

2021



State of Illinois
Department of Revenue

MYDEC COUNTY ASSESSOR ACCESS PROCEDURES APPENDIX D- MYDEC CA TOWNSHIP ASSESSOR ACCESS TYPE

Inviting a Township Assessor to Create a MyDec Account

My Dec users with a County Assessor Administrator access type can invite a township assessor to create a MyDec account by clicking on the “Invite a New User” tab on the MyDec home screen.

[Menu](#)

Attention Needed **346**

Finalized **19,609**

Not yet Finalized **5**

Declarations

Access declarations.

- > Add Recorded Declaration
- > Search for Declaration

Reporting

Access reporting options.

- > View Reporting Options

Submissions

Search for a submitted request.

- > Search Submissions

Messages

View messages I've received from the agency.

- > View Messages

Other

Access other online options.

- > **Invite a New User**
- > Update Township Assessor Access
- > View Township Assessor Access

Enter the information for the new user, select “CA Township Assessor” for the Access Type and select “Next”:

Invite New User

COUNTY OF SANGAMON

37-6002039



Invite a New User

Enter the contact information below for the person you wish to invite. Newly invited users will be granted basic user permissions to begin. These permissions can be changed by an Admin account after the invite has been accepted.

Enter contact information for the invitee:

First Name *
Required

Last Name

Email Address *
Required

Select an access type:

Access Type
 CA Township Assessor

⏴

[Cancel](#) [< Previous](#) [Next >](#)

Review the request and then select "Submit":

Invite New User

COUNTY OF SANGAMON
 37-6002039

This Invite New User request is ready to submit.

[Cancel](#) [< Previous](#) [Submit](#)

Enter your password and select "OK":

Confirmation



Ready to send this invitation?

Please review your entries before confirming:

Name: Test User

Email: Scott.Larson@illinois.gov

Your password is required to authorize this request:

Password *

.....|

Required

Cancel

OK

Designating Townships that a Township Assessor can Access in MyDec

CA Administrators will then designate the townships that the CA Township Assessor can view finalized declarations for in MyDec. The CA Administrator will click on the 'Update Township Access' tab. This tab can also be used to change the townships that the township assessor can view.

[Menu](#) Attention Needed **346** Finalized **19,609** Not yet Finalized **5**

Declarations

Access declarations.

- > Add Recorded Declaration
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- > Invite a New User
- > **Update Township Assessor Access**
- > [View Township Assessor Access](#)

Select the Township Assessor logon and click "Next":

Update Township Assessor Access

Progress: ▶ Select Township Assessor ⋮ Grant Township Access

Township Assessor Logons

[Hide History](#)

Select	Logon	Name
<input checked="" type="checkbox"/>	andrlrs22	Test User

[< Previous](#) [Next >](#)

The townships that the Township Assessor will be available to view are chosen by clicking into the “Township” box beneath the “Grant Access to Townships” field:

Update Township Assessor Access

COUNTY OF SANGAMON
37-6002039

Update Township Assessor Access



Township Assessor
Ligon andrlrs22
Name Test User

Grant Access to Townships	
Township	

[< Previous](#) [Submit](#)

Select the townships from the drop-down arrow that you would like to grant access for to the Township Assessor. Then select “Submit”:

Grant Access to Townships	
Township	
<input type="checkbox"/> 011 - Buffalo Hart	
<input checked="" type="checkbox"/> 021 - Cotton Hill	

[< Previous](#) [Submit](#)

Viewing Township Assessor Access in MyDec

Administrators can view the access of all of the township assessors in their county, by clicking on the ‘View Township Assessor Access’ tab. A list of each township assessor and the townships that they have access to will appear.

CA Township Assessor MyDec Functions

To view a declaration in MyDec the township assessor will select “Search for Declaration”:

Menu

The screenshot shows a menu with five main categories, each in a white box with a teal border. The 'Declarations' category is highlighted with a red box around its 'Search for Declaration' link. A tooltip 'Group Icon' is visible over the 'Declarations' icon.

- Declarations**
Access declarations.
> Search for Declaration
- Reporting**
Access reporting options.
> View Reporting Options
- Submissions**
Search for a submitted request.
> Search Submissions
- Messages**
View messages I've received from the agency.
> View Messages
- Other**
Access other online options.
> View My Township Access

CA Township Assessors can search for finalized declarations for their designated townships by entering the Primary PIN number or Document Number. Select “Search” to find the declaration:

The screenshot shows the 'Declaration Search' interface. It has two input fields: 'Primary PIN' with the value '11-00-018-385' and 'Document No.' which is empty. A blue 'Search' button is highlighted with a red box. Below the search fields is a table with the following columns: Primary PIN, Document #, Tab #, Declaration ID, Address, Buyer Last Name, Seller Last Name, and Status. The table is currently empty, with the text 'There are no declaration search.' displayed below it.

Primary PIN	Document #	Tab #	Declaration ID	Address	Buyer Last Name	Seller Last Name	Status
There are no declaration search.							

The declaration can be viewed by clicking on the Primary PIN number:

[Search](#)

Primary PIN: 11-00-018-385 Document No. _____ [Search](#)

Declaration Search ☰

Primary PIN	Document #	Tab #	Declaration ID	Address	Buyer Last Name	Seller Last Name	Status
11-00-018-385	2021R02856	P522	20210706119968	331 ILLINOIS SALEM, IL OLDEN		MORGAN	Assessment Finali