Schedule of Real Property Taxes

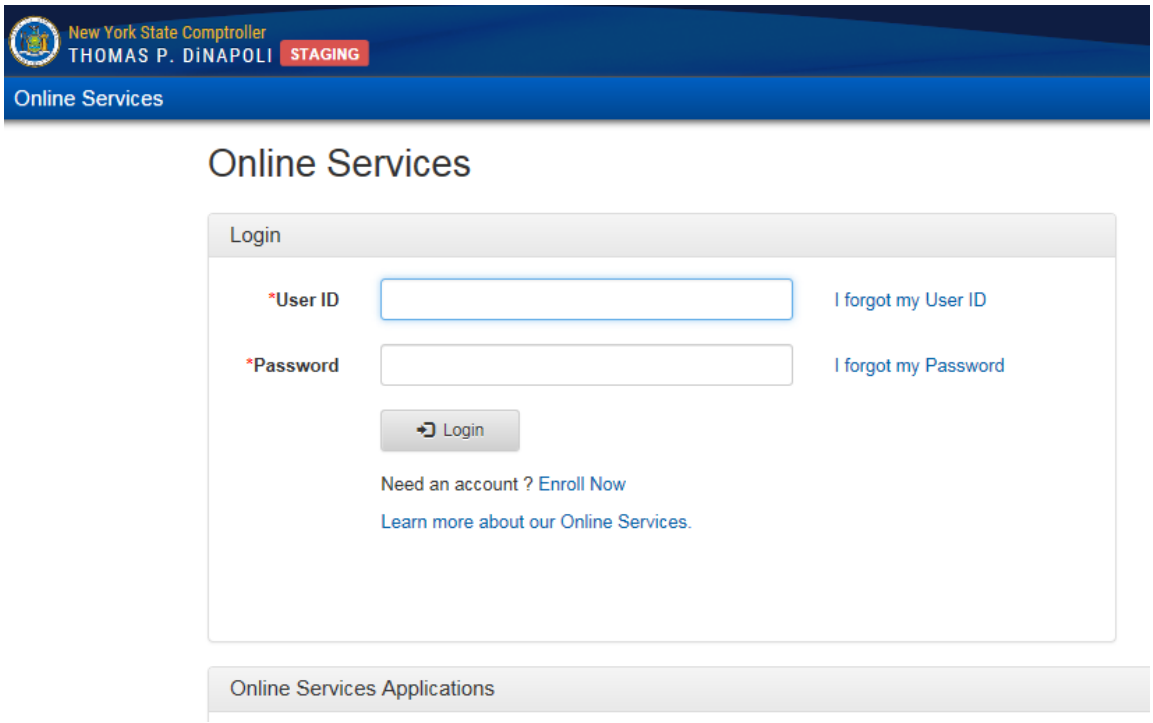
Tax Data Verification Enrollment

June 2020

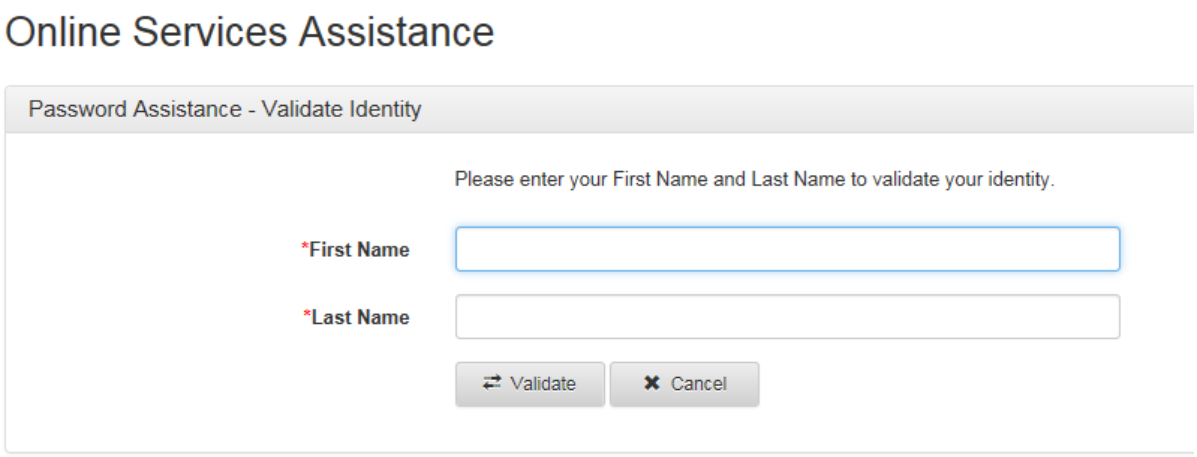
New User Account Instructions for the Online Services Portal – TDV

Users must activate their accounts before they can access LGSA applications in the Online Services portal. Users will receive two emails from the Enrollment system. The first will contain a username and the other a temporary password.

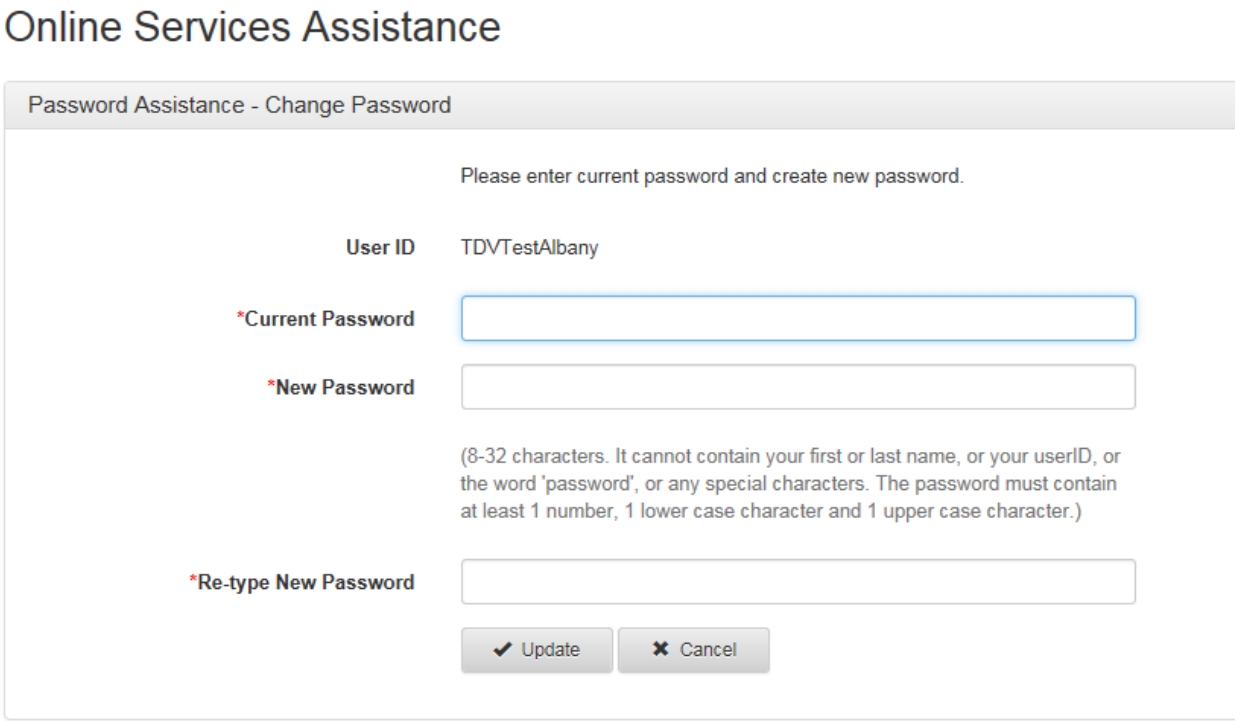
1. Log in to the Online Services portal with your User ID and temporary password.



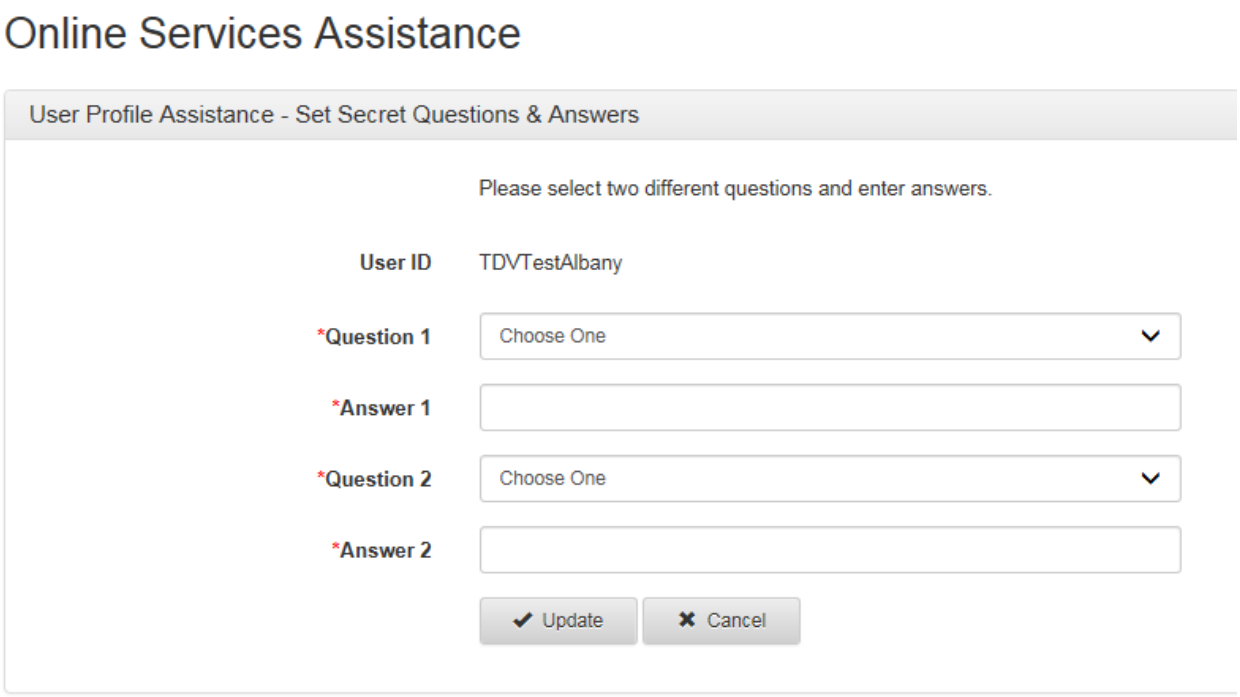
2. Enter your first and last name.



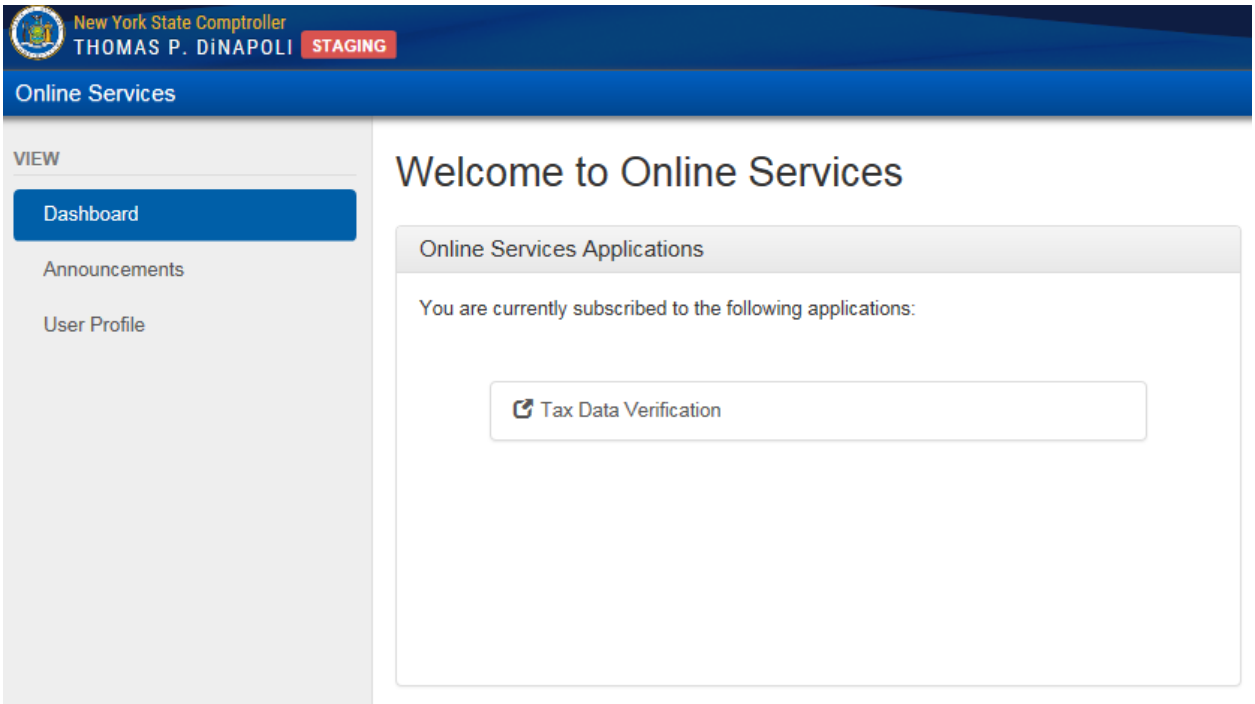
3. Use the temporary password to create a permanent password.



4. Select security questions and enter answers.

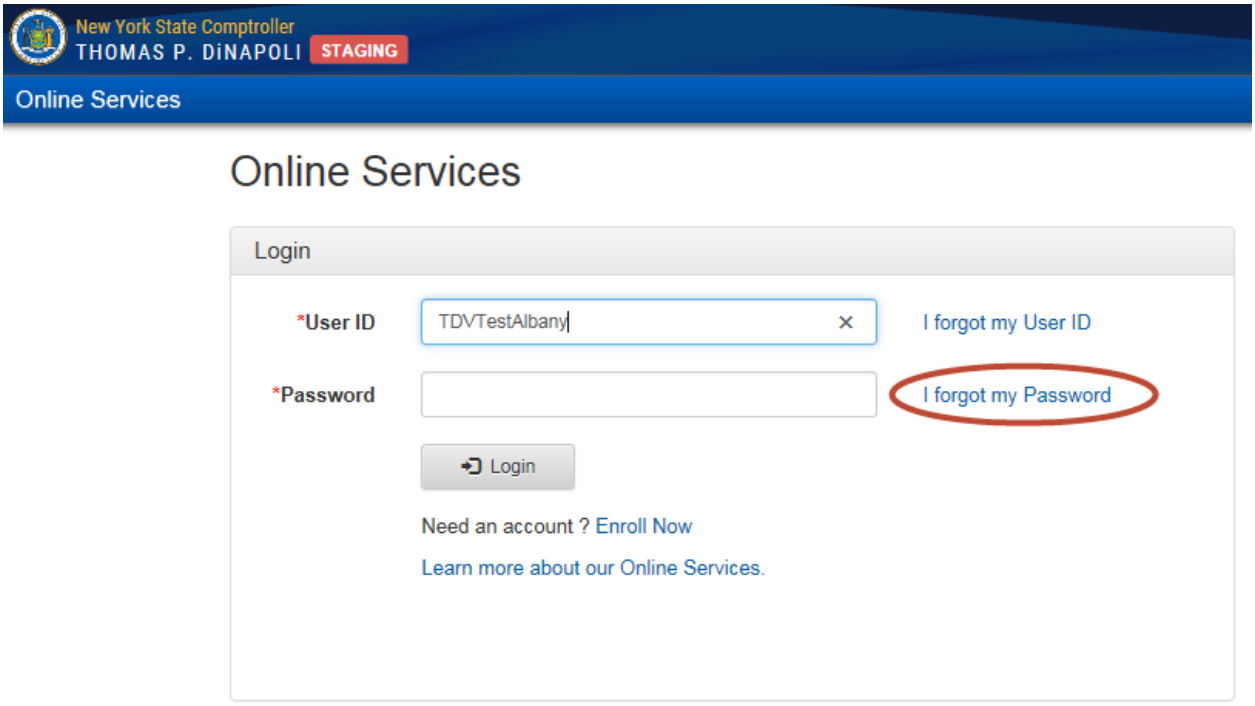


5. Once steps 1-4 are complete, the Dashboard screen will be visible. The TDV app has been added to your list of available applications.

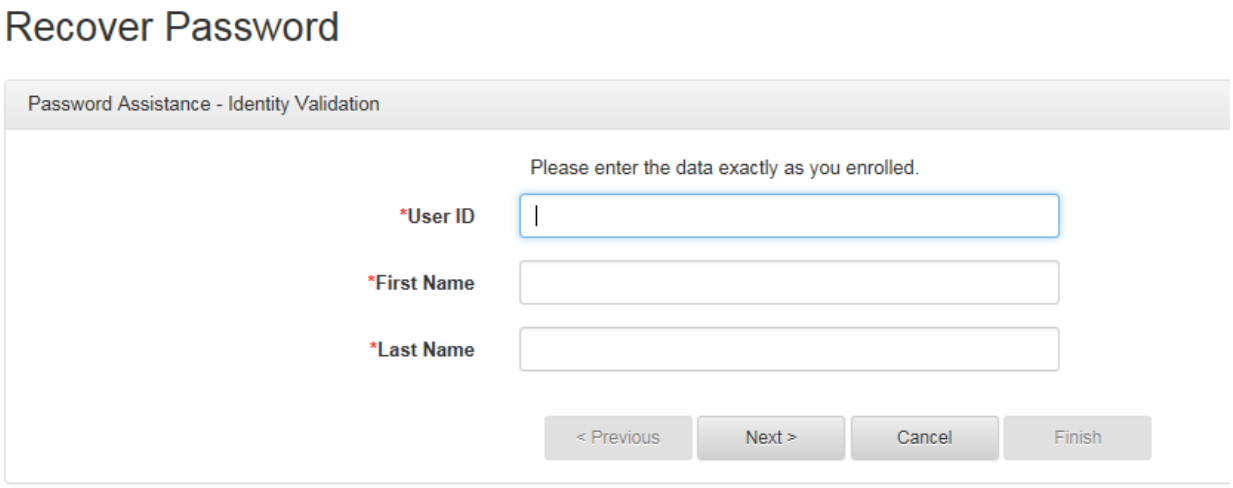


Forgot Your Password

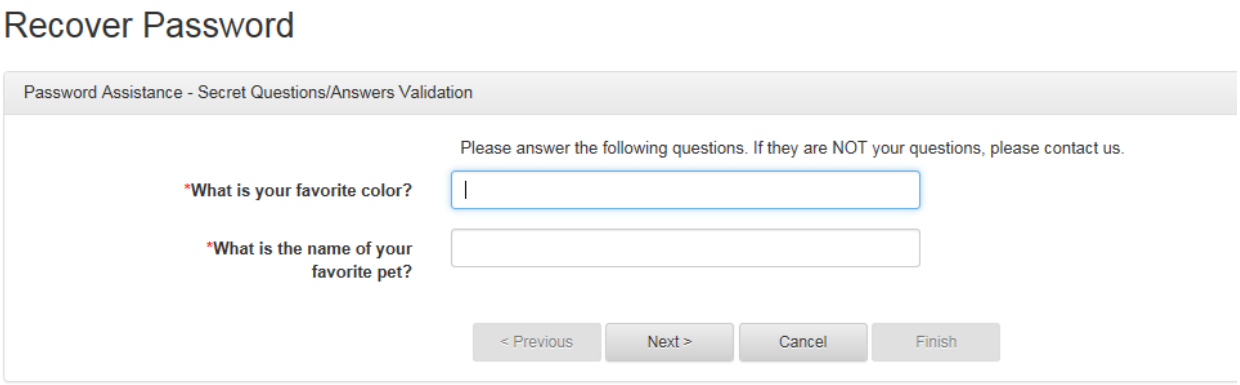
1. Enter your User ID, then select **I forgot my Password**.



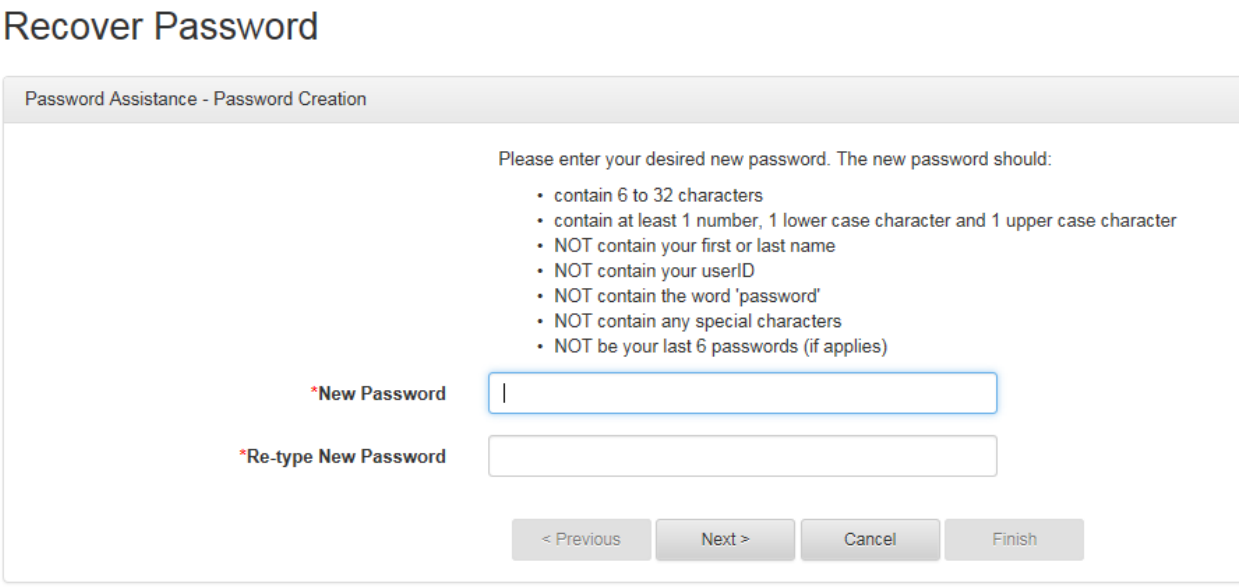
2. Enter your User ID, first name and last name. Select **Next**



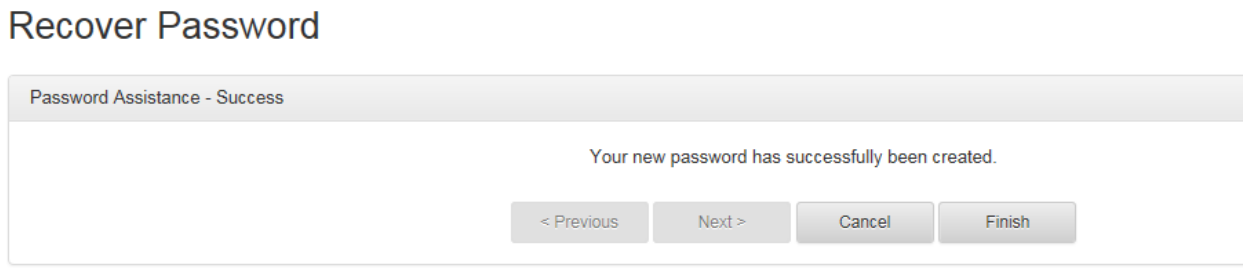
3. Enter the responses to the security questions you chose when setting up your account.



4. Enter your new password.



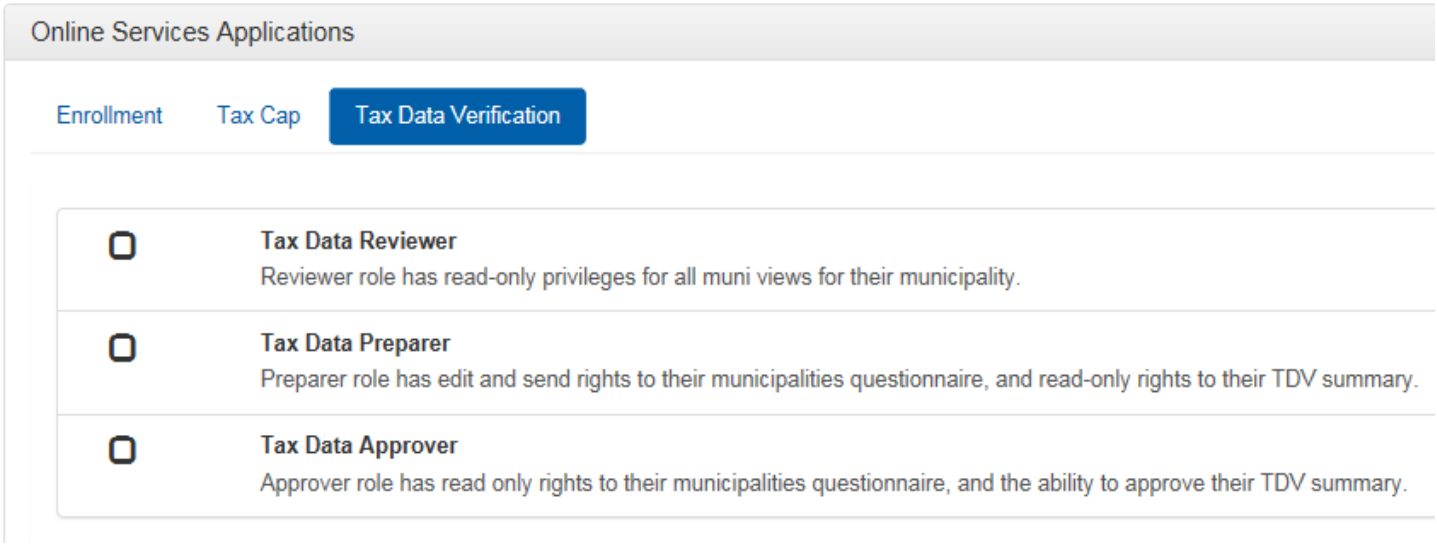
5. Click **Finish** when the message below appears.



User Roles

When a new user account is created, rights or permissions will need to be applied for the user to access and complete the TDV form. For example, if a user wanted to view the form but not have the ability to edit or submit the form, they would select only **Tax Data Reviewer** in their account. The permissions available to a user are listed below. One account can have multiple roles, if necessary.

When an account is created, OSC will apply the roles based on your responsibilities in the filing process. Each county can have only one **Tax Data Approver**.



Enrollment Contact Information

Contact us at (866) 321-8503, Option 3.

Email us at LGSATaxDataVerification@osc.ny.gov.