How Do I Access eGov?

Go to the City's home page (www.ci.janesville.wi.us).

On the right hand side, click **Property Search (eGov)**.



You will be redirected to the Property (Parcel) Search page.

Click on "Click here to enter the property search database."



You will be taken to the eGov page that describes this service and how to use it.



At the bottom of the page, you can select either the anonymous login or log in with an established eGov profile account. See the description in the paragraphs on the webpage to determine the difference and/or benefit of each.

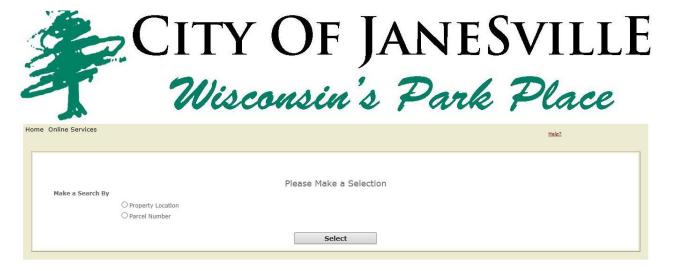


General Rules

Do **NOT** use the Back Arrow button on the Internet Browser menu. If you do, you will get an error message and have to start over.

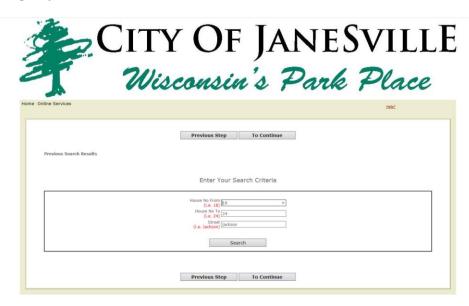
Anonymous Login

You can select to either search for a property by location or by parcel number.



Property Location Search

Select the property location button and click on select.



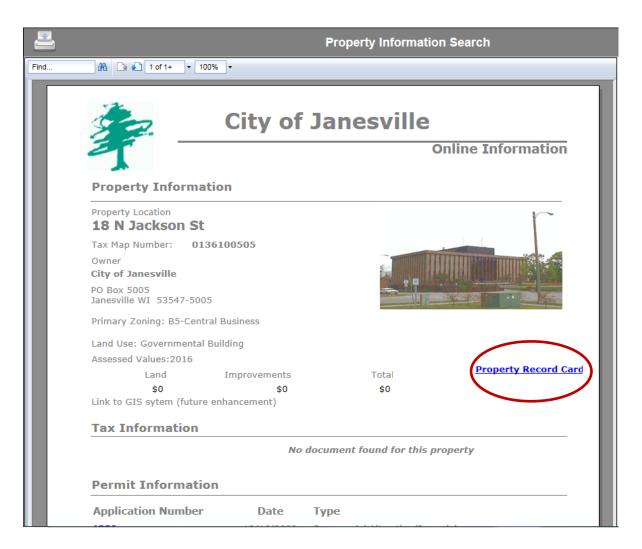
Enter a number into both the House No. From and House No. to boxes. You can place the same number in both boxes if you only want to search for a single address. Otherwise enter the lower and upper numbers of the range for which you want to search. Enter the street name without directionals (N, S, E, or W) and without a suffix (i.e. Street or St.) because to find a match it needs to be exactly identical to the way it appears in the database. Click **Search.**

The next screen will show a list of properties that meet the search criteria. There may be multiple pages returned. The numbers on the bottom right in the search results pane will indicate how many pages of results there are.

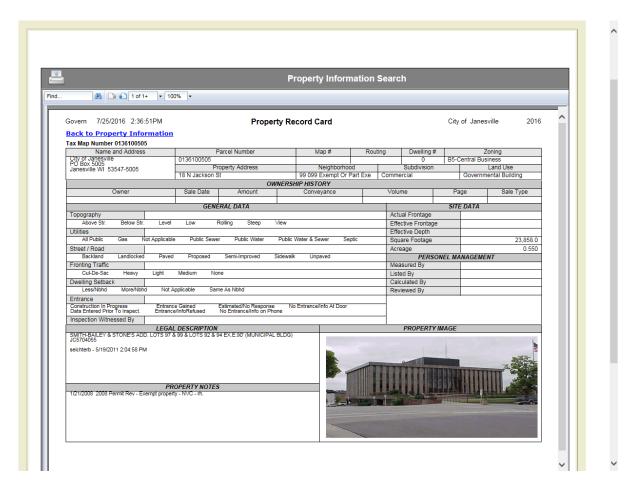


Select the property you wish to view if it is on the current page, or select the next page number until you find the correct property. Check the box next to the property and click **To Continue**.

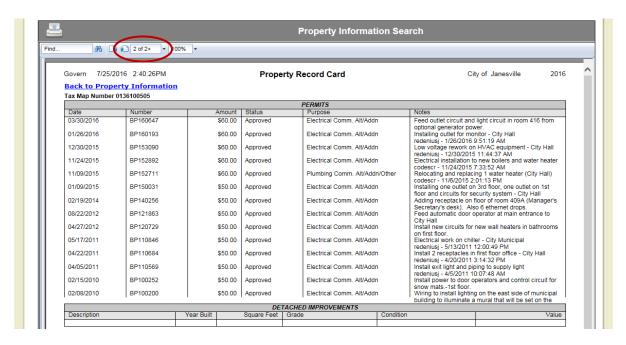
You will see a property information summary screen.



From this sheet, you can view tax bills or permit information. For more detailed property information, click on the link to the **Property Record Card**.

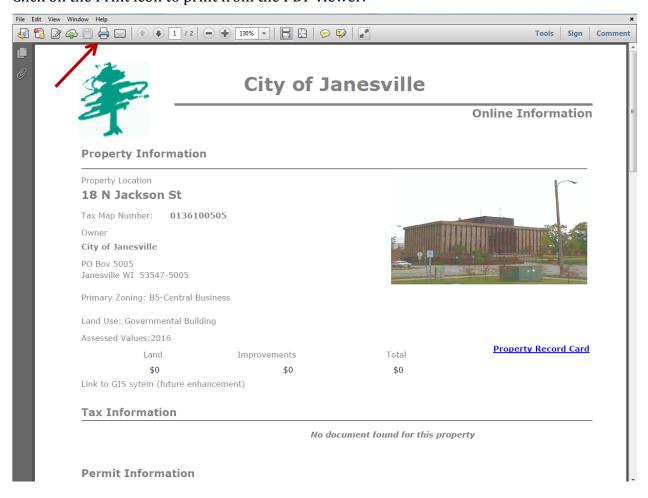


If this is a multi-page report, you can click on the arrows at the top of the report to see the other pages. Note: If the number after the box (/2+) is followed by a "+", this indicates that there are more pages available. Click on the > arrow to go to the next page.



If you want to print the property record card, click on the print icon at the top of the report.

Click on the Print icon to print from the PDF viewer.



To Start Over

When you are finished with your search and want to do another, hover over the Online Services button on the eGov screen and click the Property Information Search button.

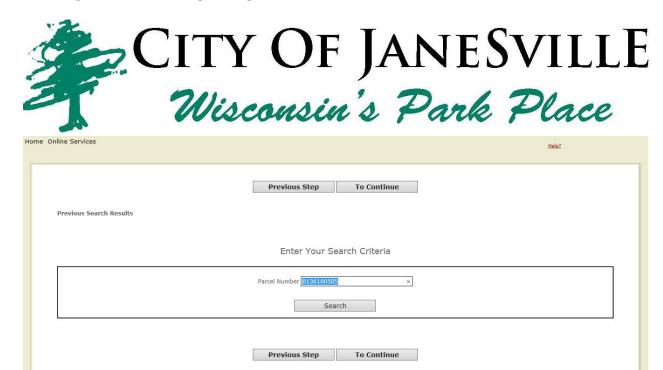


Parcel Number

Select Parcel number from the initial search screen.



Enter a parcel number or partial parcel number.



Click **Search** and follow the same steps as shown in the location search section above to select and display the desired parcel.

Profile Based Search

eGov allows you to create a profile for access to the services. With a profile you can store properties that you want to access on a regular basis.



Enter your login name and password and click the log in button.





You will be taken to your home screen.

From here you can do a number of actions including property searches. To do a property search, click on the **Online Services** menu at the top of the screen and select **Property Information Search**.





You will then see your personalized screen which has your pre-defined selections and the same options for parcel number and location searches described in the anonymous portal.





If you need to create a profile, click on the link to **First time user? Register here**.



You will then be able to create a login name and password. You must provide an email address at this point to allow you to reset your password in the future.

Fill out the registration screen. All fields are required. Click Next.

CITY OF JANESVILLE Wisconsin's Park Place

Home Online Services	Help?
User Creation Name Search	
Confirm account Creation	
Account Creation	
By entering this website you agree to only access water utility information for accounts that you are the property owner in accordance with Wisconsin State S	
Create an Account Name and Password. Password must be between 6 and 16 characters long. It must contain letters. Numeric of Special characters allowed: !@#\$%^&*()_+{} Account Name	characters and special characters are allowed but optional.
Password Repeat Password	
E-mail address	
How can we identify you? $\[\Pi \text{ am a property owner}\]$	V
Cancel Next	

Complete the fields and then click Next.

