Setting Up Receipt of Paperless Tax Statements

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

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

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

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

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

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

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

Questions? Call or contact us at:
The following should be what you see on the screen:

**Search by Account No, Name, Etc**

![Search for Property Taxes](image)

**SEARCH BY**

Account Number ▼ 0317188

Search results for account number: "0317188"

Account Number 0317188

2023 Property Taxes

SOUTH A ST LLC
999 S A ST

Total ($0.00)

Register Parcel No.

Click on the Account Number 0317188 hyperlink

The following will be what you see next:

**Account Number 0317188**

SOUTH A ST LLC
999 S A ST

Invoices

2023 Property Taxes

Amount Due
$0.00

Click on the green Sign Up For Paperless Billing icon

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

Once you click on the Register button, be prepared to access your email for a link that you will click to activate.
You will receive notice that you will receive an email to complete the account activation.

Here’s the Email request to confirm your email.

Hello

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

CONFIRM MY EMAIL

Once registration is complete, you can:

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

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

Login with the Email address and Password you just set up.

Once you are logged in you will see the following screen. Note the grayed-out slide bar for Paperless.
Click on the white “button” next to the work PAPERLESS. The following screen comes up (shown below the pink paper). You will need the Activation Code. (The example Authorization Code could be found on the small pink flyer sent with the 2018 tax statements.)

EXAMPLE ONLY – Do not use these numbers

Go to your actual tax statement for your unique account number and tax code numbers.
PAPERLESS BILLING AUTHORIZATION AND AGREEMENT

IMPORTANT INFORMATION REGARDING ELECTRONIC COMMUNICATIONS

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

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

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

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

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

**Activation Code:** 

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

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

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

- Bills for Account No: [Redacted]
  - This Parcel No. has 0 payments scheduled.
  - Click here to schedule future dated or recurring payments.

- Property Taxes
  - Amount Due: $0.00
  - View Payment Options

- Remove from Dashboard
If you want to cancel the receipt of a paperless statement click on the white circle button by the word PAPERLESS.
You will receive the following screen overlay. Just click on the “Turn Off” bar.
The green bar at the top states the Paperless status updated and the slide bar reverts back to gray-shaded indicating it is not active.