

### *Searching for tax parcels/tax bills*

- When searching the Ascent site, keep in mind that "Less is More". What that means is that you are more likely to get the results you want when you enter in less search criteria.
- Most fields have a lookahead feature - when you start typing in the field, the system will bring up suggested matches.
- **If you are using special characters in your parcel number search (example: "-" (dashes) or "." (periods)) and are not getting any results, try entering the number without the special character(s). (Suggestion: It may be helpful to search the municipality (without any other search criteria) to see how the parcel number is represented).**
- If searching for multiple known parcel numbers, enter a parcel number followed by a semi-colon then the next number (no spaces). Example: 123-45;789-65;258-98
  
- It is recommended that you do not enter street types when searching Street Name or Mailing Address. Example: If you are looking for XXX Main Street, just enter Main in the Street Name field.
- Hyperlinks are red. Click on a link to open.
- A line through a parcel number indicates that parcel is inactive.
- Tax bill information (including a link to view/print the tax bill) is located under Select Details in the tax parcel. After locating your tax parcel, click on the red link to open it, then scroll to the Select Detail section and use the drop down to select Taxes. Click a red Tax Year link to view any payments that have been made. Click a red Print tax bills year link to view/print the tax bill for that year.