## How To Reprint a Tax Bill

To reprint or view your tax bill use the following instructions:

1. Click on the bills tab on the blue menu bar

## **Total Collection Solution**

Home Entities Bills Payments Admin Help Logout

2. You can search for your bill by entering in your last name in the white box below Owner and hitting enter.

## **Bills List**

-	As Of Date 08/31/2020 Recalculate Information Reports							
	Bills							
		Entity	Bill Number	Bill Date 🖕	Status	Ow Ow	vner	Bill Type
					All 🗸			

3. Click the box to the left had side of the page. The line you selected will then be highlighted.

## **Bills List**

As Of Date 08/31/2020 Recalculate Information Reports Bills							
		Entity	Bill Number	Bill Date 👙	Status	Owner	Bill Type
					All 🗸		
	۲	292000-79.00-2-55.22	000001	09/01/2020	Unpaid	Allen Jeffrey P	2020-2021 SCHOOL TAX
	۲	292000-79.00-2-39	000002	09/01/2020	Unpaid	Appel Susan M	2020-2021 SCHOOL TAX
	۲	292000-79.00-2-14	000003	09/01/2020	Unpaid	Baker Charles W	2020-2021 SCHOOL TAX
	۲	292000-79.00-2-18.6	000004	09/01/2020	Unpaid	Berti Joseph A	2020-2021 SCHOOL TAX
	๎ \$	292000-79.00-2-19.12	000005	09/01/2020	Unpaid	Booth Tyler J	2020-2021 SCHOOL TAX

4. Click the Report tab (shown above)

1	As Of Date 08/31	Recalculate		
	Information	Reports		
	<u>School Tax Bill</u>	-		

5. The report will open in a new tab. You can now print or save your bill as a PDF.