

## How to Sign Up

- 1) Go to the website: <https://adacountyid.viewyourinfo.com/index.php>
- 2) Click on the blue 'Sign Up' button
- 3) Enter your information as follows:
  - Display name:** This is the name that will appear on the website when you login.
  - Company:** The name of your company if applicable.
  - Email:** Your email address where you would like to receive confirmations and alerts.
  - Username:** The username of your choosing it must be 6-10 characters.
  - Create Password:** The password of your choosing it must be 6-10 characters.
  - Re-enter Password:** Enter your password exactly as you did in the previous box.
  - Text Phone:** The cell phone number we can send your text alerts to. (optional)
  - Address:** Enter your mailing address. (this is not necessarily your parcel address)
- 4) Once all your information is entered and you have reviewed it for accuracy, click on the 'Register' box.
- 5) You will receive a confirmation email and text message if you entered your cell phone number. Enter the verification code that you received in the text message and click submit.
- 6) Go to your email and find the email from [info@ViewYourInfo.com](mailto:info@ViewYourInfo.com). Click on the link where it says 'HERE'. If you cannot click on the link, copy and paste the URL listed further down in the email. Each link is specific to the account so make sure you copy the whole link.
- 7) Once you have confirmed your email you should see a message telling you that your account has been activated and confirmed. Close the window to return to the main screen.
- 8) Enter your parcel number in the 'Add a Parcel' box. If you need help finding your parcel number click on the 'HELP' link at the top of the page.
- 9) In the search results you should see your parcel number, property address, and a drop down box to select the year you purchased the property. If you purchased the property prior to the latest year shown, select the latest available year and click 'add'.
- 10) Next you can select which types of alerts you would like to receive. If you choose to receive text alerts you must also select email to ensure delivery. Click on 'view' to move on to the next screen.
- 11) On the next screen you will see your Treasurer and Assessor statements for the parcel you selected, click on the **RED** parcel number to view your statements.
- 12) If you need to add additional parcel numbers click on the 'HOME' button at the top of the page and add the next parcel. If you need to delete a parcel, click on the trash can next to the parcel you wish to remove.