

## How to search by [Account Number](#):

- Click on [Account Number](#).
- Enter the 17 digit account number. The account number must match exactly to a DCAD property account.
- Click on the **Search** button or press the 'Enter' key on your keyboard.

*NOTE:* If you have already searched for a particular account number, it will be stored in computer memory within the **Account Number** box. Typing only part of the number will bring up a list of matching numbers from which you can select the one you want by pointing to it with the mouse and clicking on it. This can be activated by selecting Tools from the pull down list at the top of your Internet Explorer browser. Select Internet Options => Content => AutoComplete. Then select the check box labeled Forms. Select OK on the two pop-up windows to close the Internet Options.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Dallas Central Appraisal District website. The page title is "DCAD: Find Property By Account Number". The address bar shows "http://dcadwtst/SearchAcct.aspx". The page features a navigation menu on the left with links such as "About DCAD", "Search Appraisals", "By Owner", "By Account", "By Address", "By Business", "Find Property on Map", "Taxing Unit Value", "Summary", "Exemptions", "Paying Taxes", "Taxing Unit Rates", "Protest Process", "Calendar", "F.A.Q.", "Get Forms", "Human Resources", "Links", and "Contact Us". The main content area is titled "Find Property By Account Number" and includes a search bar with the text "Search By: Owner Name Account Number Street Address Business Name Map". Below the search bar, it says "Enter your 17 character account number:" and shows the account number "20095650010310000" entered in a text box next to a "Search" button. The search results are displayed in a table with the following data:

#	Property Address	City	Owner Name / Business Name	Total Value	Type
1	1317 INDIAN CREEK DR	DESOTO	GOSSOM DOUGLAS & KASSIE	\$172,590	RESIDENTIAL

At the bottom of the page, there is a copyright notice: "© 2003 Dallas Central Appraisal District. All Rights Reserved. Website designed by ATS, Inc." The browser status bar at the bottom right shows "Local intranet".

*Page 11 of this instruction manual shows how the Detailed Account Information is displayed.*