

## Signing Up For Electronic Property Tax Notices From The Boulder County Treasurer

### Important Reminders:

- Not only can you receive tax notices electronically, but you can pay your property taxes online as well. Visit <http://www.bouldercountytreasurer.org> and click the "Look Up/Pay Property Taxes" button to get started.
- Electronic notices will be sent in lieu of paper notices via regular mail. You will not receive a paper tax notice if you sign up for electronic property tax notices.
- Electronic notice delivery will begin in the year following your request. If you sign up in 2016, your first electronic notice will be the one we provide in 2017.
- You can stop receiving electronic tax notices after signing up by contacting our office at 303.441.3520 or by e-mail at [treasurer@bouldercounty.org](mailto:treasurer@bouldercounty.org).
- When you sign up for electronic tax notices, all accounts under that ownership will be included in that request. The affected accounts will be shown to you during sign-up. Our system does not allow us to add only some of these accounts for electronic notice delivery and leave others to be delivered on paper.
- Property taxes are due and payable *whether or not you receive a tax notice from our office*. Please make sure to add [treasurer@bouldercounty.org](mailto:treasurer@bouldercounty.org) to your e-mail account's list of trusted senders and to contact our office if you haven't received your ENotice by February 1<sup>st</sup>.

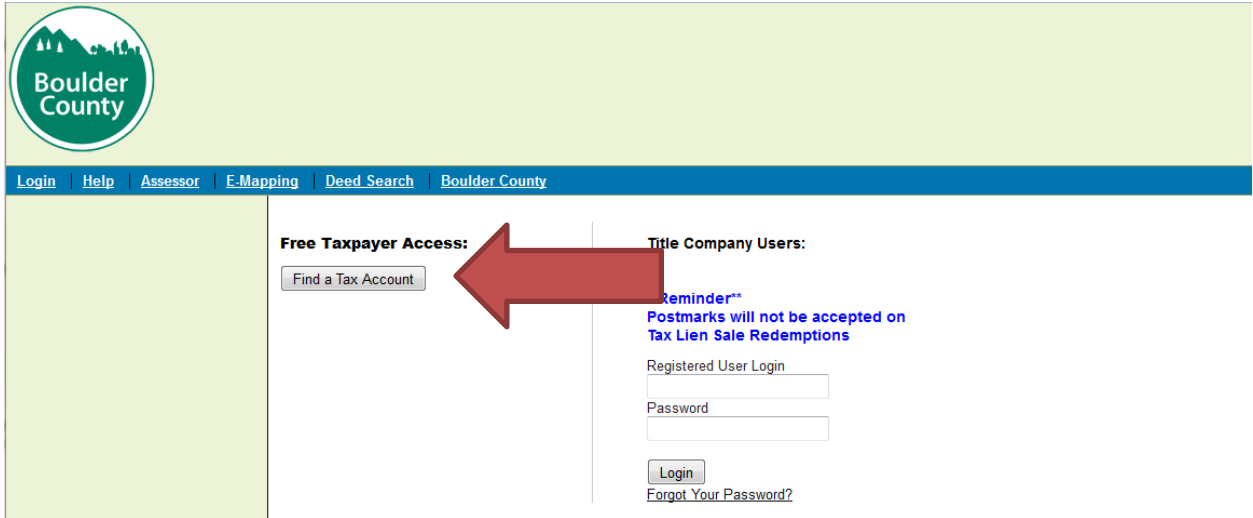
1. To sign up to receive property tax notices electronically, first open your web browser and navigate to <http://www.bouldercountytreasurer.org>. Once, there click the “Sign Up For Electronic Tax Notices” button. You will find other helpful information on the website as well.

The screenshot shows the Boulder County Treasurer's website. At the top, there is a navigation bar with links for Flood Recovery, Home, Contact, Departments, Government, Elections, Jobs & Volunteer. Below this is a search bar and social media icons for Facebook, Twitter, Flickr, YouTube, and Email. The main navigation menu includes categories like Families & Adults, Open Space & Recreation, Property & Land, Roads & Transportation, Environment, Safety & Law, and Licenses, Permits & Records. A left sidebar lists various departments, with the Treasurer's section expanded to show options like Due Dates, Pay Online, Tax Exemptions & Deferrals, and Tax Lien Sale. The central content area features a large image of the Boulder County Courthouse. Below the image, the 'Treasurer' section is highlighted, containing a description of the office's role, two buttons: 'Look Up / Pay Property Taxes' and 'Sign Up For Electronic Tax Notices', and two sub-sections: 'Paying Your Taxes' and 'Electronic Property Tax Notices'. A red arrow points to the 'Sign Up For Electronic Tax Notices' button. To the right of the main content is a portrait of Paul Weissmann, Treasurer, and a 'Related Links' section with items like Property Tax Search, Due Dates, eCheck and Credit Card Payments, and Tax Lien Sale.

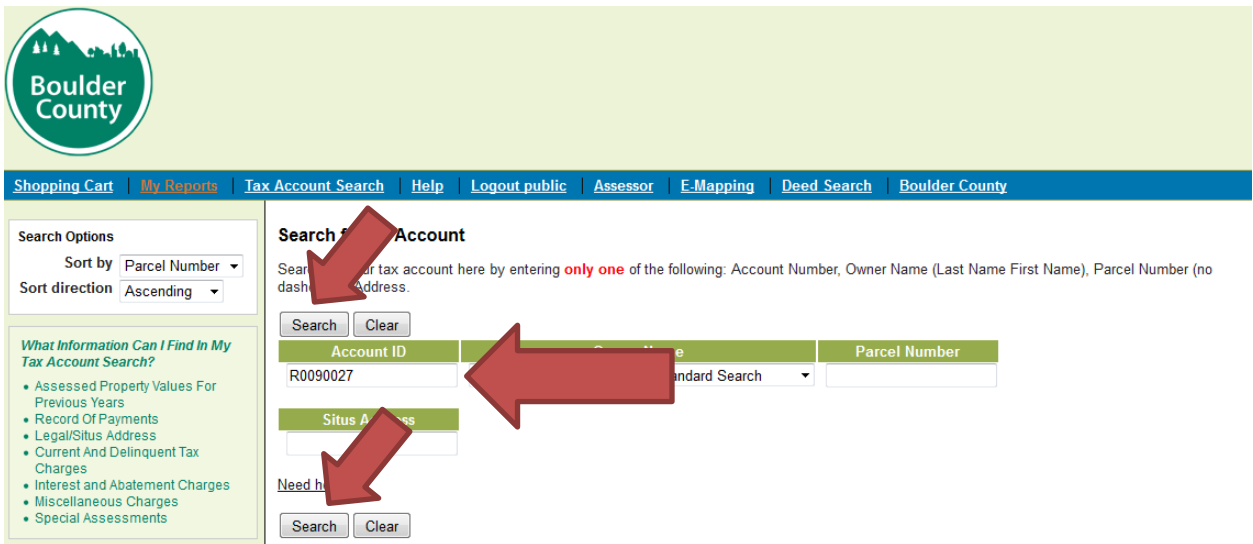
2. Read the statement regarding the information contained on our website and click the “I have Read The Above Statement” button.

The screenshot shows the Boulder County Treasurer's website login page. At the top, there is a navigation bar with links for Login, Help, Assessor, E-Mapping, Deed Search, and Boulder County. Below this is a sidebar with contact information for Paul Weissmann, Boulder County Treasurer, including office hours (8:00 AM - 4:30 PM Monday - Friday), mailing address (PO Box 471, Boulder, CO 80306), and phone number. The main content area features a 'Welcome to Boulder County, CO Treasurer Web' message, a disclaimer stating that the information is believed to be accurate and dependable, and a button labeled 'I Have Read The Above Statement'. A red arrow points to this button. The version number 'Version: 2015.4.5' is visible in the bottom right corner.

3. Choose the option for free taxpayer access by clicking the button labeled “Find a Tax Account.”



4. Search for your tax account. If you own multiple properties, you can search for any one of them and you will be able to receive electronic notices for all accounts under that ownership. If you own properties under multiple names, you will need to repeat this process for each name under which you own property. The easiest way to search is by typing in an account number in the Account ID field (as shown below) and clicking “Search.” **You’ll find your account number in the top left corner of your property tax notice.**



- Select your tax account from the search results by clicking anywhere on the row containing your account (there will only be one if you used your account number to search).

**Boulder County**

Shopping Cart | My Reports | Tax Account Search | Help | Logout public | Assessor | E.Mapping | Deed Search | Boulder County

**Search Options**  
 Sort by: Parcel Number  
 Sort direction: Ascending

**What Can I Do On This Page?**

- Select and open an account.
- Print reports and forms by opening an account, then choose the desired report option in the print forms box.
- Selecting a form from the above print form box will automatically print that form for every account listed in the account search results.

**Search Result**  
 Account balances shown on this screen do not include additional fees/interest.  
 Please click on an account below to view current balance or pay taxes.

One item found.1

Description	Summary			
ACCOUNT R0090027	157517113011 Balance: 2351.68	465 LINCOLN CIR LOUISVILLE 80027 LOUISVILLE	WEISSMANN PAUL M &	LOT 10 BLK 2 CENTENNIAL VALLEY 3

One item found.1

- Click on the “Enter My ENotice Code” link on the left-hand side of the screen.

**Boulder County**

Shopping Cart | My Reports | Tax Account Search | Help | Logout public | Assessor | E.Mapping | Deed Search | Boulder County

**Pay Taxes**

First Half Payment \$1,175.84  
Due 2/29/16

Full Payment \$2,351.68  
Due 5/2/16

**Print Forms**

Account Balance  
Statement Of Taxes Due  
Summary of Taxes Due

**Account Links**

Account Summary  
Account Value  
Transaction Detail  
Enter My ENotice Code

**External Links**

Assessor Property Viewer  
Map This Property (Google)

**Tax Account**

**Summary**

Account Id R0090027  
 Parcel Number 157517113011  
 Owners WEISSMANN PAUL M &  
 Address BRENDA MODERSKI WEISSMANN  
 465 LINCOLN CIR  
 LOUISVILLE, CO 80027  
 Situs Address 465 LINCOLN CIR LOUISVILLE 80027  
 Legal LOT 10 BLK 2 CENTENNIAL VALLEY 3

**Inquiry**

As Of 01/22/2016

Payment Type  First  Full

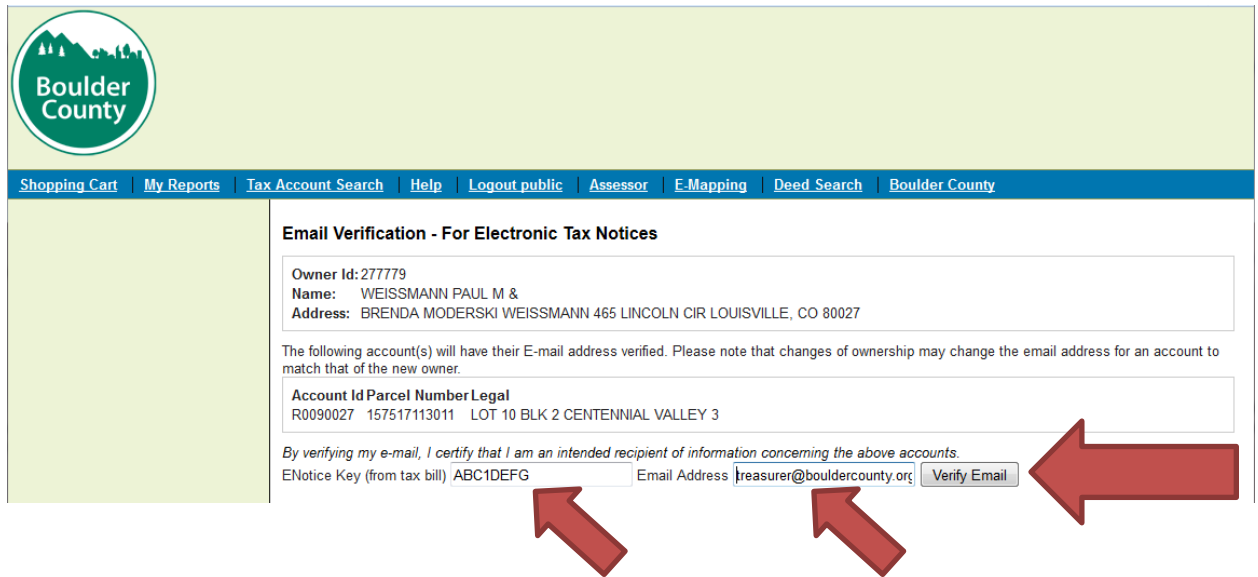
Taxes Due \$2,351.68  
Total Due \$2,351.68

Update

Area Id 000090 - 000090 Mill Levy 83.3870000  
 Actual Assessed  
 1112 - single family residence- land 127.000 10.109

7. The e-mail verification screen will be displayed. All accounts that will be affected by your decision to receive electronic notices will be listed. If, for some reason, you **do not** want to receive property tax notices for one or more of these accounts electronically, stop now. Once you provide your ENotice code and e-mail, you will stop receiving paper notices for all accounts listed. Of course, you may stop receiving electronic notices for your accounts at any time by [contacting our office](#).

Enter the ENotice code, found on the upper right portion of your tax notice, and the e-mail address to which you want tax notices sent in the future. Then, click "Verify Email."



The screenshot shows the Boulder County website's "Email Verification - For Electronic Tax Notices" page. At the top left is the Boulder County logo. A navigation bar contains links for Shopping Cart, My Reports, Tax Account Search, Help, Logout public, Assessor, E.Mapping, Deed Search, and Boulder County. The main content area displays the following information:

**Owner Id:** 277779  
**Name:** WEISSMANN PAUL M &  
**Address:** BRENDA MODERSKI WEISSMANN 465 LINCOLN CIR LOUISVILLE, CO 80027

The following account(s) will have their E-mail address verified. Please note that changes of ownership may change the email address for an account to match that of the new owner.

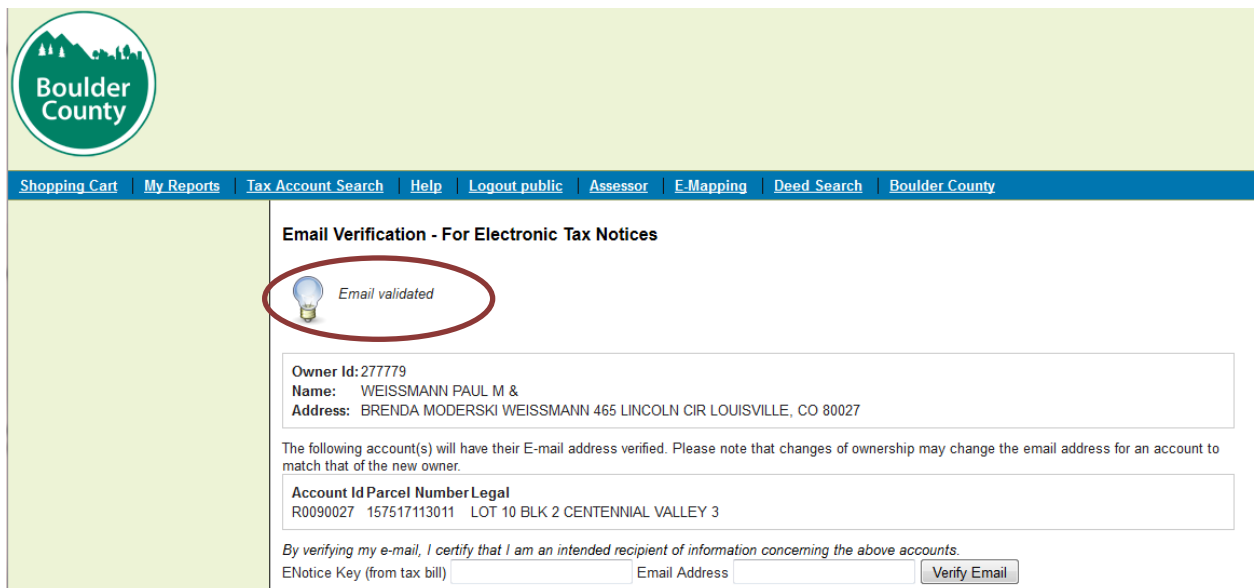
Account Id	Parcel Number	Legal
R0090027	157517113011	LOT 10 BLK 2 CENTENNIAL VALLEY 3

By verifying my e-mail, I certify that I am an intended recipient of information concerning the above accounts.

ENotice Key (from tax bill)  Email Address

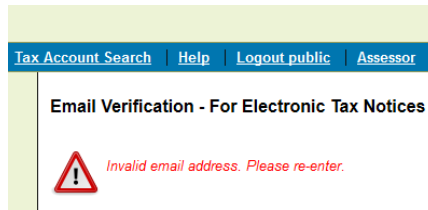
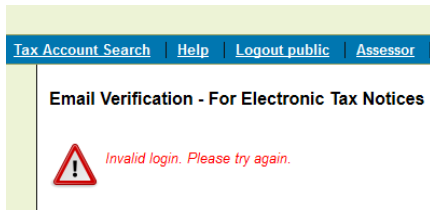
Three red arrows point to the ENotice Key input field, the Email Address input field, and the Verify Email button.

8. You will see the verification screen again, with a message that your e-mail address has been validated. **You have successfully signed up to receive tax notices electronically.**



The screenshot shows the same Boulder County website page, but now with a success message. A lightbulb icon and the text "Email validated" are circled in red. The rest of the page content, including the navigation bar, owner information, account list, and certification text, remains the same as in the previous screenshot.

9. If you enter your ENotice code incorrectly or an invalid e-mail address, you will receive an error. Just re-enter them correctly and click “Verify Email” again.



10. At any time, you can change your e-mail address for receiving tax notices by following these steps again.