Deed</p> <p><input type="checkbox"/> <input type="checkbox"/> 4. Auction</p> <p>5. Other: _____</p>	<p><b>YES NO</b></p> <p><input type="checkbox"/> <input type="checkbox"/> 6. Transaction includes multiple Sales Disclosure Forms? SDF Form _____ of _____</p> <p>7. Date conveyance document signed (MM/DD/YYYY): _____</p> <p>8. Approximate number of days property was on the market: _____</p> <p>9. Total number of parcels on this disclosure: _____ (If there is more than one (1) parcel, see Page 5.)</p> <p>10. Select the type(s) of property below and fill out corresponding page(s). Check all that apply.</p> <p><input type="checkbox"/> Residential (Complete Page 2, Sec. D-E)</p> <p><input type="checkbox"/> Agricultural (Complete Page 2, Sec. D-E)</p> <p><input type="checkbox"/> Commercial</p> <p><input type="checkbox"/> Industrial</p>
--	--

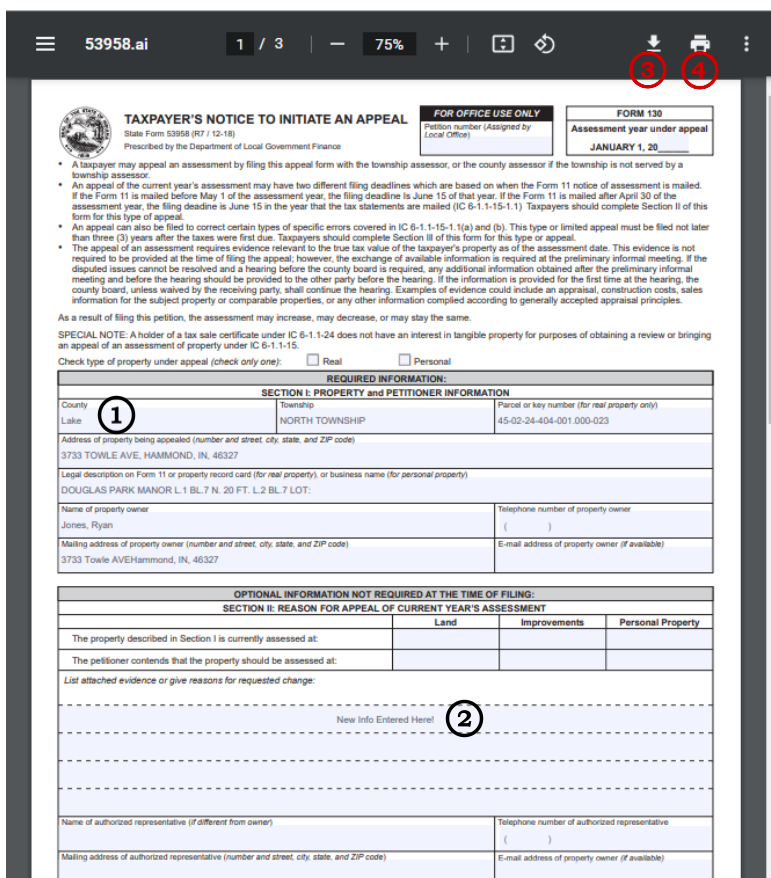
- ① Auto-populated information
- ② Manually entered information
- ③ Download
- ④ Print

**TIP:** The completed Sales Disclosure Form requires review and approval from numerous county agencies. Because of this, the best way to submit the completed form at this time is to download the completed form, print it, and either hand deliver or mail it to the county.



## Appeals Form

When selected, the interactive Appeals form (e.g. Form 130) will auto-populate with known information, such as County, Township, Parcel Number, Address of Property, Legal Description, Name of Property Owner, etc. You can edit this information if it's incorrect. You can also type in any new information needed to complete the form, such as Conditions, Transaction Details, Sales Data, etc., like shown below:



The screenshot shows the 'TAXPAYER'S NOTICE TO INITIATE AN APPEAL' form (Form 130) for January 1, 2020. The form is titled 'TAXPAYER'S NOTICE TO INITIATE AN APPEAL' and 'FORM 130 Assessment year under appeal JANUARY 1, 2020'. It includes a 'FOR OFFICE USE ONLY' section for the assessor. The form is divided into two main sections: 'SECTION I: PROPERTY and PETITIONER INFORMATION' and 'SECTION II: REASON FOR APPEAL OF CURRENT YEAR'S ASSESSMENT'. Section I contains fields for County, Township, Parcel or key number, Address of property, Legal description, Name of property owner, Telephone number of property owner, Mailing address of property owner, and E-mail address of property owner. Section II contains fields for 'The property described in Section I is currently assessed at:', 'The petitioner contends that the property should be assessed at:', and 'List attached evidence or give reasons for requested change:'. The form is annotated with four numbered circles: 1 (County), 2 (New Info Entered Here!), 3 (Download icon), and 4 (Print icon).

- ① Auto-populated information
- ② Manually entered information
- ③ Download
- ④ Print

**TIP:** The completed Appeals Form requires review and approval from the county assessor's office. Because of this, the best way to submit the completed form at this time is to download the completed form, print it, and either hand deliver or mail it to the county. In some counties, **Engage™** provides the ability to submit this Appeals form online. More information about online appeals can be found in the Cool Stuff section of this document, beginning on p. 24.

## Online Door Hanger

When selected, the interactive Online Door Hanger will auto-populate with known information, such as Parcel Number, Property Address, Deeded Owner, etc. You can edit this information if it's incorrect. You can also type in any new information needed to complete the form, such as Year Built, Number of bathrooms, Foundation type, etc., like shown below:

### Online Door Hanger

Thank you for choosing Engage to submit your information online. We are excited to be able to offer our constituents a convenient way to provide meaningful information about your property. By providing property information online, you will assist us in ensuring that Lake County assessments are true, accurate, and equitable across the county. The process of completing the questionnaire is simple and will just take a few minutes of your time.

If you've provided an email address below, we will send you a notification upon submission, itemizing your response to each question as confirmation of your efforts. We will be reviewing your submission and will quickly get our records updated as necessary.

Should you have any questions, please feel free to contact us by phone at (219) 755-3100 or by email at [assessor@lakecountyin.org](mailto:assessor@lakecountyin.org).

#### Parcel Identification

Parcel Number:

45-02-25-129-016.000-023

Deeded Owner:

Jones, Gaylon Thomas & Carolyn S.

Property Address:

4340 DEARBORN AVE

Email:

#### Please answer the questions below:

##### General

Year Built:

Central Air:

☐ Yes
 ☐ No

Year Remodeled:

Number of Bedrooms:

0

##### Plumbing

How many bathrooms?

Full

0

Half

0

Extra Features?

☐ Laundry Tub
 ☐ Double Sink
 ☐ Bar Sink

#### Foundation / Basement Finish

What kind of foundation are you on?

☐ Basement
 ☐ Crawl
 ☐ Slab

Finished Basement:

☒ Yes
 ☐ No

Square Footage of Basement Finish:

0

Is it the same quality as upstairs?

☒ Yes
 ☐ No

Flooring:

☐ Concrete
 ☐ Carpet
 ☐ Other:

Ceilings:

☐ Drop Ceiling
 ☐ Drywall

Walls:

☐ Drywall
 ☐ Paneling

#### Additional Detail

If there have been additional changes made to the property for which we need to be made aware or if there is additional information you'd like to share specific to the property, please provide feedback here.

Submit

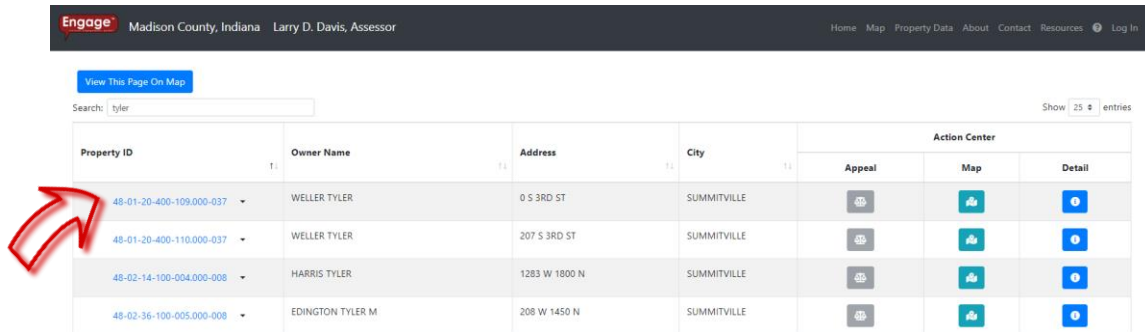
Clear Form

- ① Auto-populated information
- ② Manually entered information
- ③ Submit

**TIP:** Unlike the Sales Disclosure and Appeals forms, once complete, the Online Door Hanger form can be submitted online to the county assessor. Once information on the form is complete, press the Submit button and the form will be sent to the county assessor's office, with confirmation of the transaction sent to the email address you provided on the form.

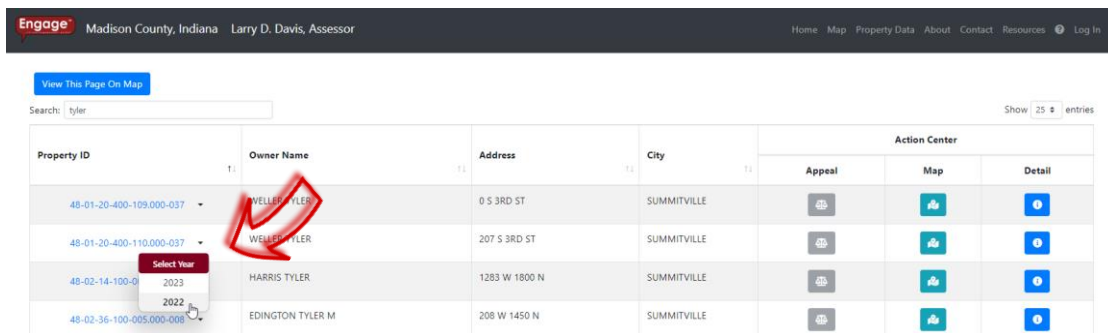
## Hyperlinks

Because the Property Record Card is an important document associated with each parcel, we've included hyperlinks to make accessing the Property Record Card easier than ever. When you see the Property ID number in **blue** text, clicking on the text (a hyperlink), will take you directly to the Property Record Card for that Property ID number, like shown below:



Property ID	Owner Name	Address	City	Action Center		
				Appeal	Map	Detail
<a href="#">48-01-20-400-109.000-037</a>	WELLER TYLER	0 S 3RD ST	SUMMITVILLE			
<a href="#">48-01-20-400-110.000-037</a>	WELLER TYLER	207 S 3RD ST	SUMMITVILLE			
<a href="#">48-02-14-100-004.000-008</a>	HARRIS TYLER	1283 W 1800 N	SUMMITVILLE			
<a href="#">48-02-36-100-005.000-008</a>	EDINGTON TYLER M	208 W 1450 N	SUMMITVILLE			

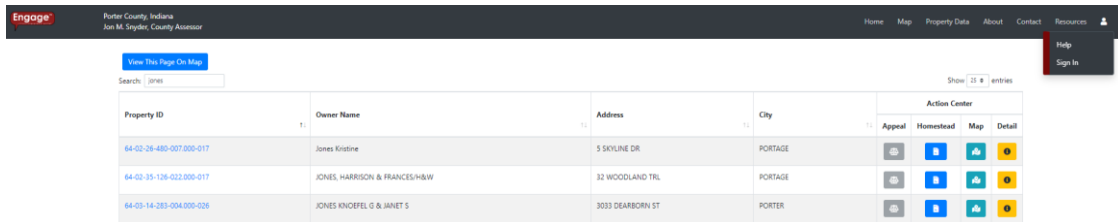
**TIP:** Where available, access to historical Property Record Cards can be obtained by selecting the down arrow to the right of the hyperlink and choosing the desired year.




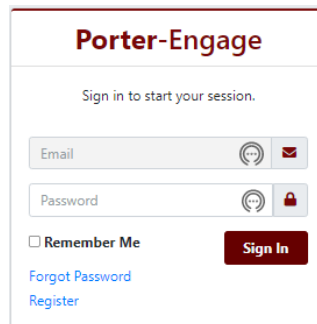
Property ID	Owner Name	Address	City	Action Center		
				Appeal	Map	Detail
<a href="#">48-01-20-400-109.000-037</a> ▼	WELLER TYLER	0 S 3RD ST	SUMMITVILLE			
<a href="#">48-01-20-400-110.000-037</a>	WELLER TYLER	207 S 3RD ST	SUMMITVILLE			
<a href="#">48-02-14-100-004.000-008</a>	HARRIS TYLER	1283 W 1800 N	SUMMITVILLE			
<a href="#">48-02-36-100-005.000-008</a>	EDINGTON TYLER M	208 W 1450 N	SUMMITVILLE			

## User registration (where available)

**Engage™** doesn't require a username and log in to access the site and view data. However, when performing certain functions, you may be required to create a user account. This simple registration process only requires a valid email address and password, like shown below:




When you select the , you are prompted to Sign in, which then provides the following prompt, at which point you can either sign in using existing credentials or register as a new user.



The sign-in form is titled 'Porter-Engage' and prompts the user to 'Sign in to start your session.' It includes fields for Email and Password, both with icons for password visibility. There is a 'Remember Me' checkbox and a 'Sign In' button. Below the password field, there are links for 'Forgot Password' and 'Register'.

## Online Appeals (where available)

Although not available on all **Engage™** websites, the Appeal button, , allows the user to file an online property tax assessment appeal, like shown below:

**Lake County, Indiana**  
Online Property Appeal Submission

Assessment Date: January 1, 2022

---

**Property Type:** Residential

**Parcel Number:** 45-09-18-303-000-000-001

**Property Address:** 2333 OSCAR ST  
**Property City:** LAKE COUNTY  
**Neighborhood:** 1412  
**Legal Description:** GARDEN ADD, L11 BLB

**Property Class:** 590  
**Class Description:** 1 Family Detach - Parked Lot  
**Township:** HOBART TOWNSHIP  
**Taxing District:** Lake Station Corp - Hobart Twp - Lake Station Sch

---

**OWNERSHIP**

**Property Owner:** Bucher, Martha E  
**Owner Address:** 2333 Decatur St, Lake Station, IN, 46605-1415

---

**REASON FOR APPEAL  
OF CURRENT YEAR'S ASSESSMENT**

Assessment Year: January 1, 2022	Land	Improvements	Tax
The property subject to this petition is currently assessed at:	15000	5000	20700
The petitioner contends that the property should be assessed at:	0	0	0

**Recent Sales Price:**  **Date of Sale:**

**Provide reason for requested change:**  
(Though not required, please provide support for this request)

---

**PREPARE INFORMATION**

**First Name:**

**Last Name:**

**Email:**

**Telephone:**

**Mailing Address:**

**Address Line 1:**

**Address Line 2:**

**City:**  **State:**  **Zip:**

---

**ELECTRONIC SIGNATURE**

Legal Disclaimer: (Under penalties of perjury, I hereby certify that this petition (including any ancillary claims and/or statements), to the best of my knowledge and belief, is true, correct, and complete, and is prepared in accordance with IC 6-1.1 et seq., as amended, and regulations promulgated with respect thereto.)

☐ I have read and agree to the terms listed above \*

**Signature of Authorized Person:**

**Verify Signature of Authorized Person:**

**Date of Signature:** 05/04/2023

Evidence will be required to support your appeal


**CANCEL**


**Submit**

- ① Auto-populated information
- ② Manually entered information
- ③ Submit

**TIP:** Once information on the form is complete, press the **Submit** button and the form will be sent to the county assessor's office. Confirmation of the transaction will also be sent to the email address provided on the form.

## Online Homestead Deduction (where available)

Although not available on all **Engage**™ websites, the Homestead button, , allows the user to file an online Homestead Property Tax Standard / Supplemental Deduction, like shown below:



### Claim for Homestead Property Tax Standard / Supplemental Deduction

Year:

Thank you for choosing Engage to submit your application online. We are excited to be able to offer our constituents a convenient option for submitting a claim for property tax deduction. The information presented and detail requested in this application is prescribed by the Indiana Department of Local Government Finance, State Form 5473 (8/18 / 1-20).

Deduction applications must be completed and dated by December 31 of the year before the first year the taxpayer wishes to claim the deduction and must be filed in the Auditor's office. If an individual wishes to mail a completed form directly to the Auditor's office, the claim must be postmarked on or before January 5th of the year the taxpayer wishes to obtain the deduction.

For detailed guidance on the completion of this form, please review the instruction provided by the DGF. Should you have any questions, please feel free to contact us by phone at (812) 435-5389 or by email at [auditor@vanderburg.in.gov](mailto:auditor@vanderburg.in.gov).

NOTE: Telephone, Social Security, driver's license, state identification and federal identification numbers are confidential under IC 6-1.1-12-37.

#### Certification Statement

I (We)  certify that I (we) occupied as my (our) principal place of residence or am (are) buying the following described real property under contract for which a Homestead Property Tax Standard Deduction is hereby claimed on the date this application is signed:

☐ Own  
☐ Am (are) buying under recorded contract  
☐ Am (are) entitled to occupy as a tenant stockholder of a cooperative housing corporation  
☐ Have a beneficial interest in the trust or the right to occupy the property under the terms of a qualified personal residence trust  
☐ Am (are) the shareholder, partner, or member of the entity that owns the property

#### Claimant's Information

First name of claimant (legal name) <input type="text"/>	Middle Initial <input type="text"/>	Last name of claimant (legal name) <input type="text"/>
Telephone number of claimant <input type="text"/>	Social Security Number of claimant (last five digits) <input type="text"/>	Email Address <input type="text"/>
Street address of claimant <input type="text"/>	City <input type="text"/>	State <input type="text" value="None Selected"/>
City <input type="text"/>	State <input type="text" value="None Selected"/>	Zip <input type="text"/>
Driver's license / Identification / Other number of claimant (last five digits) <input type="text"/>	Issuing State <input type="text" value="None Selected"/>	
First name of claimant spouse (legal name) <input type="text"/>	Middle Initial of spouse <input type="text"/>	Last name of claimant spouse (legal name) <input type="text"/>

#### Property Description

County <input type="text" value="Vanderburgh"/>	Township <input type="text" value="SCOTT TOWNSHIP"/>	Taxing district <input type="text" value="SCOTT"/>
Parcel Number <input type="text" value="82-02-24-009-020-004-030"/>	Property Address <input type="text" value="5533 WARRENTON RD"/>	
Legal Description <input type="text" value="PT NE NW 24-4-10"/>		
<input type="checkbox"/> Is the property in question <input type="checkbox"/> Real Property		
<input type="checkbox"/> If any portion of the residential structure or the land not exceeding one (1) acre that immediately surrounds that structure is used to produce income, describe the use and portion of the property utilized to produce income.		

#### Property Owned Elsewhere by Claimant

State <input type="text" value="None Selected"/>	County <input type="text"/>	Township <input type="text"/>
<input type="checkbox"/> Is claimant vacating a homestead? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address of vacated homestead, if any (number and street, city, state, and ZIP code): <input type="text"/>		
City <input type="text"/>	State <input type="text" value="None Selected"/>	Zip <input type="text"/>

#### Signature of Claimant

By providing a signature below, the claimant attests that the information provided is true, correct and complete. By signing and submitting this online application, you are indicating your intent to file said application under Indiana Code 26-2-8-102 (b) with the County Auditor. As well, you are indicating that you are authorized under Indiana Code 6-1.1-12-37 to file said deduction. Your signature, along with the information provided herein will become part of this recorded online submission.

Signature of Claimant  Verify Signature of Claimant

- ① Auto-populated information
- ② Manually entered information
- ③ Submit

**TIP:** Once information on the form is complete, press the  button and the form will be sent to the county auditor's office. Confirmation of the transaction will be sent to the email address provided on the form.



## Shopping Cart (where available)

As referenced in the Taxes section of this document (p. 20), you can use Engage to pay your property tax bill online. Once you've selected your property (or properties), you can add the property to your shopping cart by selecting the **Add** button, like shown below:

Tax Bills		Payment History	Value History			
Year	Spring	Fall	Delinquent Fee	Total Receipts	Total Due	
2023	\$1,840.08 *	\$1,840.08	\$0.00	\$0.00	\$3,680.16	<b>Add</b>
* The 2022 Fall Installment was due on 11/10/2022. This amount reflects the past due balance with penalty.						
2022	\$1,553.70	\$1,553.70	\$0.00	\$3,107.40	\$0.00	N/A
2021	\$1,352.26	\$1,352.26	\$0.00	\$2,704.52	\$0.00	N/A

Once you've selected the Add button, you'll need to choose which payment options you want to include (e.g. Spring Due, Fall Due, or Custom Amount), like shown below:

Payment Options

Parcel ID:

82-04-10-009-336.013-030

Owner:

STEPHENS, LYNN

Address:

13404 SYLVAN CT

Spring Due:

\$ 1,840.08

Fall Due:

\$ 1,840.08

Custom Amount:

\$ 0.00

Total Balance:


\$ 3,680.16




Add Amount to Cart

\$ 3,680.16

Close

Add to Cart

You can view the items added to your cart by selecting the Shopping Cart icon, , located in the top right corner of **Engage™**, like shown below:

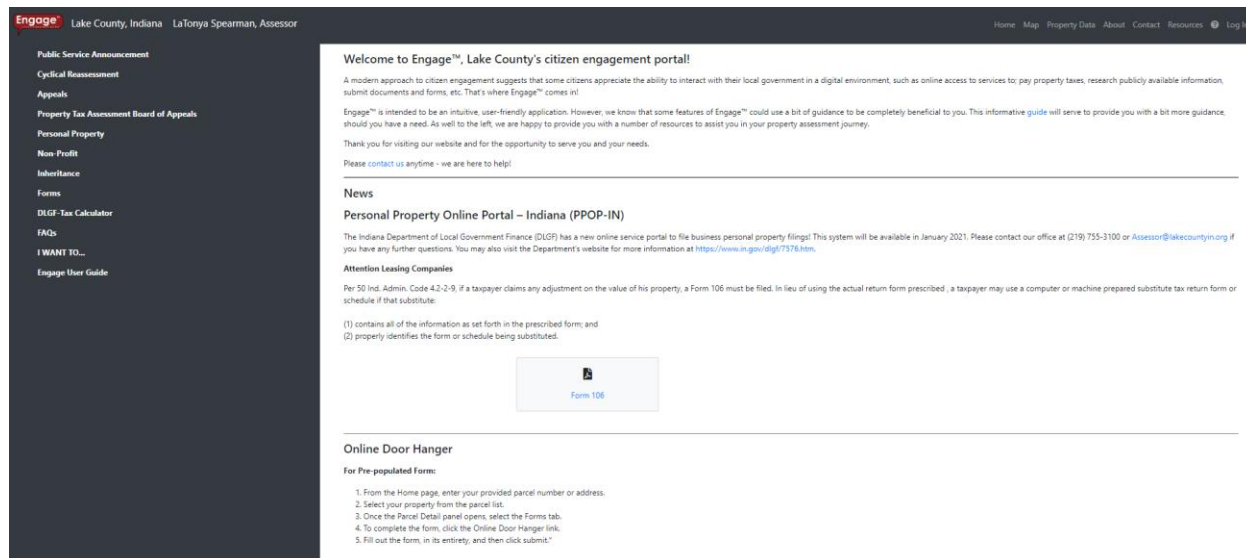
Tax Payment Summary						
Vanderburgh County, IN 1 NW Martin Luther King Jr. Blvd., Rm 210 Evansville, IN 47708-1859 Phone: (812) 435-5346 Fax: (812) 435-5341 Email: <a href="mailto:Treasurer@vanderburghgov.org">Treasurer@vanderburghgov.org</a>				Date: 03/02/2023 Invoice #: A000008 Receipt #: 82230302-6003817		
#	Year	State Number	Owner	Property Address	Subtotal	
1	2023	82-04-10-009-336.013-030	STEPHENS, LYNN	13404 SYLVAN CT	\$ 3,680.16	 
Total:					\$ 3,680.16	

When you're done adding items to your shopping cart, you can select the **Submit Payment** button, and you'll be connected with a secure online payment processor, where you'll enter your payment credentials and contact information.

**TIP:** **Engage™** is only integrated with online payment processors, such as CSG Forte ([www.forte.net](http://www.forte.net)), who adhere to strict Payment Card Industry (PCI) compliance in order to protect sensitive credit card data and other personally identifiable information.

## Resources

The Resources page of **Engage™** is always expanding to include useful information to enlighten users and help everyone using **Engage™** be more productive. Below is an example of the Resources page maintained by Lake County, IN, which includes Public Service Announcements, Frequently Asked Questions (FAQs), Forms, Property Tax Assessment Board of Appeals (PTABOA) meeting dates, agendas, and determinations:



The screenshot shows the Engage™ website for Lake County, Indiana, with LaTonya Spearman as the Assessor. The left sidebar contains a navigation menu with the following items: Public Service Announcement, Cyclical Reassessment, Appeals, Property Tax Assessment Board of Appeals, Personal Property, Non-Profit, Inheritance, Forms, DLGF-Tax Calculator, FAQs, I WANT TO..., and Engage User Guide. The main content area has a dark header with the Engage™ logo and navigation links: Home, Map, Property Data, About, Contact, Resources, and Log In. The main content area is titled "Welcome to Engage™, Lake County's citizen engagement portal!" and includes a welcome message, a link to a guide, and a "News" section. The "News" section features a "Personal Property Online Portal – Indiana (PPOP-IN)" announcement and an "Attention Leasing Companies" notice. Below the news section is a "Form 106" button. The "Online Door Hanger" section provides instructions for pre-populated forms.

**Welcome to Engage™, Lake County's citizen engagement portal!**

A modern approach to citizen engagement suggests that some citizens appreciate the ability to interact with their local government in a digital environment, such as online access to services to: pay property taxes, research publicly available information, submit documents and forms, etc. That's where Engage™ comes in!

Engage™ is intended to be an intuitive, user-friendly application. However, we know that some features of Engage™ could use a bit of guidance to be completely beneficial to you. This informative [guide](#) will serve to provide you with a bit more guidance, should you have a need. As well to the left, we are happy to provide you with a number of resources to assist you in your property assessment journey.

Thank you for visiting our website and for the opportunity to serve you and your needs.

Please [contact us](#) anytime - we are here to help!

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**News**

**Personal Property Online Portal – Indiana (PPOP-IN)**

The Indiana Department of Local Government Finance (DLGF) has a new online service portal to file business personal property filings! This system will be available in January 2021. Please contact our office at (219) 755-3100 or [Assessor@lakecountynin.org](mailto:Assessor@lakecountynin.org) if you have any further questions. You may also visit the Department's website for more information at <https://www.in.gov/dlgi/7376.htm>.

**Attention Leasing Companies**

Per 50 Ind. Admin. Code 4.2-2-9, if a taxpayer claims any adjustment on the value of his property, a Form 106 must be filed. In lieu of using the actual return form prescribed, a taxpayer may use a computer or machine prepared substitute tax return form or schedule if that substitute:

(1) contains all of the information as set forth in the prescribed form; and  
(2) properly identifies the form or schedule being substituted.

[Form 106](#)

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**Online Door Hanger**

**For Pre-populated Form:**

1. From the Home page, enter your provided parcel number or address.
2. Select your property from the parcel list.
3. Once the Parcel Detail panel opens, select the Forms tab.
4. To complete the form, click the Online Door Hanger link.
5. Fill out the form, in its entirety, and then click submit!