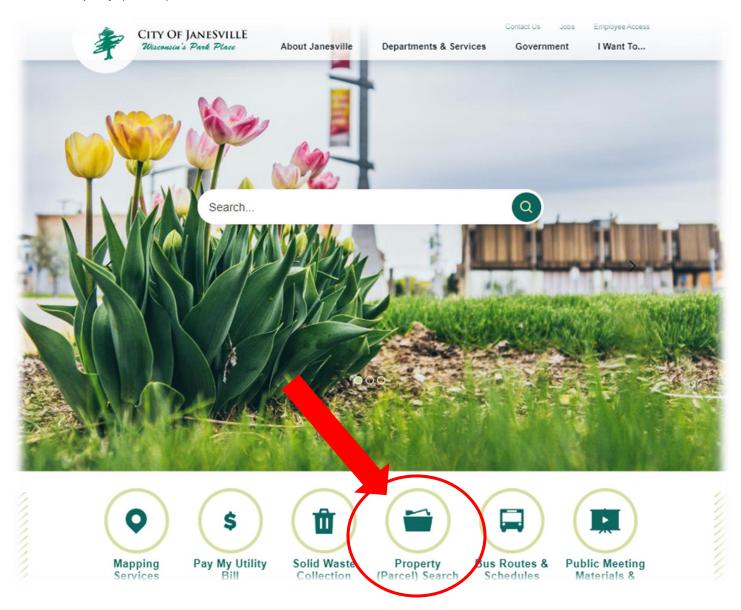


How Do I Access eGov?

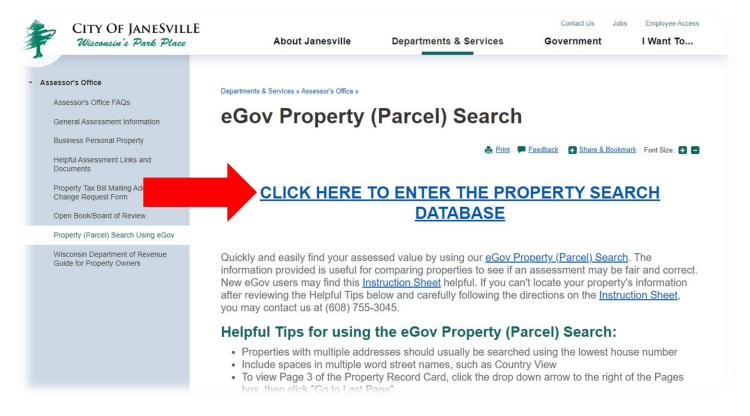
Go to the City's home page: www.janesvillewi.gov

Select 'Property (Parcel) Search':



You will be redirected to the eGov Property (Parcel) Search page.

Click on 'Click here to enter the property search database':



You will be taken to the eGov page that describes this service and how to use it.

At the bottom of the page, you can enter the anonymous eGov portal, or the eGov profile portal. See the description of each to determine which is right for you, and proceed accordingly. We will proceed with the steps using the anonymous login. Select the link at the bottom of the page:

City of Janesville Electronic Government Services

Welcome to the new Electronic Government (eGov) services. You can use this portal to access city information related to property in the city of Janesville. At the current time, the only service available is the property search function. This function allows you to see information about a property including the property record card, past tax bills and some of the building permits issued.

We intend to provide additional services over the next 18 months like the ability to view water bills and complaints. We will also eventually provide services to take out simple permits and make payments for various city services including utility bills.

There are two methods of accessing the eGov portal:

- ANONYMOUS LOGON This method will give you full access to the property information, but access to other site
 information may be restricted.
- USER ESTABLISHED PROFILE LOGON Using a profile will give you full access to all features and has some enhancements like the ability to store favorite properties without having to search each time.

If you create a profile, you should use the same name that appears on the deed to your property to ensure the account has full access to the correct parcel. If you create an account with nicknames or alternate spellings, the system will create a new account on the system, but it may not link directly to your property.

Once you've logged in (or accessed the anonymous service page) you must select the service from the menu at the top of the page. The only service available today is the property search.

If you have difficulty accessing the site, or have question or comments you can contact the City Clerk at 755-3000.



For tips on how to use the property (parcel) search function, Click here.

Click here to enter the anonymous eGov portal

Click here to enter the eGov profile portal

* Use the Previous and Continue options to navigate within the portal. Do NOT use your browser's back arrow. This will result in an error message and require you to start over. *

You can search for a property by location (address) or by Tax Map number (parcel number).

To Search by Property Location:

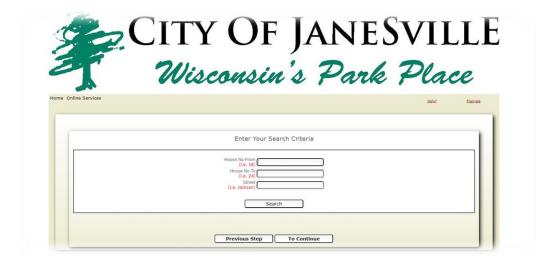
Select the Property Location option and click 'Select'.



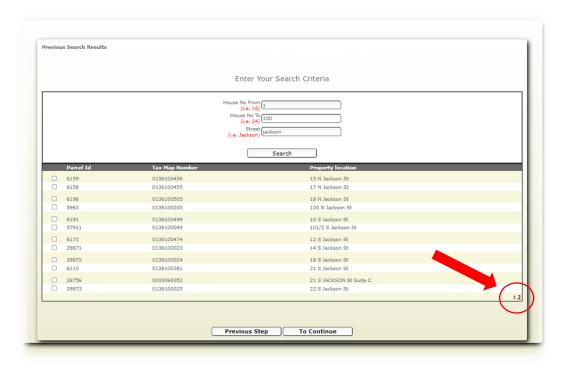
Enter a number into both the 'House No. From' and 'House No. To' boxes. Enter the same number in both fields if you are only searching for one property. Otherwise, enter the range you want to search.

Enter the street name without directional (N, S, E, or W) or suffix (i.e., Street or St.). To find a match, the field needs to read identical to the way it appears in the database.

Click 'Search'.



The next screen will show a list of properties that meet the search criteria entered. There may be multiple pages returned, indicated by the numbers on the bottom right corner of the search results pane.



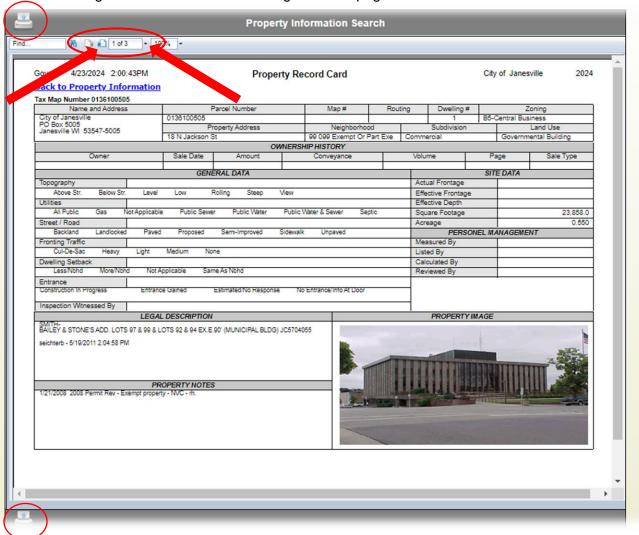
Check the box next to the property you wish to view and click 'To Continue'.

Next, you will see a property information summary screen.

From here, you can view tax bills or permit information. For detailed property information, click the '**Property Record Card**' link.



Note: The Property Record Card (PRC) has multiple pages. Click the picture of a piece of paper with an arrow to go to Page 2 to see Permit and Detached Improvement data (if applicable). Use the drop-down arrow on the right and select 'Go to Last Page' to view page 3.



To print the report, click the printer icon located at the top/bottom left corners of the report to download and print a copy.

When you're finished with your search and want to do another, hover over 'Online Services' on top of the eGov screen and click 'Property Information Search'.

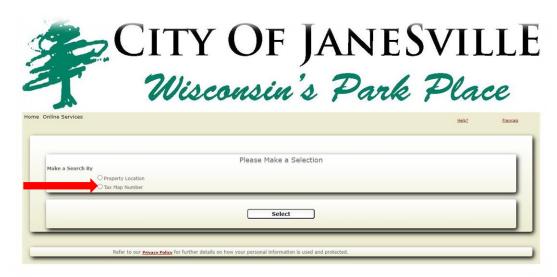


This will take you back to the beginning.



To Search by Parcel Number:

Select Tax Map Number from the initial search screen.



Enter a parcel number or partial parcel number.



Click 'Search' and follow the same steps as shown in the Location Search section above to select and display the desired parcel.

eGov Profile Portal:

eGov allows you to create a profile for access to the services. With a profile, you can store properties that you want to access on a regular basis.



Use the link at the bottom of the page to register.



To search for a property once you are registered, click 'Online Services' and select '**Property Information Search**'.



You will see your personalized screen listing your pre-defined selections and the same options for parcel number and location searches described in the anonymous portal.

