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## OZAUKEE COUNTY TREASURER

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### **Tax Bill Text/Email Notification Program Instructions**

Welcome! This tutorial will aid you in the steps necessary to complete to signing up for, changing for, or unsubscribing from the Ozaukee County Text Message/Email Notification Program. With this program, you are able to receive notifications on certain events pertaining to property taxes. This is a **FREE** service to you (Data and messaging rates may apply. Check with your device provider.) There are 4 types of messages you can opt to receive:

1. Tax Bill Available.
  - This will notify you when your tax bill is published on the website located at: <https://www.ascent.co.ozaukee.wi.us/LandRecords/>
2. Tax Bill Payment Received.
  - This will notify you after 24 hours of a payment received within the Ascent Land Records Suite. This is very beneficial to those of you who have an escrow pay your tax directly.
3. Tax Bill Installment Payment Due.
  - This will notify you of a full payment or installment payment due to 10-20 days before the due date.
4. Taxes are Delinquent.
  - This will notify you a tax bill becoming delinquent 24 hours after it is marked delinquent.

## Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

Signing up is fast, secure, and free!

1. Go to: <https://www.ascent.co.ozaukee.wi.us/AscentNotifications/index.html>
2. Enter your first and last name.
3. Enter your cell phone number.
4. Enter your email address
5. Click “Subscribe”.

Please Subscribe Text and Email Notifications

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Your Name

Full Name

Cell Phone Number

10 digit number no dashes

Email

Email Address

SUBSCRIBE

LOGIN

The Ozaukee County Text and Email Notification System service sends automated notifications which may include that a tax bill has been created, a payment has been received, or a payment has not been received.

By clicking **SUBSCRIBE** you agree to the [Terms and Conditions](#) set out by this agreement and that standard message & data rates may apply.

Please contact [Ozaukee County](#) for questions regarding this service.

6. You will then be asked to agree to receive a security code and agree to signing up by entering in that code sent to your cellular device as a text message or directly to your email. (Hint: If you do opt for having it sent to email and do not see it, please check your spam folder).
  - NOTE: If the confirmation is sent to your email, you will be brought back to the home screen. Check your email, open the confirmation email and click “Confirm” to be brought to the homepage to log in again.

### Notice

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Thank you for subscribing to the Ozaukee County Text and Email Notification System! Before you can select tax parcels for notification, you will need to agree you signed up for this service by confirming an email or text sent to your subscription address.

TEXT

EMAIL

EXIT

7. Enter the confirmation code on the next screen and click/tap “Verify”.

## Verify Confirmation Code

A confirmation code was sent to your mobile device. Enter it in the field below.

VERIFY

EXIT

## Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

8. On the next screen, enter your first and last name OR your site address OR your parcel number.

- If you are searching by parcel number, please DO NOT use dashes or dots.
- NOTE: For Owners of Multiple Parcels, use your name to locate all parcels owned by you. The ownership name must be THE SAME per parcel. Please make sure your mailing address is the SAME for all parcels as well.
- For questions or assistance, please contact the Ozaukee County Treasurer’s Office at 262-284-8280

Welcome Find and select tax parcels for notification

Search All Fields

Start typing in the box to find your tax parcel. You can search by your site address, owner's first or last name, or parcel number (e.g. 1600 Pennsylvania Avenue).

EXIT

9. Select or Select All from the information that displays for all of the parcels you own.

All parcels with the same mailing address of the selected parcel are listed below. Select the parcel(s) to include in your notification subscription.

If you want to search for new tax parcels different from what is listed below, please EXIT and LOGIN to perform a new search.

If you have previously subscribed to parcels and would like to subscribe to new parcels, please UNSUBSCRIBE and SUBSCRIBE again to do a new search.

A subscription for this service can only contain parcels that have the same mailing address. If you feel other parcels should be included please contact [Ozaukee County](#) to verify the mailing address of those parcels.

<input type="checkbox"/> Select All	Parcel	Owner(s)	Mailing Address
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Select or modify your notification preferences

You may select  to sign up for emails and/or select  to sign up for text messages.

Selected Icons will change to

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Please notify me when my tax bill is available.          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Please notify me when a tax bill payment is received.    |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Please notify me when an installment tax payment is due. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Please notify me if my taxes are delinquent.             |

SUBMIT CHOICES

UNSUBSCRIBE



EXIT









## Sign-Up for Tax Bill Text/Email Notification Program Instructions(cont.)

10. Select the green and boxes indicating email and text message for all notifications you would like to receive. The icons will turn blue indicating you have selected them.

Select or modify your notification preferences

You may select  to sign up for emails and/or select  to sign up for text messages.

Selected Icons will change to  

- |   |   |  |
|---|---|--|
|  |  | Please notify me when my tax bill is available.          |
|  |  | Please notify me when a tax bill payment is received.    |
|  |  | Please notify me when an installment tax payment is due. |
|  |  | Please notify me if my taxes are delinquent.             |

SUBMIT CHOICES

UNSUBSCRIBE

EXIT

11. Click/Tap “Submit Choices”.

SUBMIT CHOICES

12. Read the Notice and Click/Tap “Submit Choices” again.

### Notice

By clicking SUBMIT CHOICES your tax parcel selection(s) will be updated for your subscription. You will receive text of email notifications based on your selection(s). Selections made or updated during this session will replace any previously selected options.

Standard message & data rates may apply.

SUBMIT CHOICES

***CONGRATULATIONS! You have just signed up to receive notifications about property tax bills! If you have any questions, please call the Ozaukee County Treasurer’s Office at 262-284-8280 or email us at [treasurer@co.ozaukee.wi.us](mailto:treasurer@co.ozaukee.wi.us).***

# Unsubscribe/Change Tax Bill Text/Email Notification Program Instructions

To Unsubscribe/Change text/email notifications:

1. Enter your first and last name, 10-digit phone number, and email address and click/tap "LOGIN". NOTE: You must enter all information before logging in.

Please Subscribe Text and Email Notifications

Your Name

Full Name

Cell Phone Number

10 digit number no dashes

Email

Email Address

SUBSCRIBE

LOGIN

The Ozaukee County Text and Email Notification System service sends automated notifications which may include that a tax bill has been created, a payment has been received, or a payment has not been received.

By clicking **SUBSCRIBE** you agree to the [Terms and Conditions](#) set out by this agreement and that standard message & data rates may apply.

Please contact [Ozaukee County](#) for questions regarding this service.

2. You will be on your parcel screen.

All parcels with the same mailing address of the selected parcel are listed below. Select the parcel(s) to include in your notification subscription.

If you want to search for new tax parcels different from what is listed below, please EXIT and LOGIN to perform a new search.

If you have previously subscribed to parcels and would like to subscribe to new parcels, please UNSUBSCRIBE and SUBSCRIBE again to do a new search.

A subscription for this service can only contain parcels that have the same mailing address. If you feel other parcels should be included please contact [Ozaukee County](#) to verify the mailing address of those parcels.

<input type="checkbox"/> Select All	Parcel	Owner(s)	Mailing Address
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]

Select or modify your notification preferences

You may select  to sign up for emails and/or select  to sign up for text messages.

Selected Icons will change to

<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please notify me when my tax bill is available.

Please notify me when a tax bill payment is received.

Please notify me when an installment tax payment is due.

Please notify me if my taxes are delinquent.

SUBMIT CHOICES

UNSUBSCRIBE



EXIT

## Unsubscribe/Change Tax Bill Text/Email Notification Program Instructions (cont.)

3. Select the blue-filled icons to turn them green again and click ‘Submit Choices’.

Select or modify your notification preferences

You may select  to sign up for emails and/or select  to sign up for text messages.

Selected Icons will change to  



Please notify me when my tax bill is available.



Please notify me when a tax bill payment is received.



Please notify me when an installment tax payment is due.



Please notify me if my taxes are delinquent.

SUBMIT CHOICES

UNSUBSCRIBE

EXIT

4. To fully unsubscribe, click the “Unsubscribe” button.

UNSUBSCRIBE

5. Confirm you are unsubscribing by clicking/tapping the “Unsubscribe button in the notice.

Notice x

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By clicking UNSUBSCRIBE your subscription information will be removed and you will no longer receive notifications. If you wish to receive notifications in the future you must SUBSCRIBE again.

UNSUBSCRIBE

***You are now unsubscribed. We are sorry to see you go but you are welcome back anytime! Just follow the instructions to sign back up or call/email for assistance! 262-284-8280 or [treasurer@co.ozaukee.wi.us](mailto:treasurer@co.ozaukee.wi.us).***