

Follow the steps below to setup your eNoticesOnline account:

1. Locate your “eNoticesOnline Authorization Code”. This is located on the paper notice that you received in the mail, right above the 2nd half coupon under the words “Go Paperless Next Year”.
2. Once you have located your code, go to eNoticesOnline.com and click on the “Create New Account” link at the top right portion of the page. In the page that comes up, complete the registration form including the Authorization Code. Be sure to note your Username and Password for future use.
3. Once you submit the form you should receive an email to the email address you provided during registration. **Click on the enclosed link in the email to validate your email address and activate your account.**
4. Once activated, you will receive another email indicating you were successful and listing the accounts/parcels that you activated.
5. If you have more eNoticesOnline Authorization Codes to enter, just go to My Account, New eNotices Code and enter any remaining codes you have for other tax accounts. This will allow you to view all of the notices with one eNoticesOnline account.
6. If you have trouble locating your Authorization Code or setting up your account online, please call the Treasurer’s Office at 970-328-8860 for assistance.

Once you are logged into your account, the following information is available:

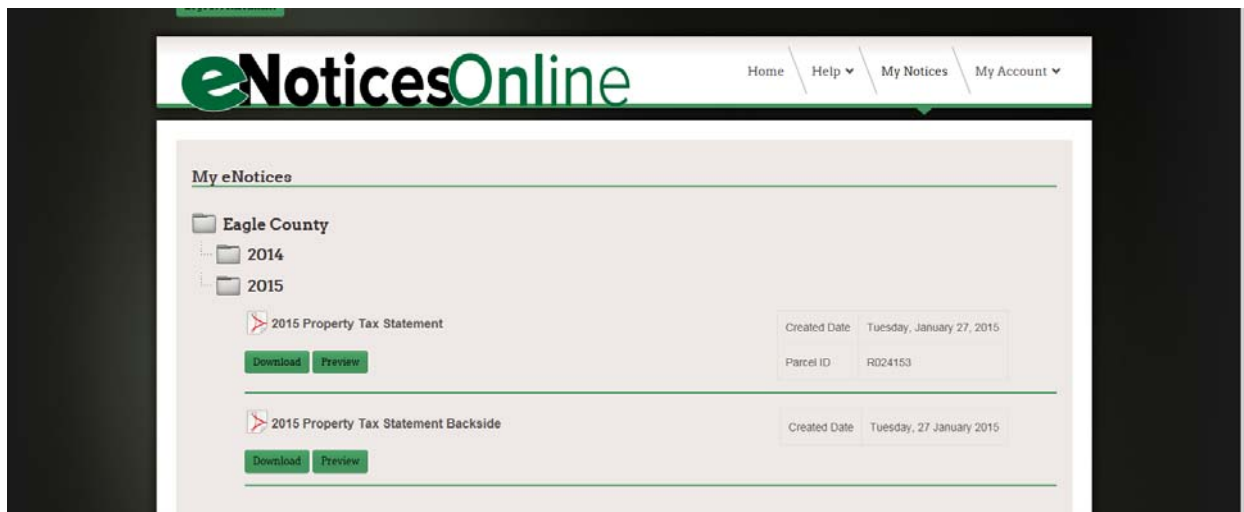
Home – takes you back to the main screen

Help -

Submit Ticket – this allows you to submit a ticket if you are having problems with the site/login.

Knowledgebase – This is similar to a FAQ, it has instructions on adding more than one Authorization Code, How to Unsubscribe, etc.

My Notices - click on this to see your eNotices, click on the Eagle County folder and there is a folder for each tax year.



In the Year folder there will be a Download and Preview button for each of your accounts; there is also a Download and Preview button for the back of the notice. If you have multiple accounts, there will only be one back of the notice. If there are any inserts with the notice, they will also be included here.

Preview – this previews the notice on the screen, you can right click and print it if you wish.

Download – this downloads the notice to your computer and will most likely go to the Download folder on your computer. It will also show the notice on the screen as a pdf.

My Account –

New eNotices Code – Allows you to enter additional tax accounts under the same Username.

Edit My Account - Lets you change/update your Name, password, email, etc.

Unsubscribe - This lets you unsubscribe from eNotices. Once you unsubscribe you will start getting a notice in the mail the following year and will no longer be able to log in and see them online.

To enter multiple accounts under same username after login has been setup:

After logging in with Username and Password

Click on the drop down arrow next to My Account and choose New eNotices Code. It will come up with the screen below so that you can add the authorization codes for additional tax accounts.

