Property Tax Division

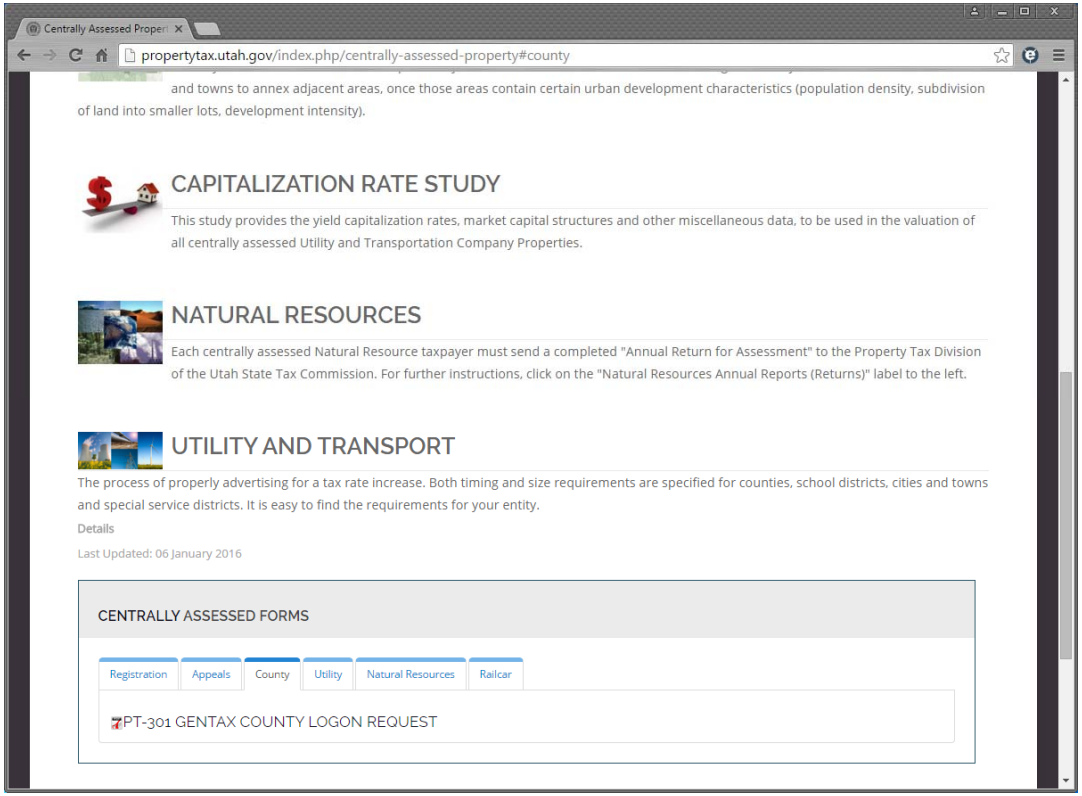
GENTAX County Manager

County Manager Access

To access the County Manager fill out the PT-301 Gentax County Logon Request Form. This form can also be used to remove users that no longer require access to the County Manager.

This form is located at http://propertytax.utah.gov/index.php/centrally-assessed-property

Scroll to the bottom of the page, and select the County Tab from the Centrally Assessed Forms window.



County Manager Logon

Go to

http://arches.tax.utah.gov/UTP

Enter your Username (this should be your email address)

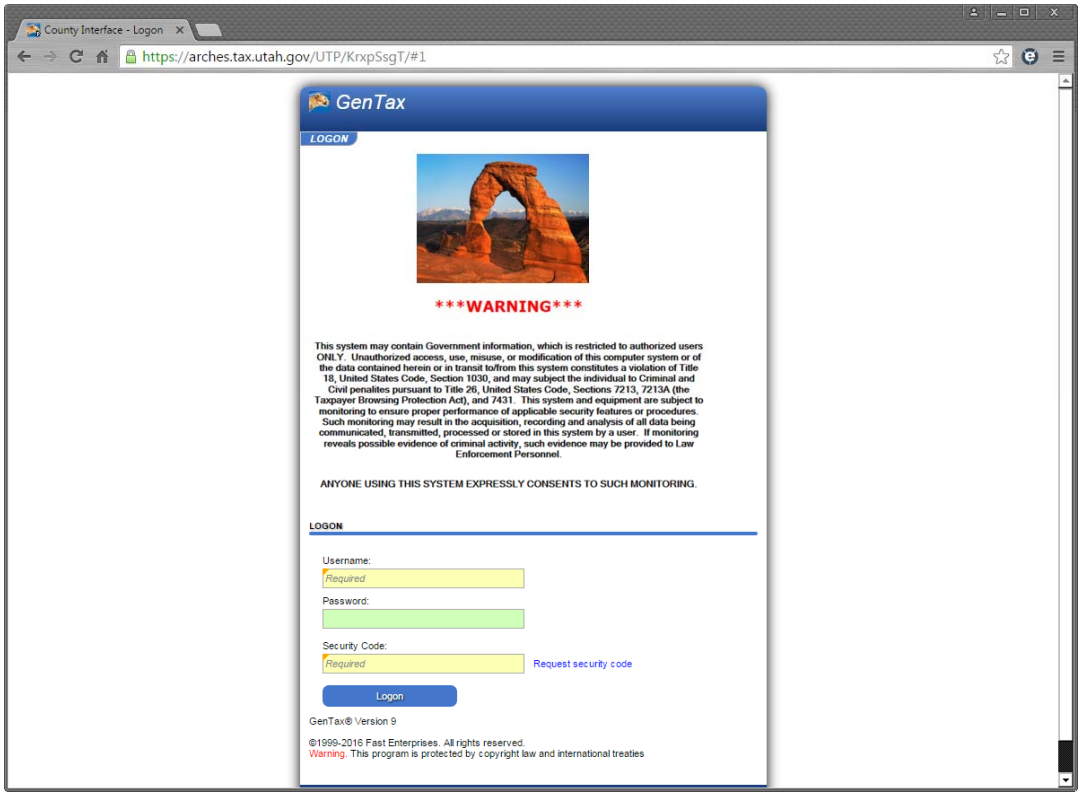
Select “Request security code”

An Email will be sent to the user’s email on file with the security code.

Enter the password and security.

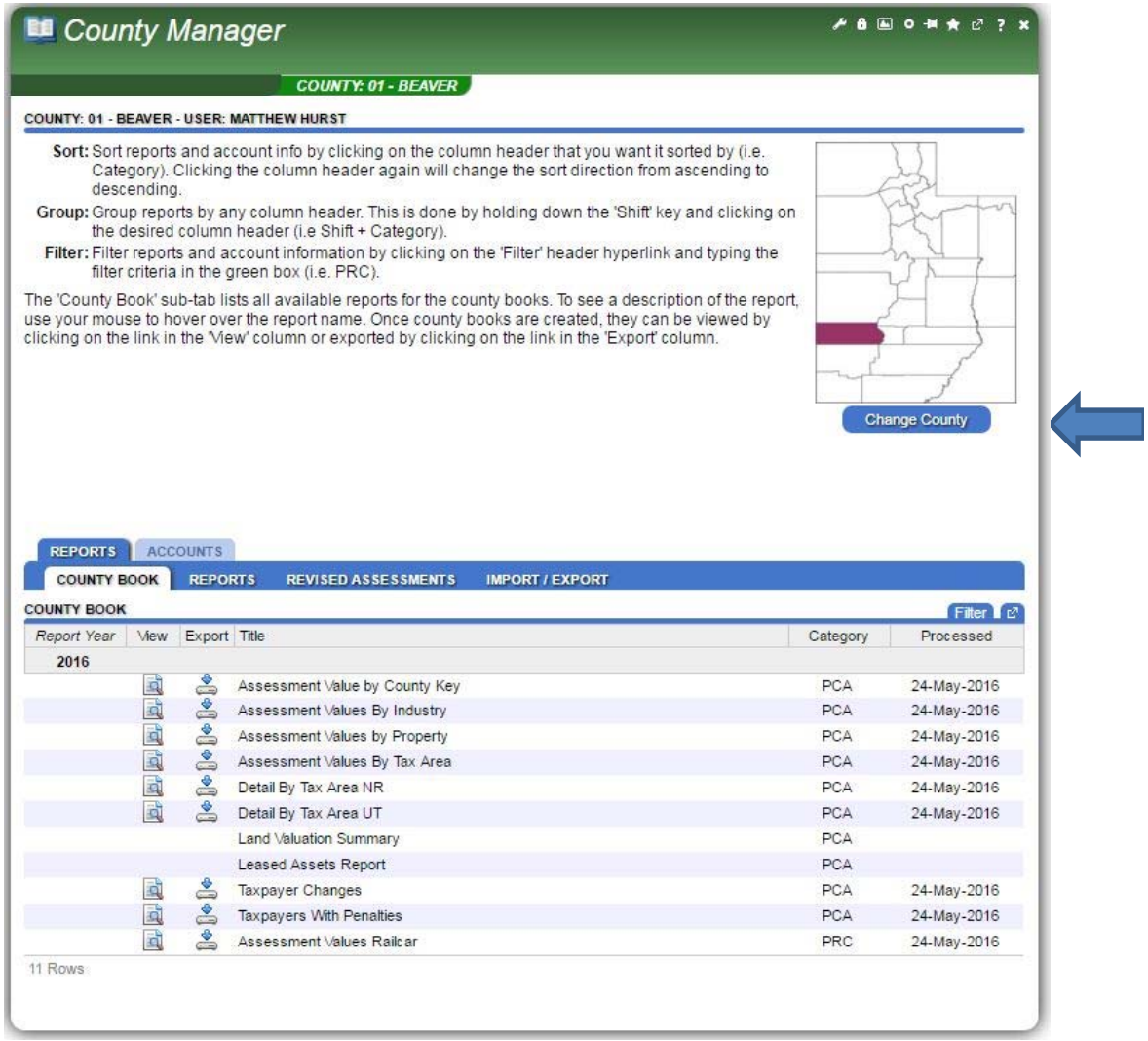
Once all information is entered select the Logon button.

Once you have logged on select the “County Mngr”



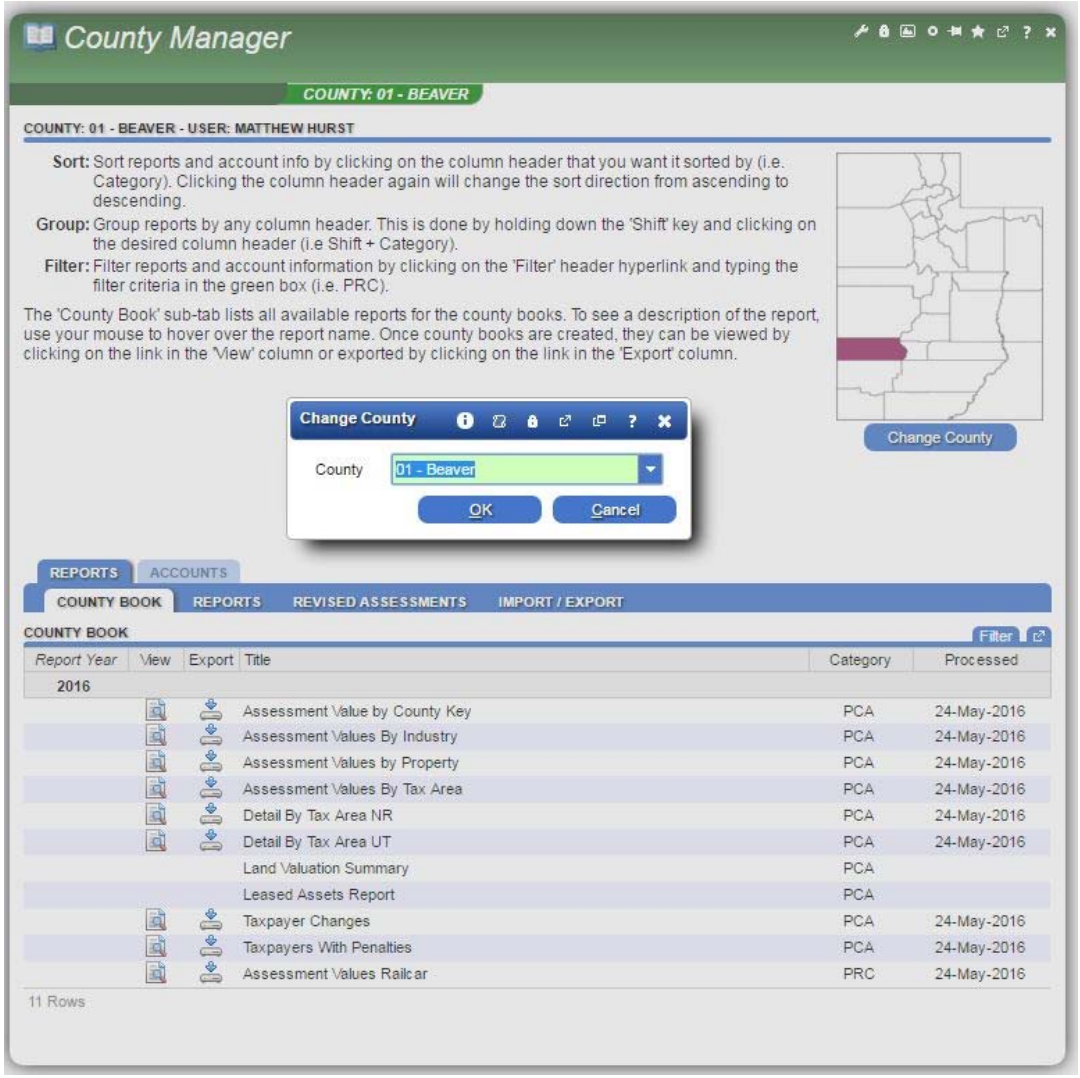
County Selection

You will be given access to the counties you work in. To select from the counties you are able to view, select the Change County button.



County Selection

Select the county you wish to view and select OK.



County Book

Under the County Book Tab you will all of the reports that are associated with the Record of Assessment.

Report Year is the Assessment year that the report belongs to.

View is to view the report as PDF

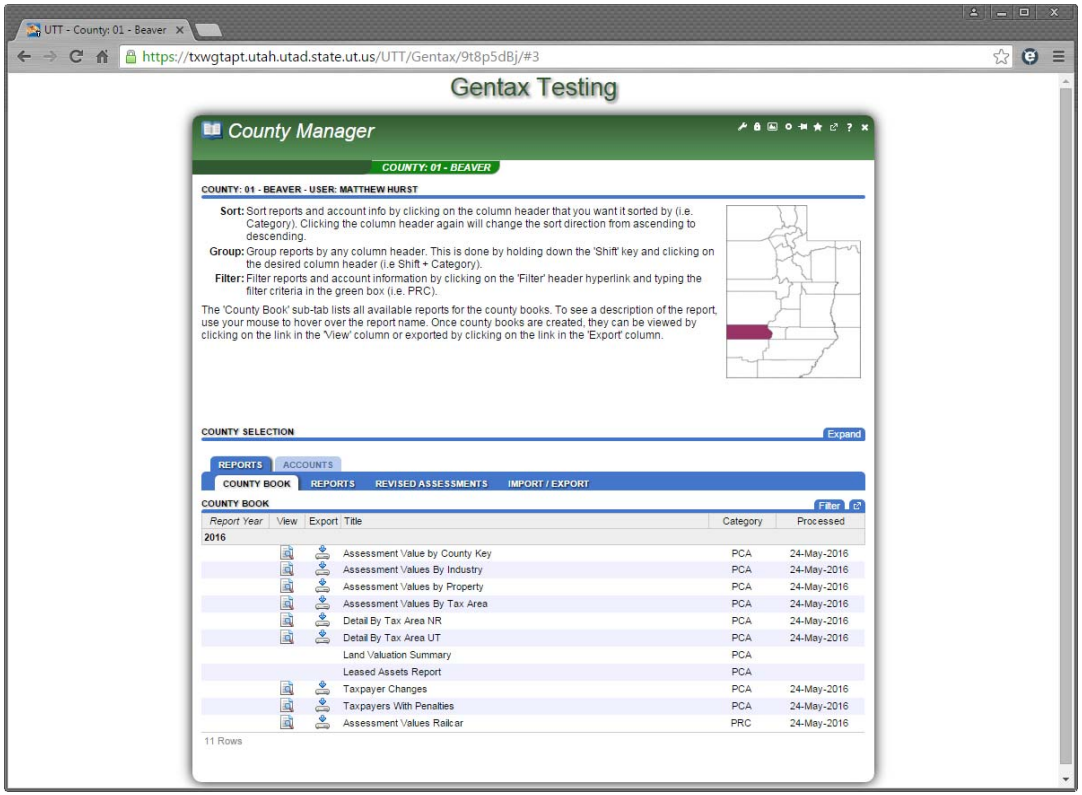
Export is to export the report as Excel

Category

PCA = Property Centrally Assessed

PRC = Property Railcar

You may sort, group, and filter the list of reports. The default is view is grouped by year.

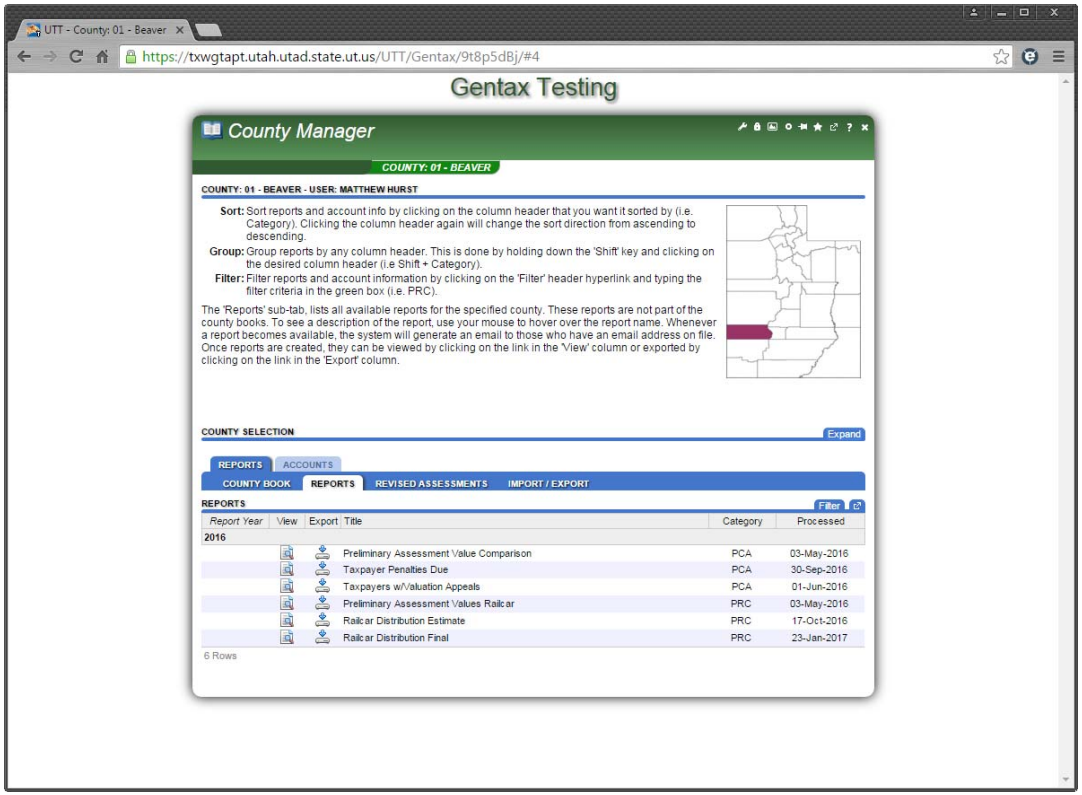


Reports

Reports are reports that are not associated with the County Book.

Same functionality as the County Book Tab.

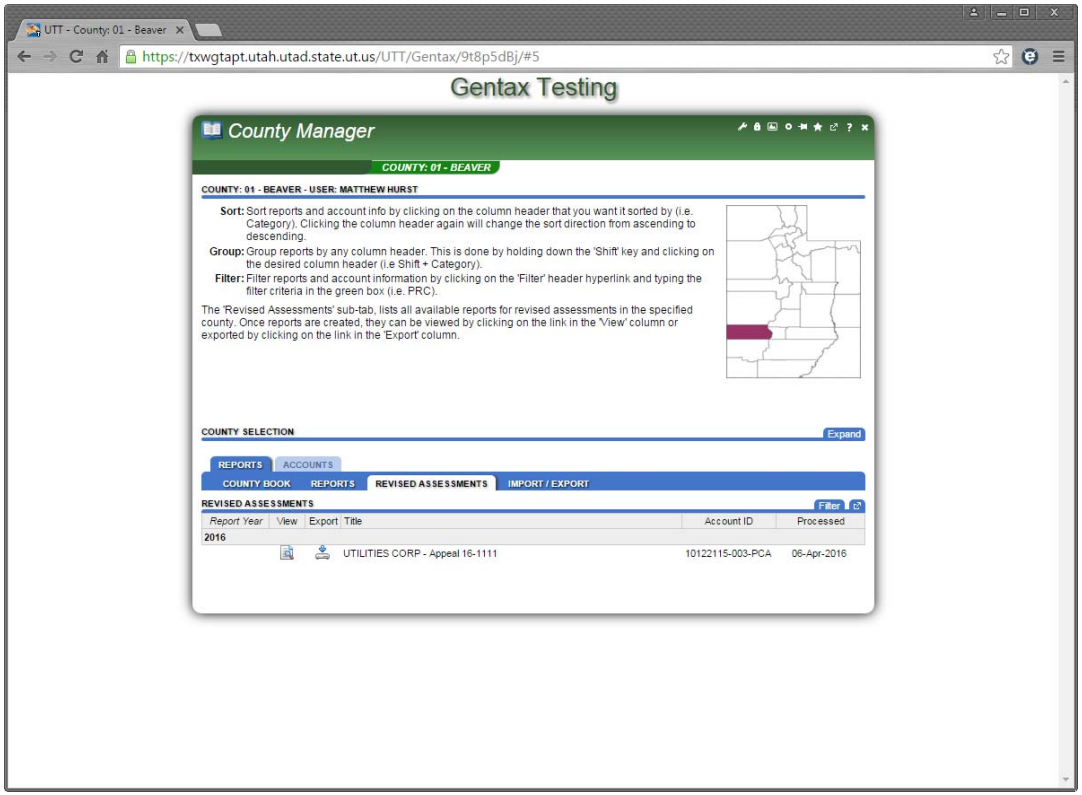
If you have a logon you will be notified of the reports as they are made available by Email.



Revised Assessments

Any revised assessments that are finalized will be made available through the Revised Assessment Tab.

This is NOT a replacement for what is sent through the appeals process, but will be a convenient way to view the breakout reports that are sent with the appeal decisions.



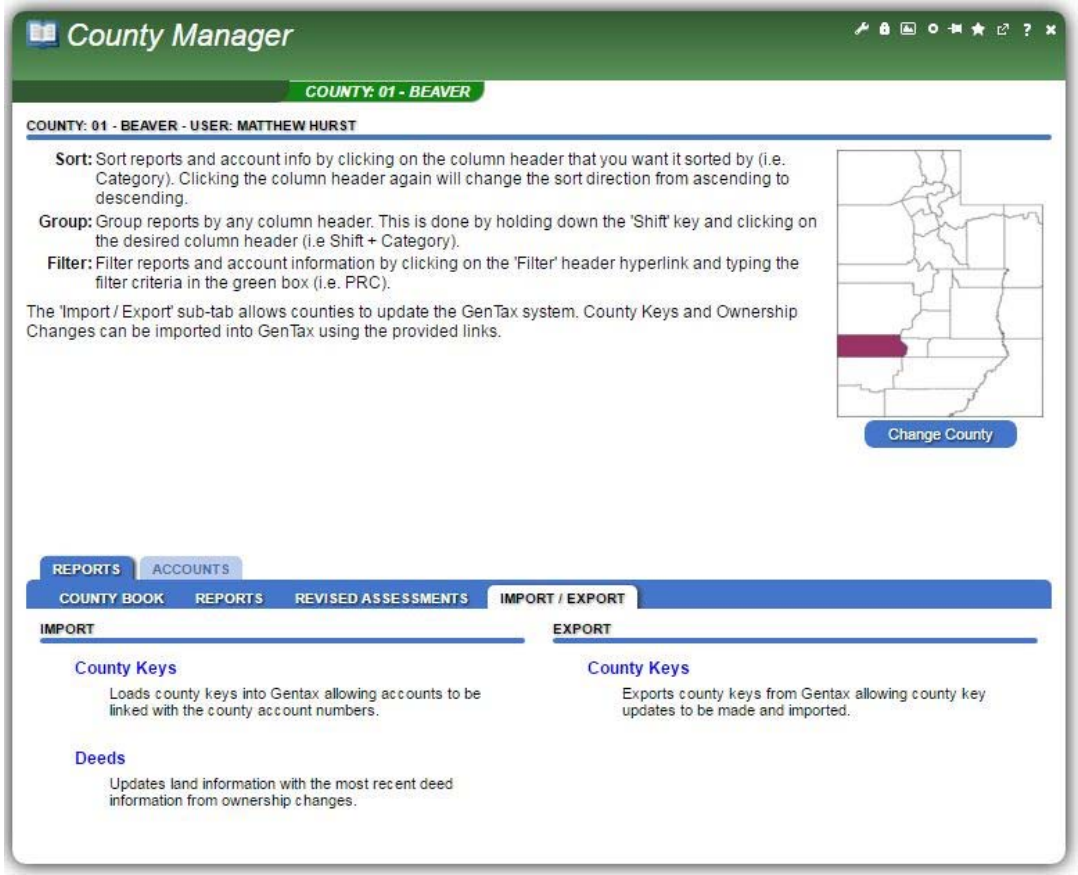
Import/Export

The Import/Export Tab has options to:

Import Deeds

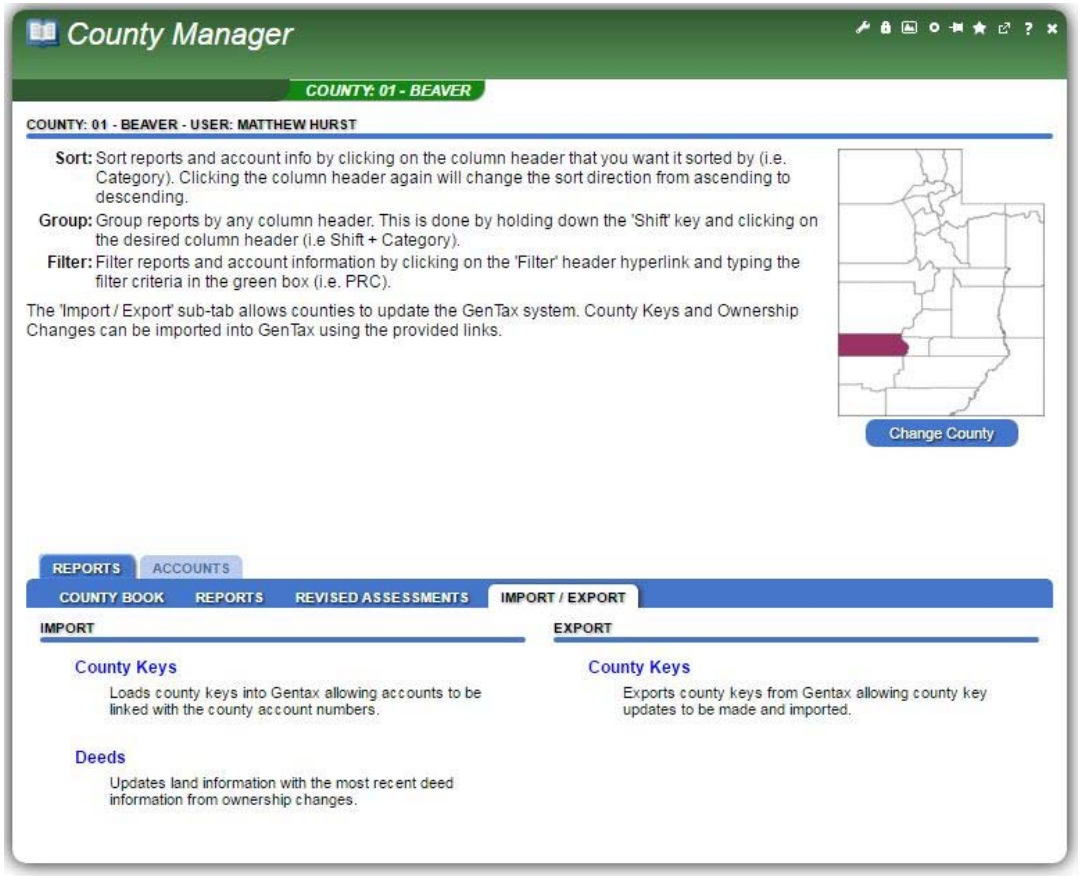
Export County Keys

Import County Keys



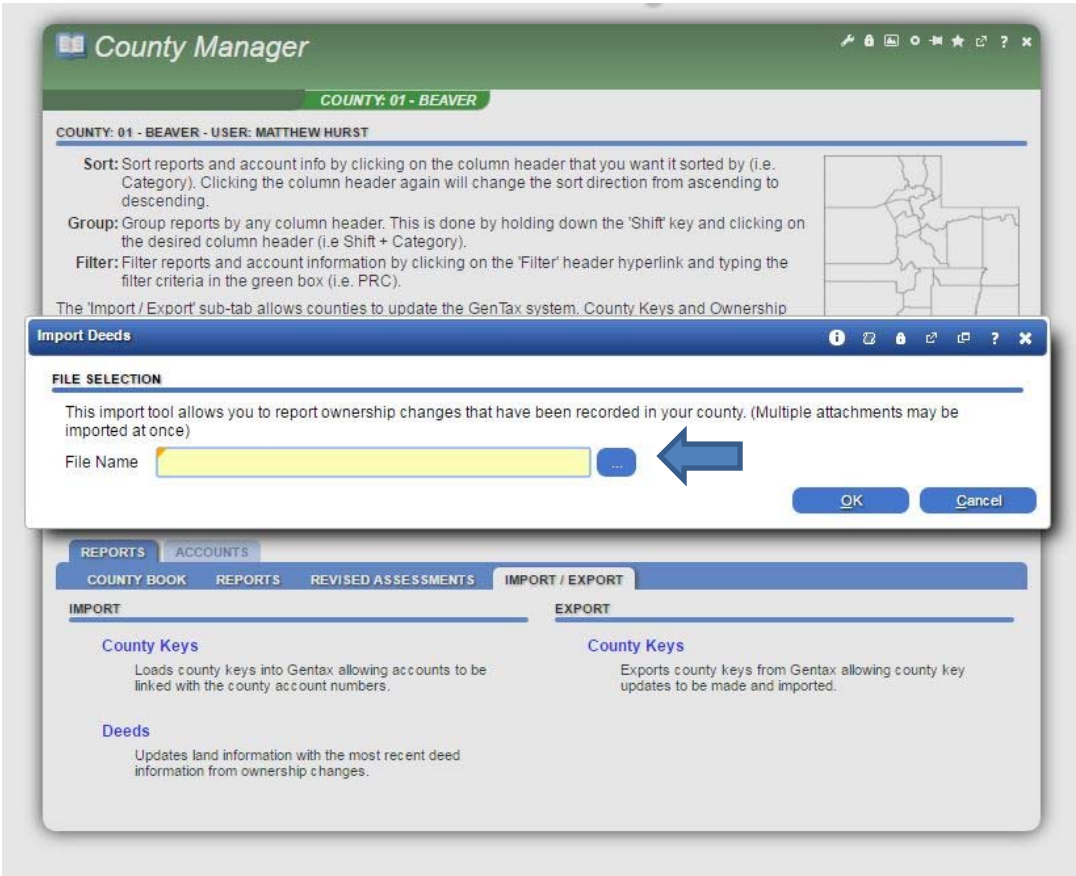
Import Deeds

To import a scanned copy of any deeds that relate to Centrally Assessed property, click the Deeds hyperlink.



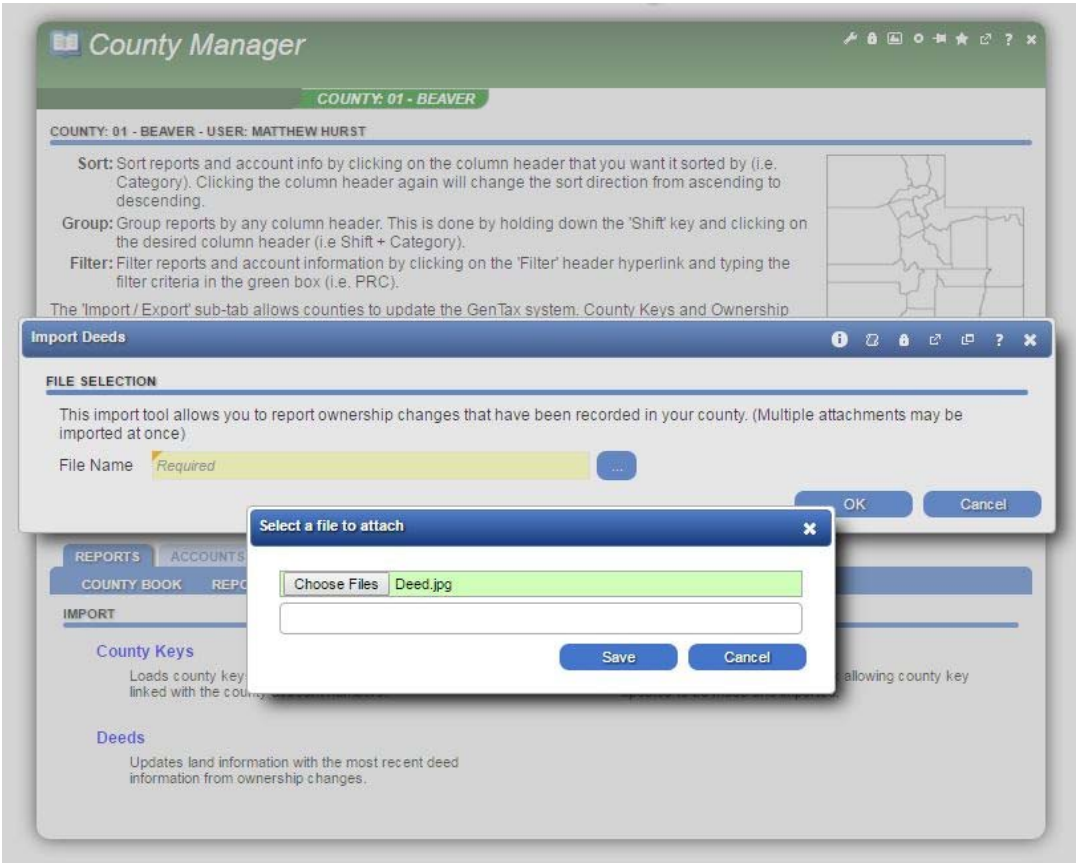
Import Deeds

Select the files that you wish to upload.



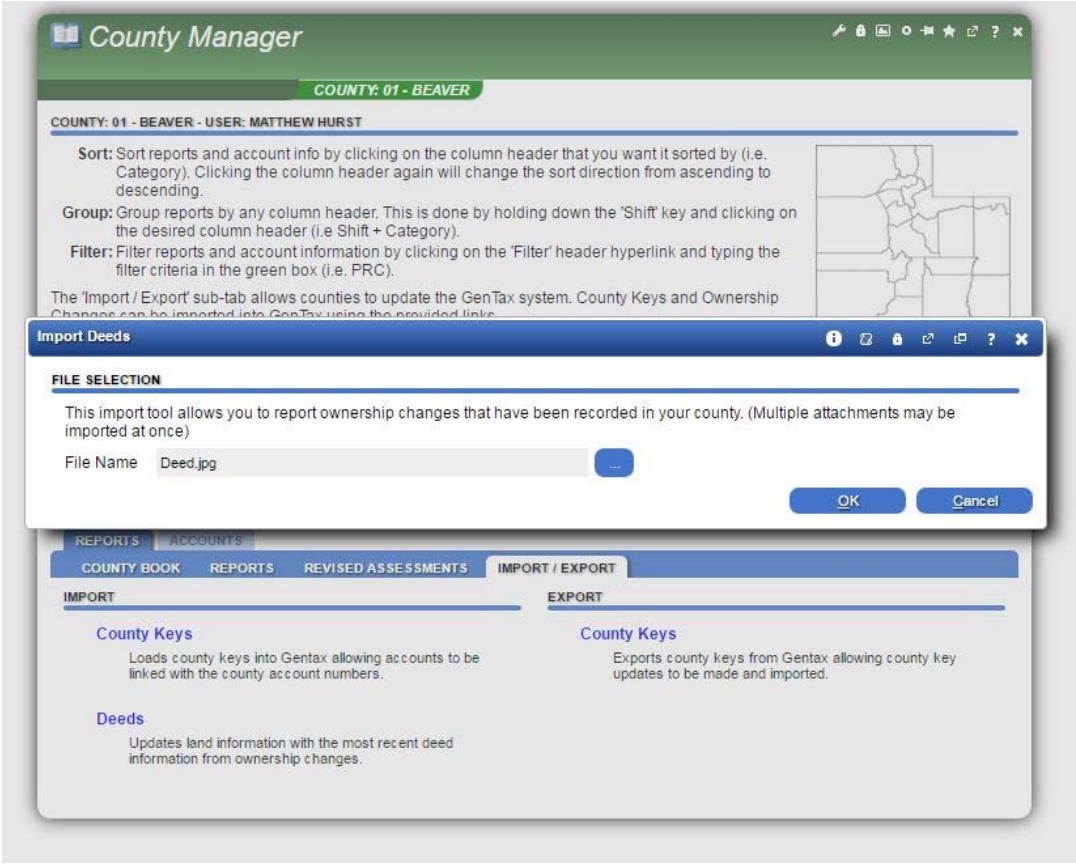
Import Deeds

Select Choose Files to locate the file on your computer. Click Save.



Import Deeds

Click OK to upload the files.



Export – County Keys

Start by Exporting your County Keys. You will be given the option to download all or just the missing county keys.

There are several options that you may chose.

Include Taxpayer Mailing Address

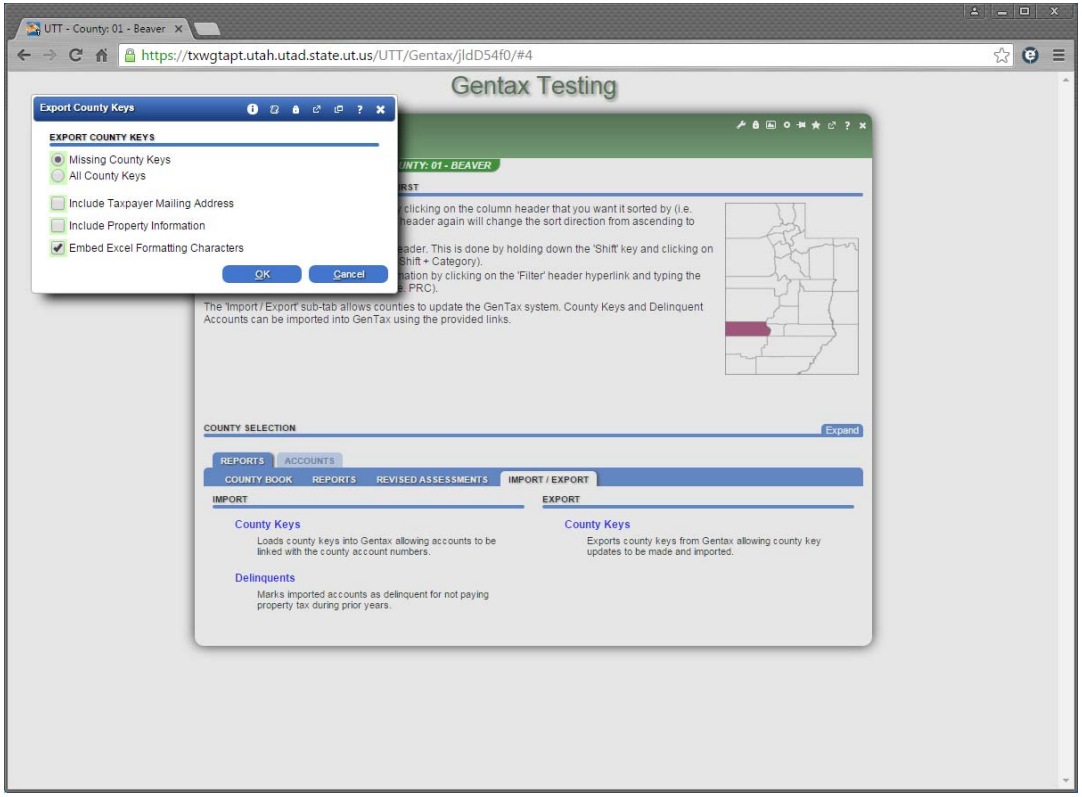
This will add the Address to the file.

Include Property Information

This will include all of the locations that are with each taxpayer. That means that the county keys will be duplicated if more than one location has the same county key. (common)

Embed Excel Formatting Characters

This will help excel work with the leading zeros. This should be selected.



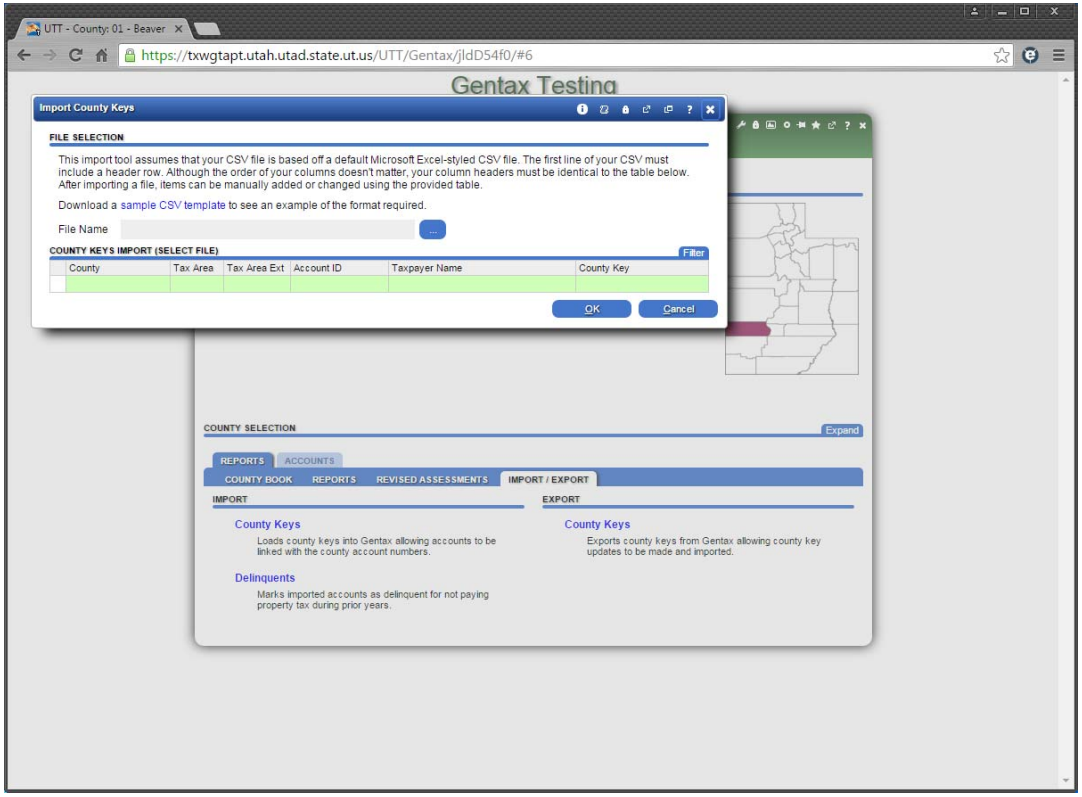
Import – County Keys

This can be done either by entering in the data or by importing a file with the data.

To get a sample of the CSV file click the blue hyperlink “sample CSV template”.

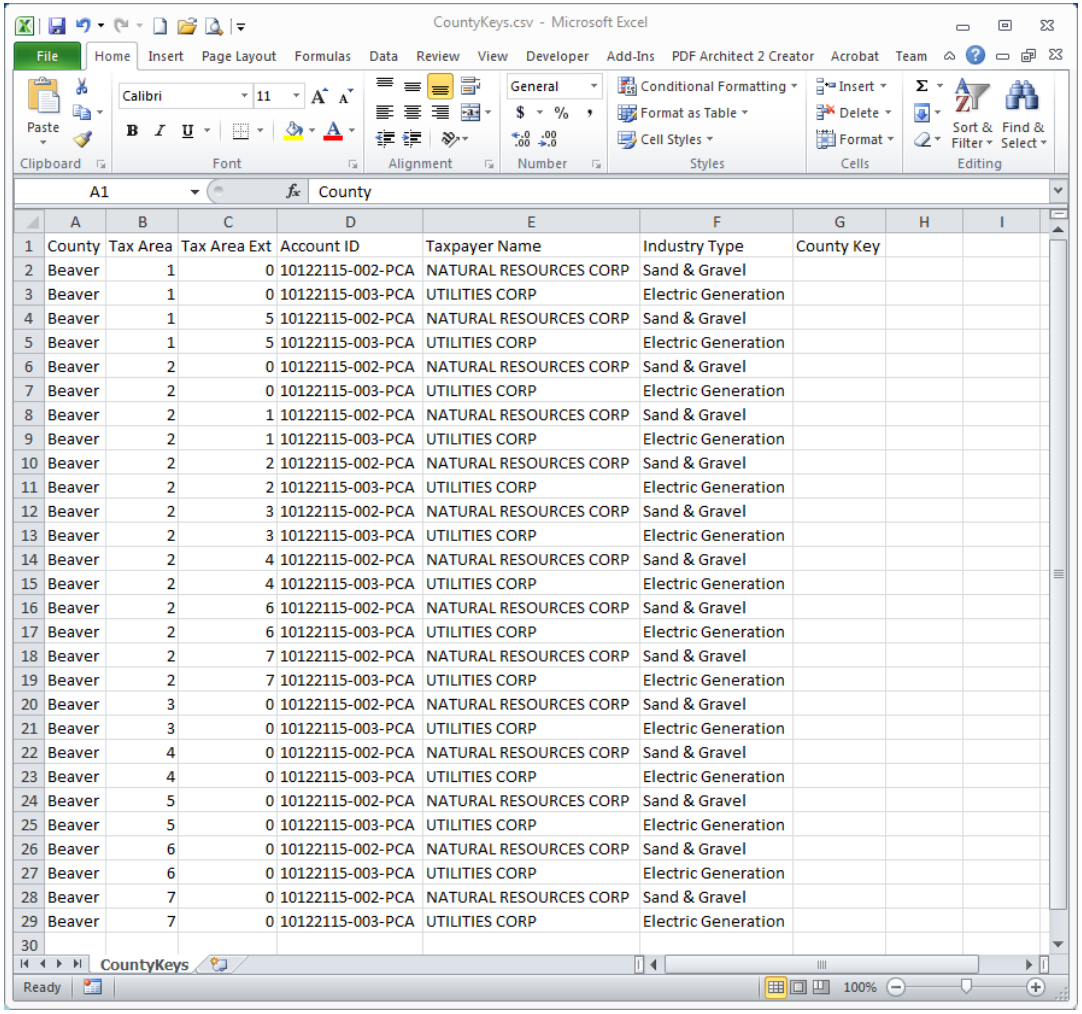
That will download a sample CSV file.

If you have exported the missing county keys and updated then you will be able to use this file to import with.



Import – County Keys

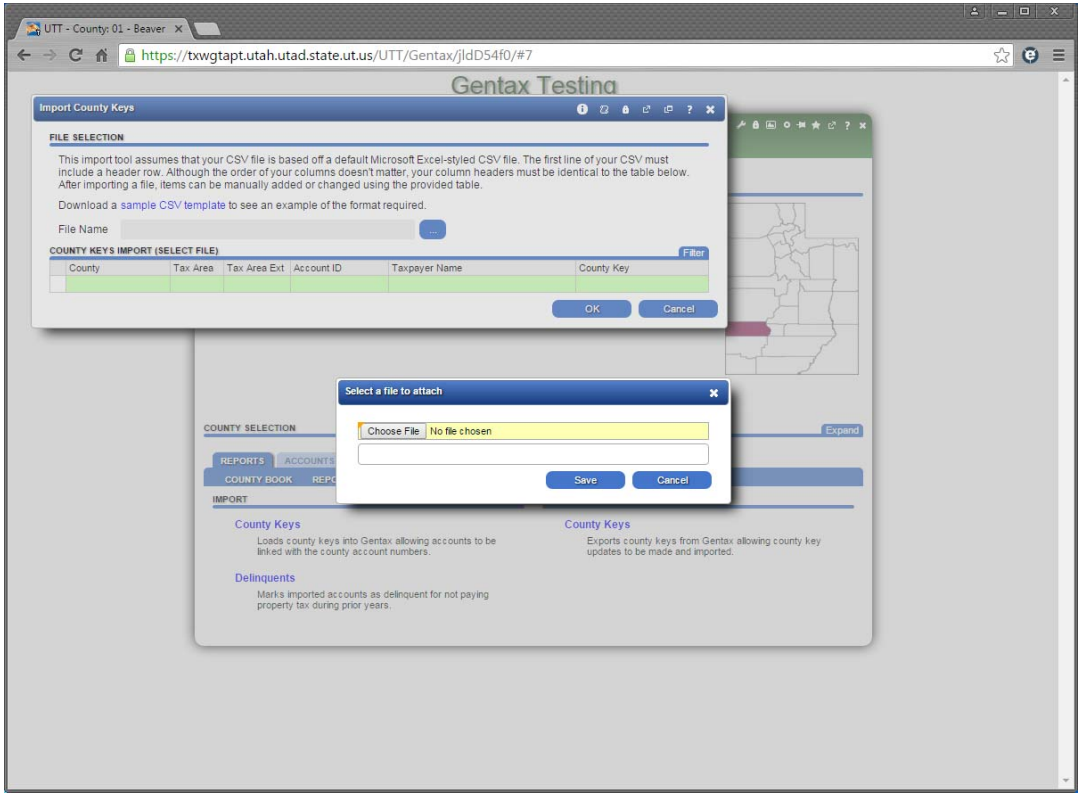
Enter the County Key in the County Key column for the missing keys.



County	Tax Area	Tax Area Ext	Account ID	Taxpayer Name	Industry Type	County Key
Beaver	1	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	1	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	1	5	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	1	5	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	1	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	1	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	2	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	2	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	3	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	3	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	4	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	4	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	6	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	6	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	2	7	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	2	7	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	3	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	3	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	4	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	4	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	5	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	5	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	6	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	6	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	
Beaver	7	0	10122115-002-PCA	NATURAL RESOURCES CORP	Sand & Gravel	
Beaver	7	0	10122115-003-PCA	UTILITIES CORP	Electric Generation	

Import – County Keys

Click Chose File and navigate to the file that you have saved on your computer. After you have selected your file select save to move on.

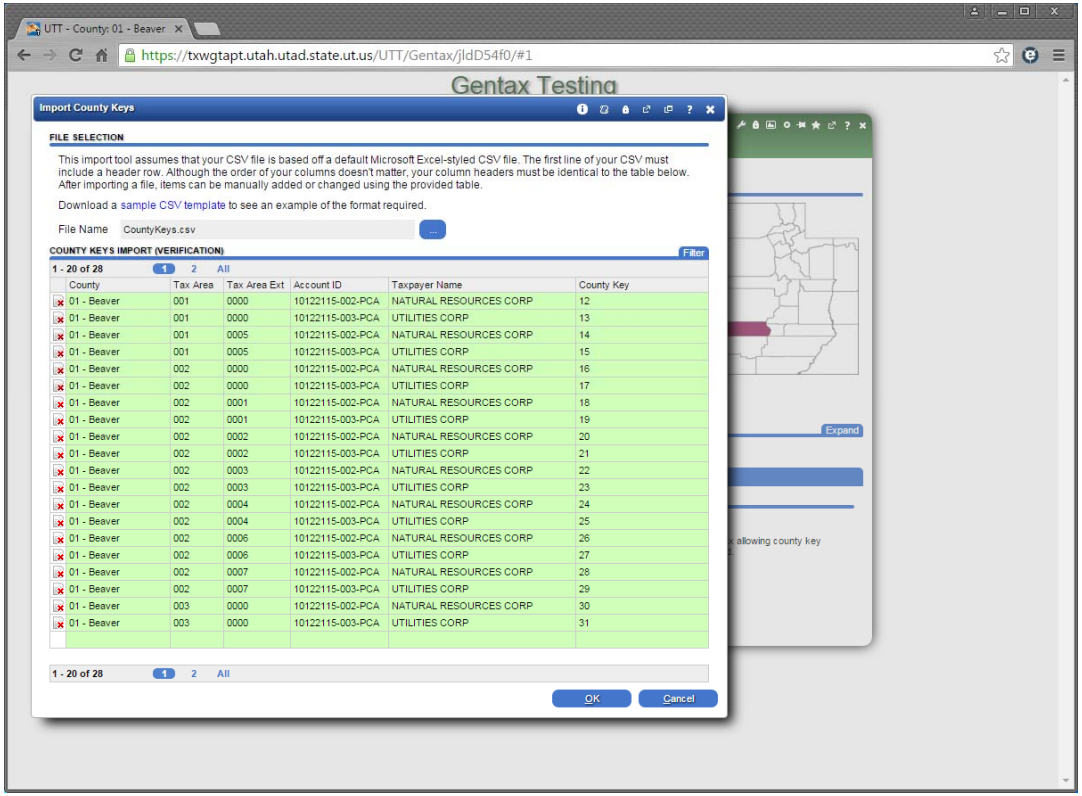


Import – County Keys

The save will enter the rows of data that you have on your CSV file into the Import County Keys window.

You will also be able to add and edit and records on this screen.

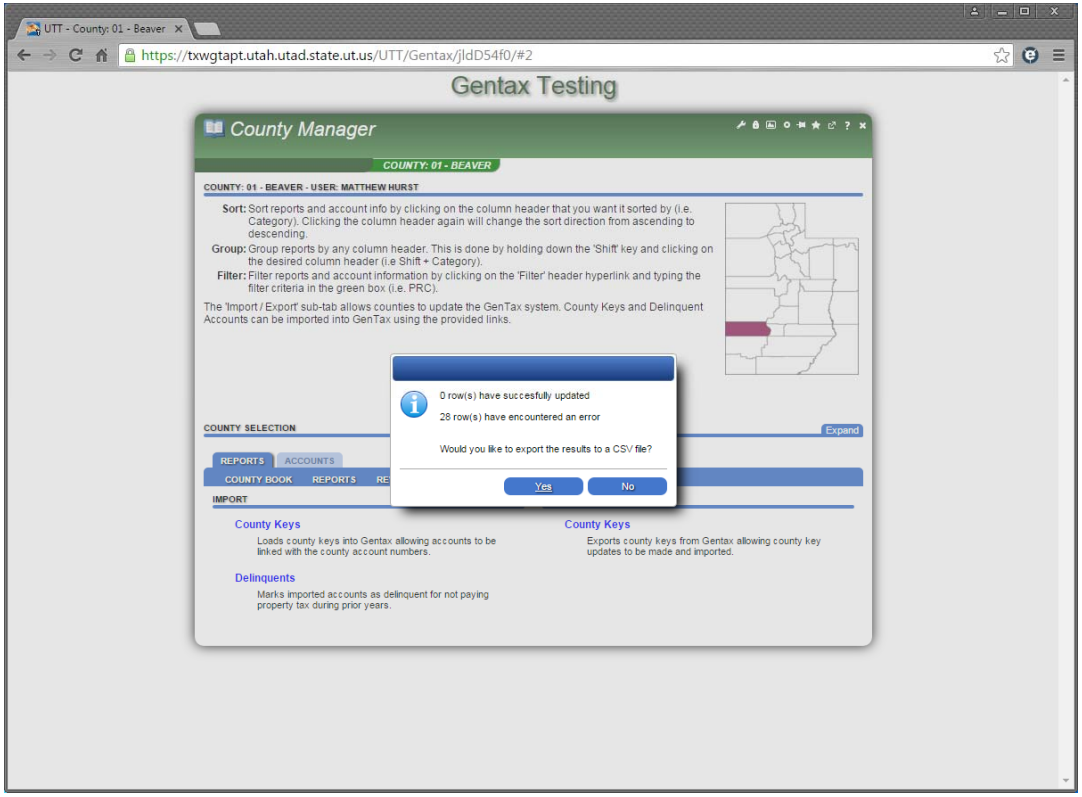
The page with the red x on the far left will delete the record.



Import – County Keys

A message box will appear with the number of successfully update rows and rows that encounter errors.

To see which were in error select yes.



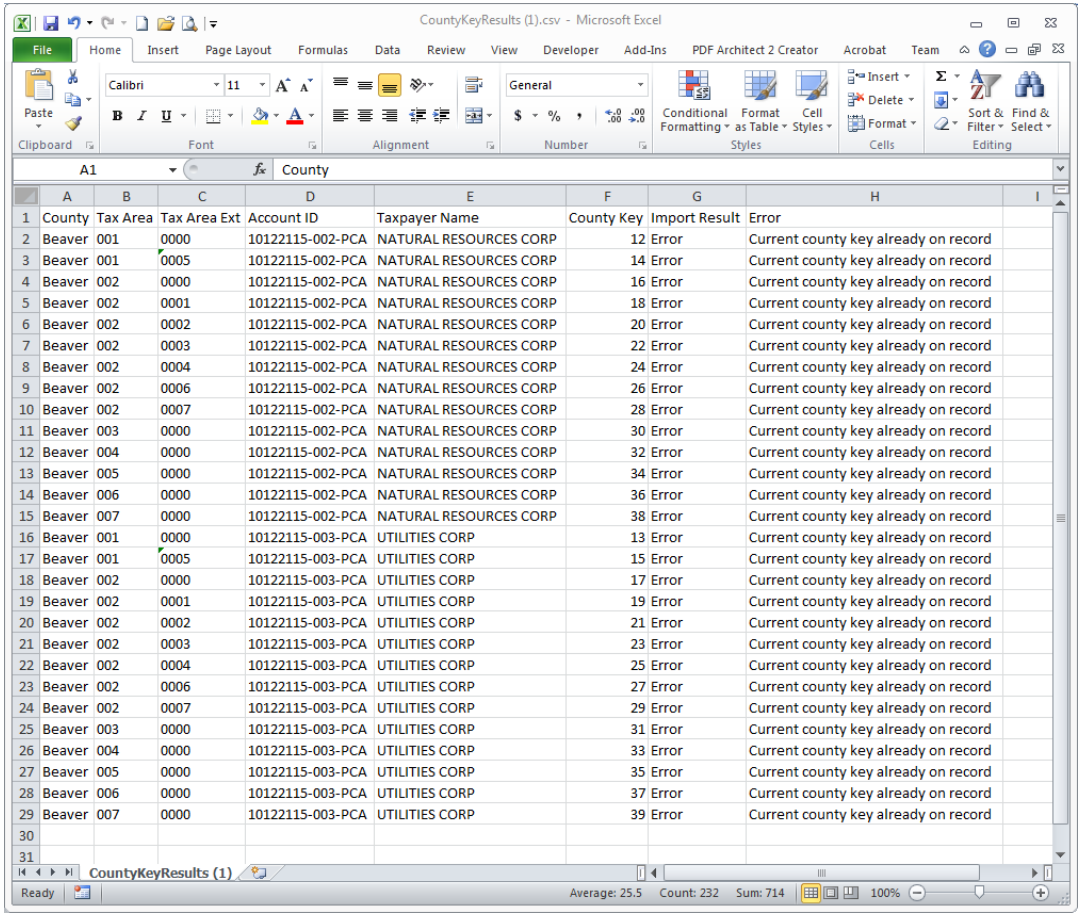
Import – County Keys

If yes was selected to

Would you like to export the results to a CSV file?

then a new CSV file will be downloaded.

This file may be edited and reused in the county key import process.

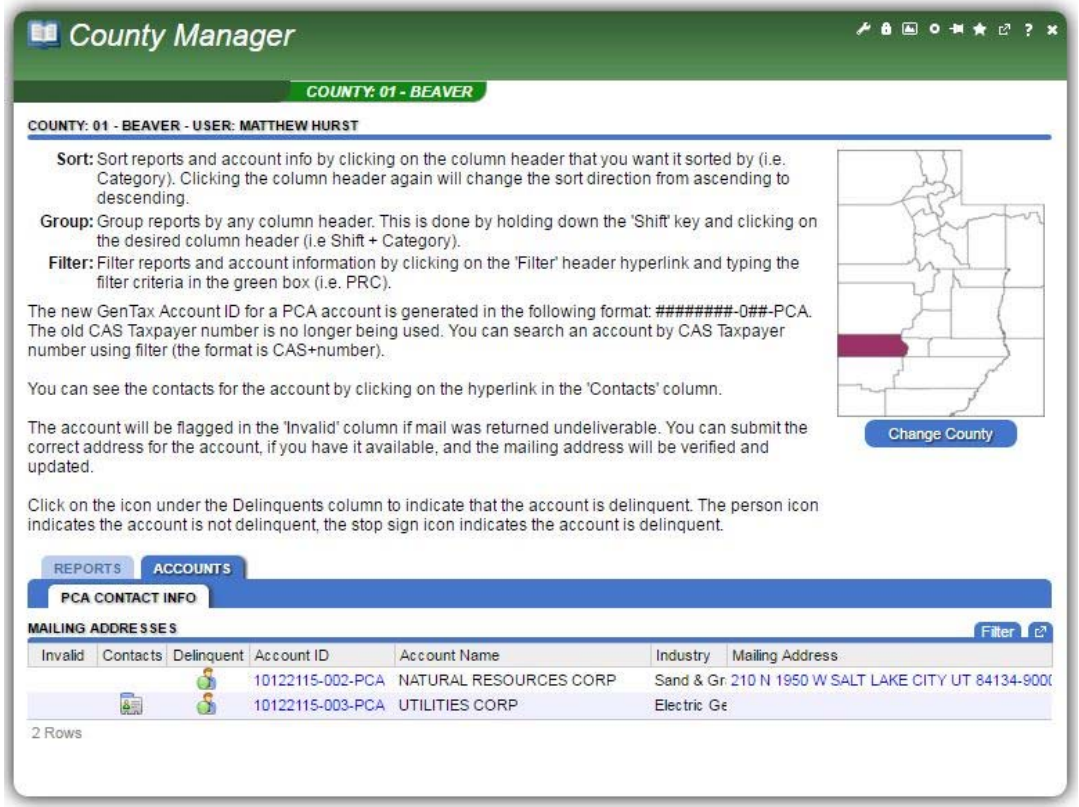


CountyKeyResults (1).csv - Microsoft Excel

County	Tax Area	Tax Area Ext	Account ID	Taxpayer Name	County Key	Import Result	Error
Beaver	001	0000	10122115-002-PCA	NATURAL RESOURCES CORP	12	Error	Current county key already on record
Beaver	001	0005	10122115-002-PCA	NATURAL RESOURCES CORP	14	Error	Current county key already on record
Beaver	002	0000	10122115-002-PCA	NATURAL RESOURCES CORP	16	Error	Current county key already on record
Beaver	002	0001	10122115-002-PCA	NATURAL RESOURCES CORP	18	Error	Current county key already on record
Beaver	002	0002	10122115-002-PCA	NATURAL RESOURCES CORP	20	Error	Current county key already on record
Beaver	002	0003	10122115-002-PCA	NATURAL RESOURCES CORP	22	Error	Current county key already on record
Beaver	002	0004	10122115-002-PCA	NATURAL RESOURCES CORP	24	Error	Current county key already on record
Beaver	002	0006	10122115-002-PCA	NATURAL RESOURCES CORP	26	Error	Current county key already on record
Beaver	002	0007	10122115-002-PCA	NATURAL RESOURCES CORP	28	Error	Current county key already on record
Beaver	003	0000	10122115-002-PCA	NATURAL RESOURCES CORP	30	Error	Current county key already on record
Beaver	004	0000	10122115-002-PCA	NATURAL RESOURCES CORP	32	Error	Current county key already on record
Beaver	005	0000	10122115-002-PCA	NATURAL RESOURCES CORP	34	Error	Current county key already on record
Beaver	006	0000	10122115-002-PCA	NATURAL RESOURCES CORP	36	Error	Current county key already on record
Beaver	007	0000	10122115-002-PCA	NATURAL RESOURCES CORP	38	Error	Current county key already on record
Beaver	001	0000	10122115-003-PCA	UTILITIES CORP	13	Error	Current county key already on record
Beaver	001	0005	10122115-003-PCA	UTILITIES CORP	15	Error	Current county key already on record
Beaver	002	0000	10122115-003-PCA	UTILITIES CORP	17	Error	Current county key already on record
Beaver	002	0001	10122115-003-PCA	UTILITIES CORP	19	Error	Current county key already on record
Beaver	002	0002	10122115-003-PCA	UTILITIES CORP	21	Error	Current county key already on record
Beaver	002	0003	10122115-003-PCA	UTILITIES CORP	23	Error	Current county key already on record
Beaver	002	0004	10122115-003-PCA	UTILITIES CORP	25	Error	Current county key already on record
Beaver	002	0006	10122115-003-PCA	UTILITIES CORP	27	Error	Current county key already on record
Beaver	002	0007	10122115-003-PCA	UTILITIES CORP	29	Error	Current county key already on record
Beaver	003	0000	10122115-003-PCA	UTILITIES CORP	31	Error	Current county key already on record
Beaver	004	0000	10122115-003-PCA	UTILITIES CORP	33	Error	Current county key already on record
Beaver	005	0000	10122115-003-PCA	UTILITIES CORP	35	Error	Current county key already on record
Beaver	006	0000	10122115-003-PCA	UTILITIES CORP	37	Error	Current county key already on record
Beaver	007	0000	10122115-003-PCA	UTILITIES CORP	39	Error	Current county key already on record

Accounts

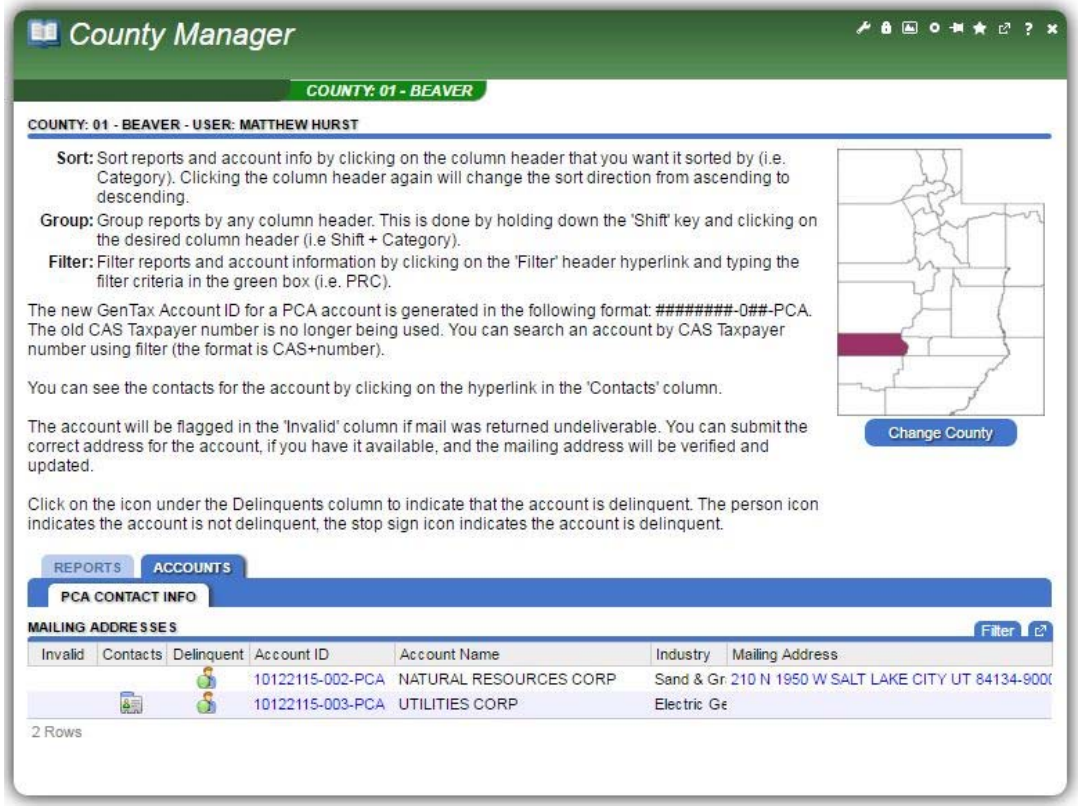
On the accounts tab you can look up the accounts that we have in the system for your county.



Accounts – Invalid Addresses

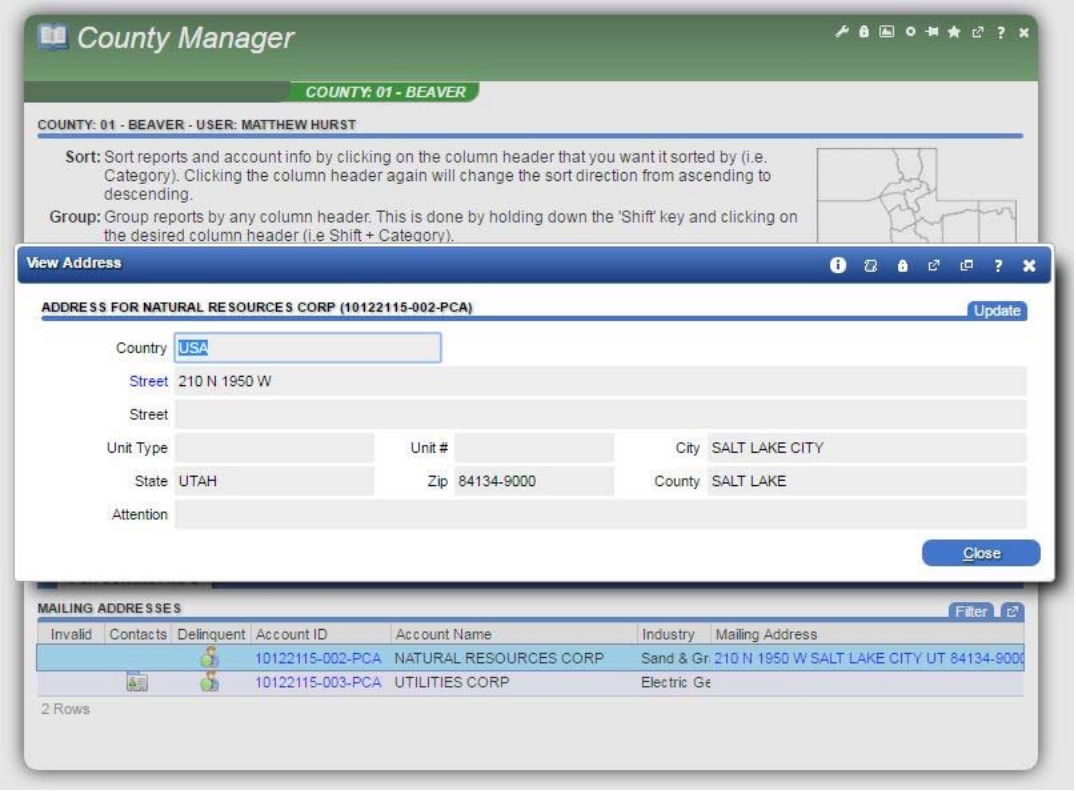
If the attempts to contact the taxpayer with the address on file is unsuccessful the invalid column will have a icon. If you know of the correct address click on the icon and provide the address. This will send a message to the property tax division to review the address. Once the address has been approved the address will be changed for that taxpayer and will be updated on this screen.

You may also click the address in the mailing address column to provide us with an updated address.



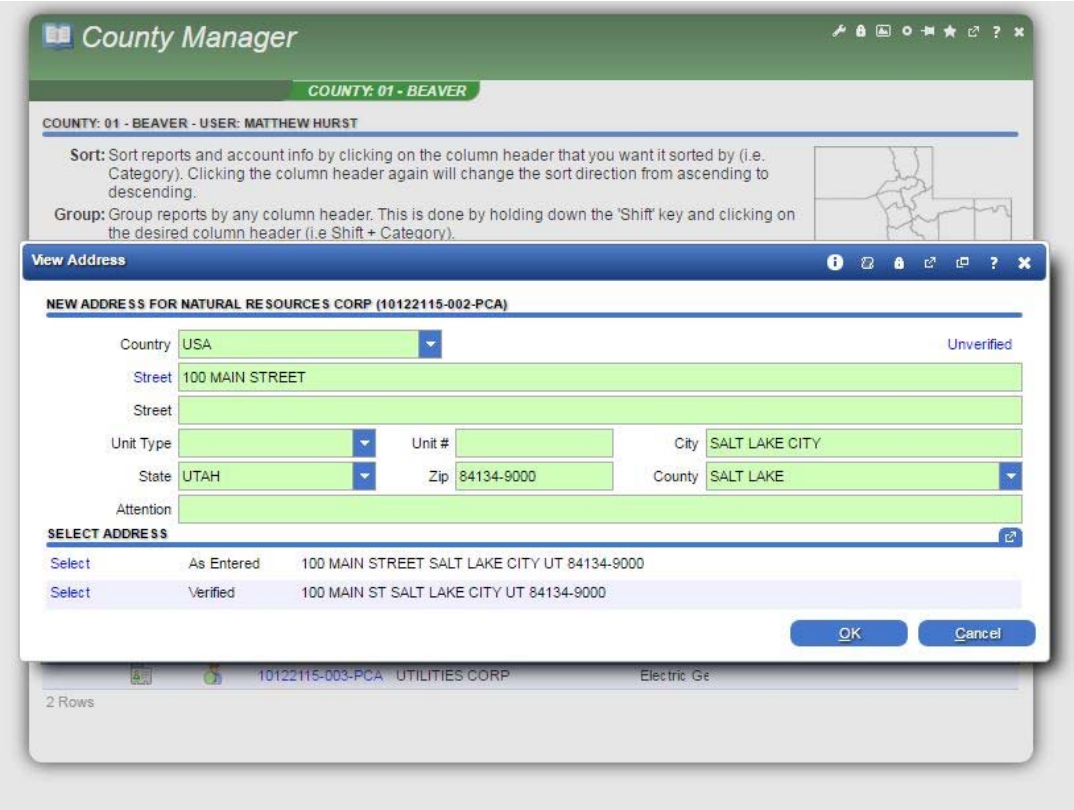
Accounts – Invalid Addresses

Click Update in the top right hand corner.



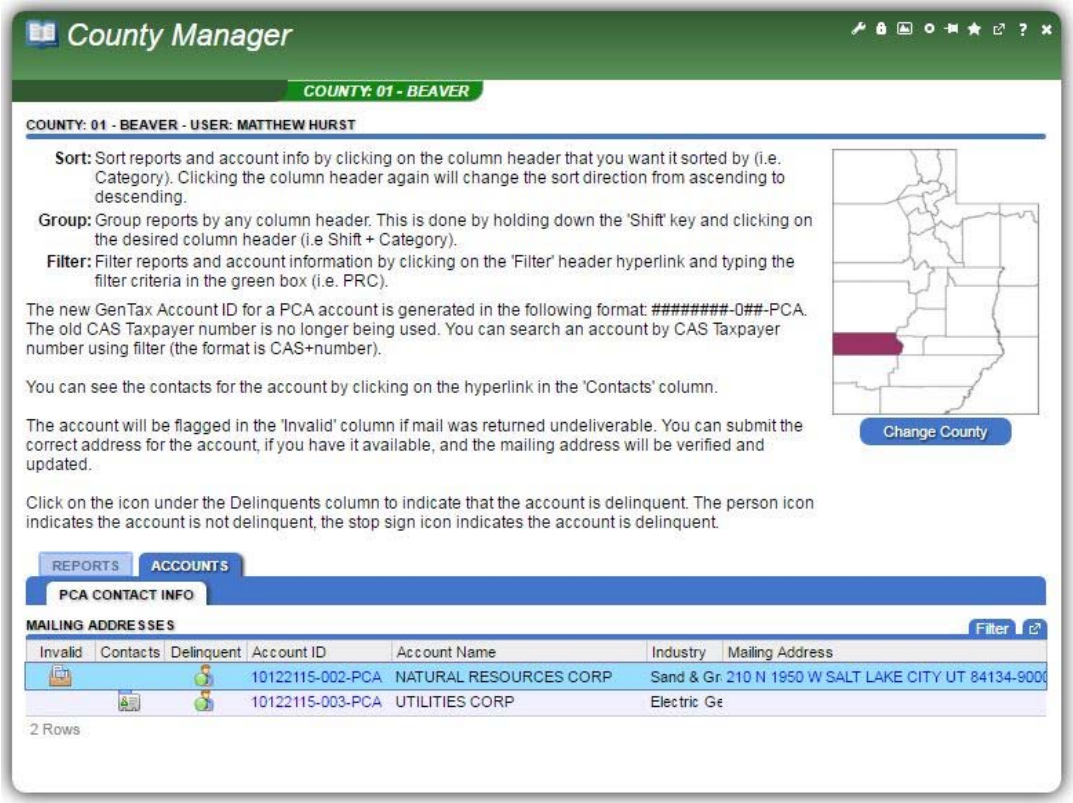
Accounts – Invalid Addresses

Enter the new address, click the unverified hyperlink to see the USPS verified addresses to select from. If a "Verified" address does not appear choose the "As Entered" address.



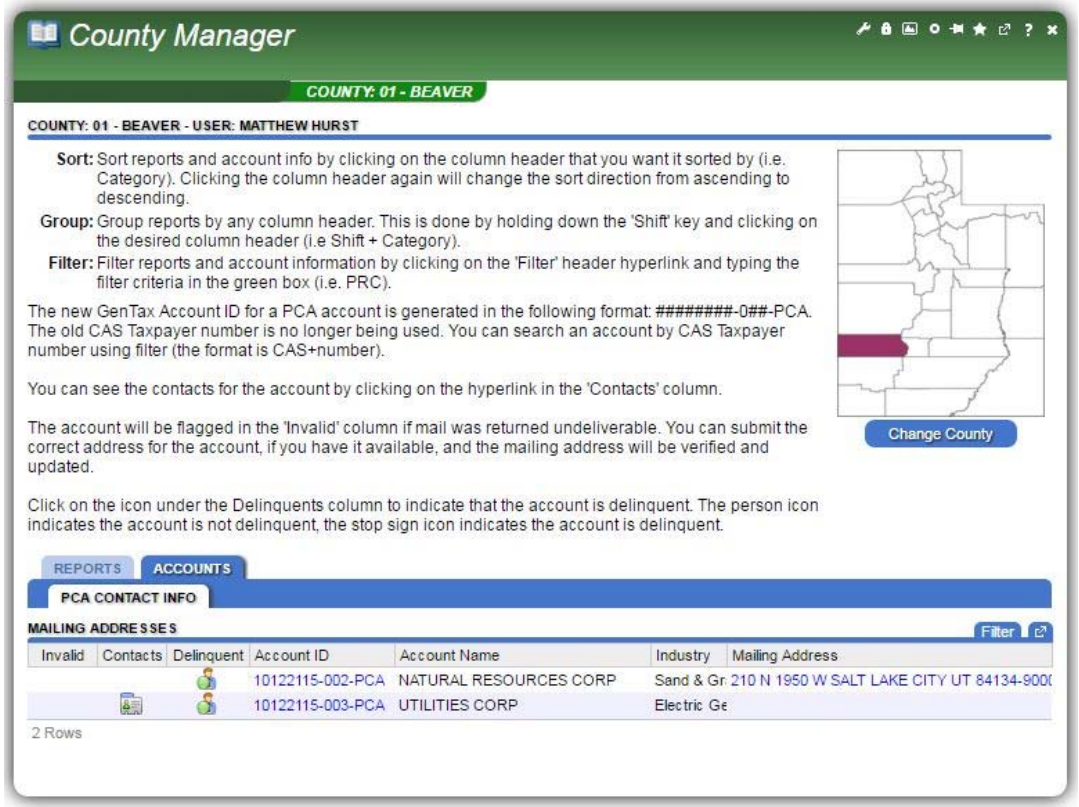
Accounts – Invalid Addresses

As soon as you have entered a corrected address an icon will appear in the Invalid column. Click on the icon to see the new address.

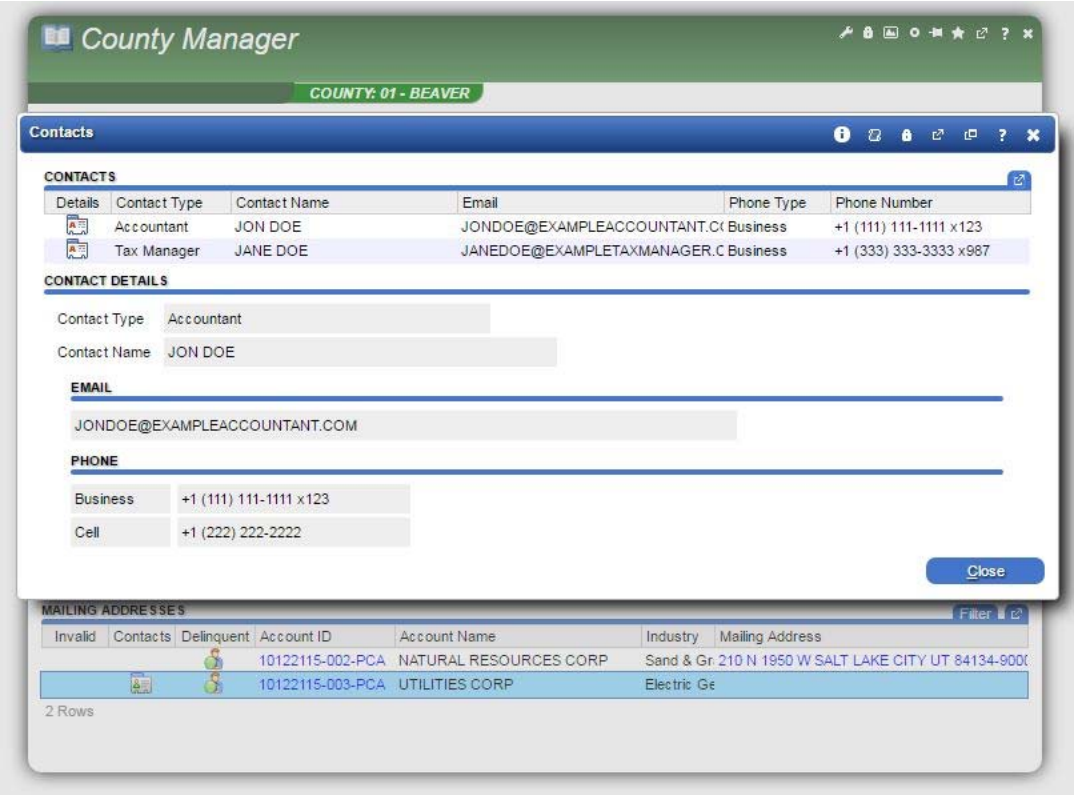


Accounts - Contacts

Within the Contacts column if there are other contacts associated with the account an icon will appear. Click on the icon to see these contacts.

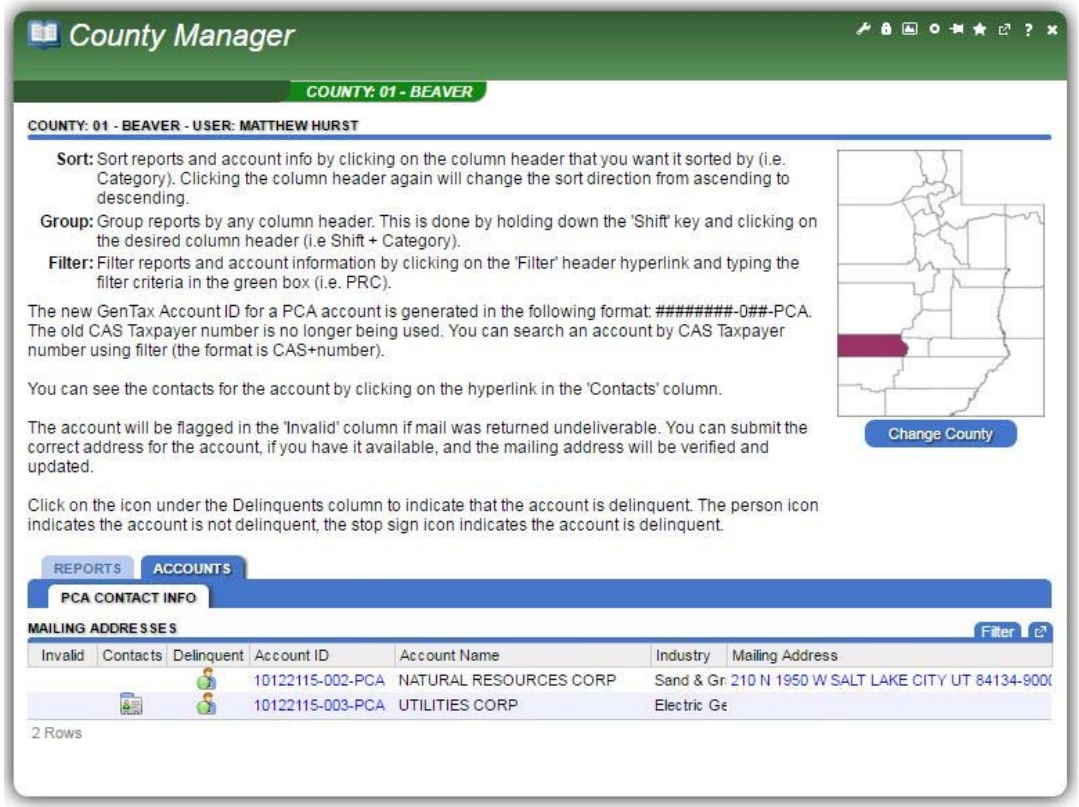


Accounts - Contacts



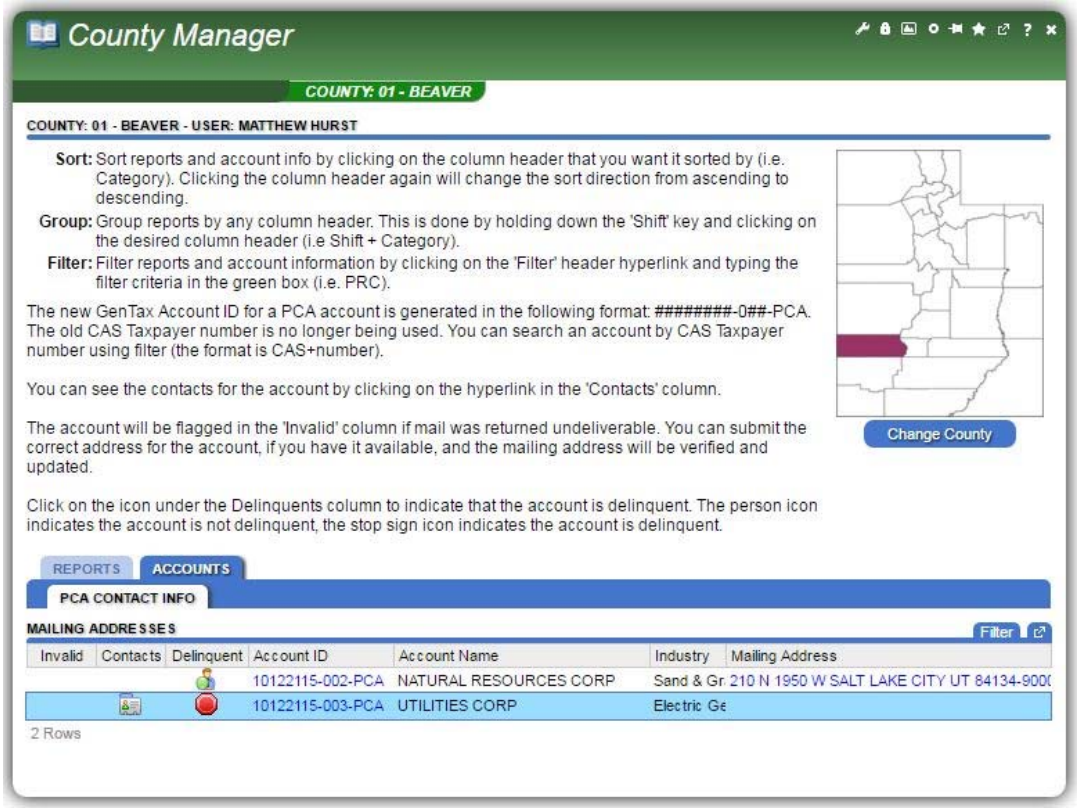
Accounts - Delinquent

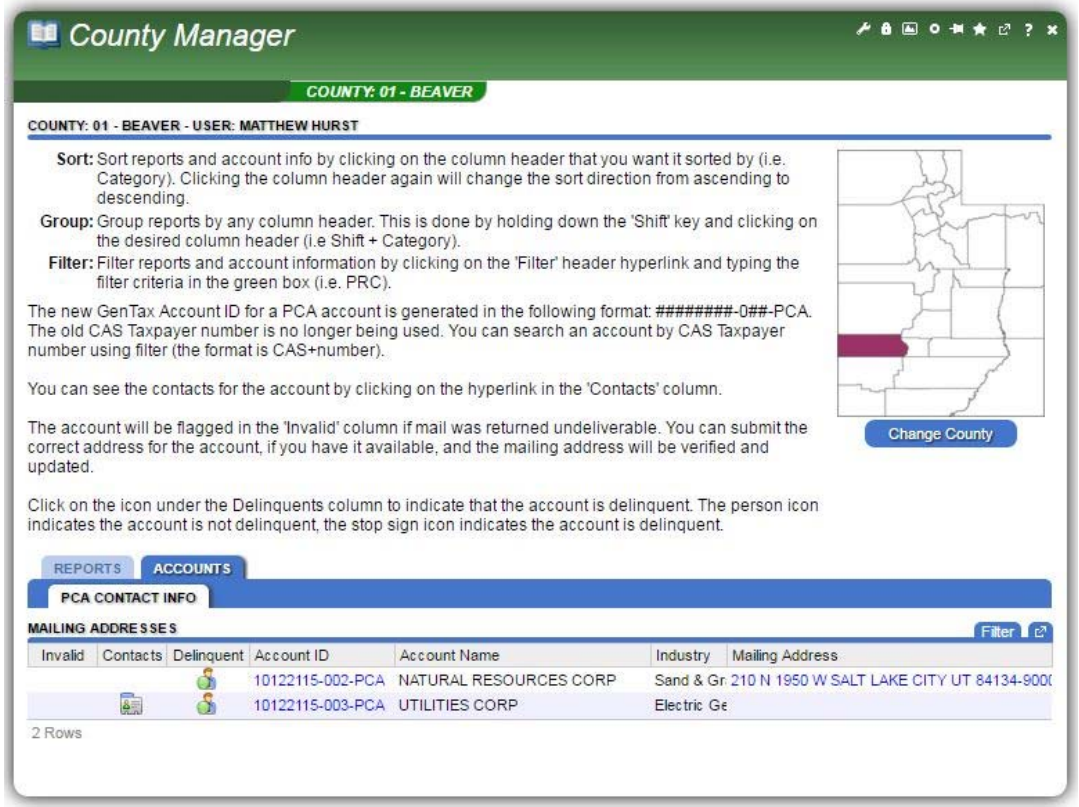
To report delinquents click the icon in the delinquent column.



Accounts - Delinquent

Once click it will show red stop sign. This indicates that the account is delinquent. To mark the account as not delinquent, click the red stop sign icon.



Accounts - Delinquent

Once click it will show red stop sign. This indicates that the account is delinquent. To mark the account as not delinquent, click the red stop sign icon.