How to search by Owner Name:

- Click on Owner Name:
  - Enter last name, then a space, and the first name. See Hints for additional help.
  - Use the check boxes to determine whether you want accounts returned for any or all of RESIDENTIAL, COMMERCIAL or BPP accounts.
  - Click on the Search button or press the ‘Enter’ key on your keyboard.

NOTE: If you have already searched for a particular name, it will be stored in computer memory within the Owner Name box, and typing only part of the name will bring up a list of matching names 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 browser. Then select Internet Options => Content => AutoComplete. Select the check box labeled Forms. Select OK on the two pop-up windows to close the Internet Options.
Searches for common names will often return hundreds of correct responses. For example: The name “SMITH” will return over 500 matches.

Try limiting the search further by selecting only one type of property (RESIDENTIAL, COMMERCIAL or BPP), adding a first name, or the first few letters of a first name.

**NOTE:** The HINTS section can help in limiting the selection.

The web search will display the first 500 matches, ten at a time. Click on the NEXT > text to see the next ten matches; repeat to see matches 21 through 500.

*Turn to Page 11 of this instruction manual to see how the Detailed Account Information is displayed.*