

# Montgomery County Government

## Department of Finance



**Tax Assessment System (TAS)**

**View Property - Read Access Only**

**Guide 1 - Navigation**

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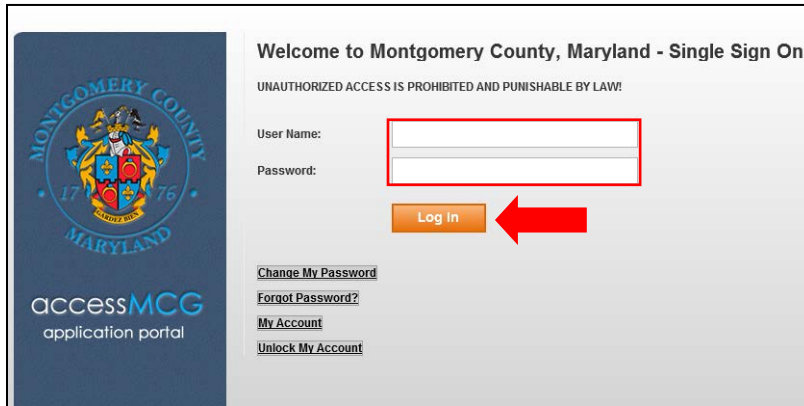
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## Logging In (when New TAS goes live)

1. Access the MCG ePortal at: <https://eportal.montgomerycountymd.gov>
2. Enter your user name and password.
3. Click Log In.



Welcome to Montgomery County, Maryland - Single Sign On

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

User Name:

Password:

[Log In](#)

[Change My Password](#)

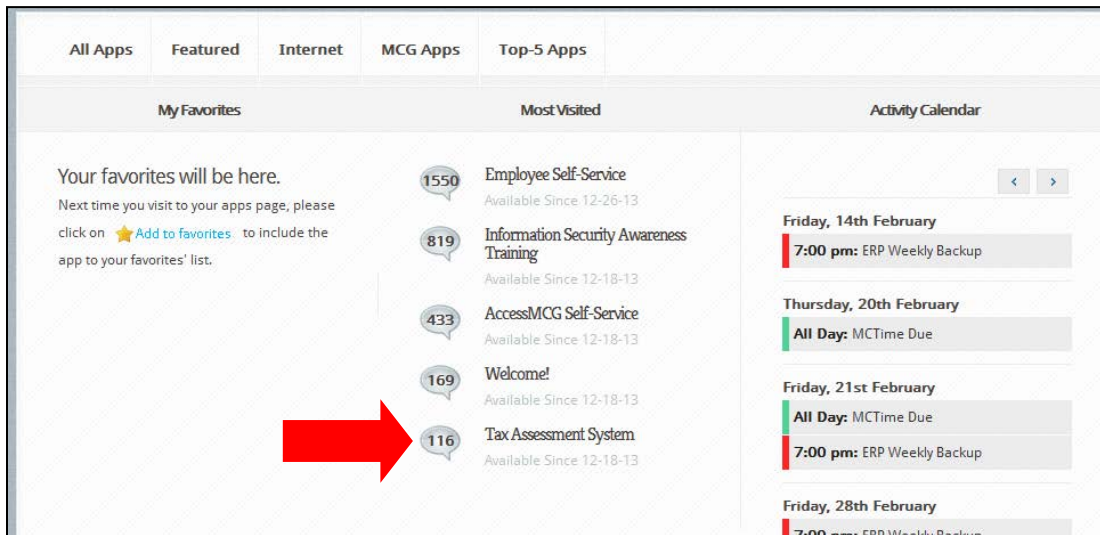
[Forgot Password?](#)

[My Account](#)

[Unlock My Account](#)

accessMCG  
application portal

4. Select Tax Assessment System from the Apps section.



All Apps    Featured    Internet    MCG Apps    Top-5 Apps

My Favorites    Most Visited    Activity Calendar

Your favorites will be here.  
Next time you visit to your apps page, please click on [Add to favorites](#) to include the app to your favorites' list.

- 1550 Employee Self-Service  
Available Since 12-26-13
- 819 Information Security Awareness Training  
Available Since 12-18-13
- 433 AccessMCG Self-Service  
Available Since 12-18-13
- 169 Welcome!  
Available Since 12-18-13
- 116 Tax Assessment System  
Available Since 12-18-13

Friday, 14th February  
7:00 pm: ERP Weekly Backup

Thursday, 20th February  
All Day: MCTime Due

Friday, 21st February  
All Day: MCTime Due  
7:00 pm: ERP Weekly Backup

Friday, 28th February  
7:00 pm: ERP Weekly Backup

## Navigating View Property in TAS

The View Property screen is an inquiry screen available to all TAS users. From this screen, users can look up information for a given property to include: record information, mailing address, legal description, premise address, cycle data, prior assessment year, and more.

Montgomery County  
MCG TAS ASSESSMENT SYSTEM - Test

Welcome:  
TESTPCAP4  
Tuesday, February 11,  
2014

Home View Property Treasury Logout

View Property

**Search By**

Account#:  Levy Type:  Levy Year:

[Privacy Policy](#) | [User Rights](#) | [Accessibility](#) | [Disclaimer](#)  
Copyright 2002-2014 Montgomery County Government All Rights Reserved  
Best viewed with IE 7.0 and higher

## To Search for an Account

1. Enter a nine digit account number into the Account Number field.
2. Click Search. *\*To clear your search and start over, click "Cancel"*

View Property

**Search By**

Account#:   Levy Type:  Levy Year:

In this example, upon searching for Account #00000011, a table populates with the account records for each levy year (dating back to 1999).

View Property

**Search By**

Account#:  Levy Type:  Levy Year:

Total: 16

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type	Edit
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2012	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2011	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2010	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2009	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2008	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2007	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2006	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2005	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2004	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2003	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2002	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2001	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	2000	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit
00000011	A	1999	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M	Edit

For each account, the table displays the account number, levy type, levy year, owner name, premise address, mail address, tax class, district ward, geo code, owner occupancy code, and record type.

**Search By**

Account#:  Levy Type:  Levy Year:

Total: 16

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type
00000011	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 449 BARNESVILLE , MD 20838	42	01	81	N	M

Additional Notes:

The Account Number field is required as demarcated by the red asterisk (\*).

Users may also opt to provide Levy Type and Levy Year by selecting from the drop down menus.

Home View Property Treasury

View Property

Search By

Account#\*:  **Required!** Levy Type:  Levy Year:

Levy Type options: A, T(3/4), H(1/2), Q(1/4)

Levy Year options: 2014, 2013, 2012, 2011, 2010, 2009, 2008, 2007, 2006, 2005, 2004, 2003

Doing so limits the search criteria to one levy type and one levy year as opposed to doing a more comprehensive search.

View Property

Search By

Account#\*:  Levy Type:  Levy Year:

Total: 1

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address	Tax Class	District Ward	Geo Code	Owner Occ. Code	Record Type
00000011	A	2013	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG, 20879	P O BOX 449 BARNESVILLE, MD 20838	42	01	81	N	M

## To View the Complete Record

1. Click the hyperlink in the Account Number column.

Account Number	Levy Type	Levy Year	Owner Name	Premise Address	Mail Address
<a href="#">00000011</a>	A	2014	BROWN R EDWIN & WINSOME S	07801 AIRPARK GAITHERSBURG , 20879	P O BOX 44 BARNESVILLE
<a href="#">00000022</a>	A	2014	CASSIS JOHN D ET AL TR	18970 WOODFIELD GAITHERSBURG , 20879	701 HERITAGE GEORGETOWN
<a href="#">00000033</a>	A	2014	O'DONNELL JOHN P	21411 WOODFIELD GAITHERSBURG , 20882	21411 WOODFIELD GAITHERSBURG

In this example, upon clicking the hyperlink for account number “00000011”, a new screen appears displaying the full record.

Search Property >> View Property							
Record Information							
Account Number:	00000011	Levy Year:	2014	Levy Type:	A	Tax Class:	42
Owner Name:	BROWN R EDWIN & WINSOME S	Owner Name2:		Name Key:	BROWN R EDWIN & WINSOME S	Owner Occupancy Code:	N
County Code:	16	District Ward:	01	Geographic Code:	81	Town Code:	000
Subdivision Code:	0009	Plat Number:		Section:		Block:	
Lot:		Map:	GU21	Grid:	0000	Parcel:	000
Zoning Code:	I4	Land Use Code:	I	MultiParentAcct Ind:		BPRUC:	500
County Property Code:	637	County Service Code:		Utility Sewer:	Public	Utility Water:	N/A
Mailing Address							
Street Address:	P O BOX 449	Street Address2:		Mailing City:	BARNESVILLE	Mailing State:	MD
Mailing Zip:	20838-						
Legal Description:							
Legal Desc1:	PAR O MONTGOMERY AIR	Legal Desc2:	PARK INDUSTRIAL PARK	Legal Desc3:		Legal Desc3:	
Premise Address							
Number:	07801	Number Suffix:		Direction:		Name:	AIRPARK
Type:	RD	City:	GAITHERSBURG	Zip:	20879-2333	Condo Unit:	
Deed Reference							
Deed Reference:		Lib:	21204	File:	0000		

## Old to New Comparison

Since several groups rely on the “View Property” screen to look up information, there are many fields that make up the full record. For users that located property information in legacy TAS, it is important to understand where the same information can be found in the new TAS. To learn more, please review the “View Property Guide 2 - Old to New Comparison”.

## Having Issues?

Call the **help desk** at times when you are experiencing issues (example: unable to log in, need to reset password, system is not working properly).



**240-777-2828**

# FAQ:

**Question:** Can we access TAS from anywhere?

*Answer:* Yes. You will log into the new TAS via the new ePortal using your county User ID and password. From there, you will click on the TAS icon. This can be accessed from your personal computer at work or at home!

New ePortal: <http://eportal.montgomerycountymd.gov/>

**Question:** Does this system replace MUNIS?

*Answer:* No. TAS is a separate system from MUNIS. It only replaces the mainframe TAS system (a.k.a. mainframe or p-comm).

**Question:** In the new TAS, can we search by name or address rather than account number?

*Answer:* No. You must have the account number. If you do not have the account number, you can search by name or address in MUNIS or on the State's website.

**Question:** If we come across incorrect data, can we also edit in the TAS View Property screen?

*Answer:* No. The rule is that the State of Maryland is responsible for providing accurate data. We take what they provide. Users (other than the State) will only have the ability to view this information.

**Question:** Does the State of Maryland have access to this system too?

*Answer:* Yes. The State uses the TAS site to make updates to data they have provided. In fact, TAS aggregates data from several groups we call "contributors". Each contributor group has role-based access which allows them to view certain information and/or make updates.