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 http://apps.lanecounty.org/atepay/. This is where to start even if you are not paying taxes at the time.

Note: You will need the following information from your tax statement: Account Number and Tax Code Area number.

Scroll down and click on the Make a Payment button. On the following page, search for your property tax account. Then, click on the Create Account with Parcel No. link.

![Click drop down arrow to the left of the Account No for additional information]

<table>
<thead>
<tr>
<th>ACCOUNT NO</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0101000</td>
<td>SMITH MARY</td>
<td>123 MAIN</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Property Taxes

SMITH MARY

Payment Options

- Total ($0.00)
- Other ($0.00)
Enter the required information to register.

Once you click on the **Register** button, you will receive notice that an email to complete the account activation has been sent.
The confirmation 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 word PAPERLESS and you will be sent to the Paperless Billing Authorization and Agreement.
Click here:  http://apps.lanecounty.org/propertyaccountinformation/ to locate a copy of your 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 [12345678]

☐ 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 item Dashboard]
To cancel the paperless statement option, 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.