TAX OBJECTION CALCULATOR INSTRUCTIONS

To access the Tax Objection Calculator, visit sp.cookcountytreasurer.com.

If you have a question not answered by these instructions, please contact the Cook County Treasurer's Office by sending an email to Specificobjections@cookcountytreasurer.com.

What is the Tax Objection Calculator?

Fundamentally, the calculator takes a PIN, Tax Year, and revised assessed value as its input and yields the available refund amount as its output. Lists of PINs may be input at one time. Outputs are certified by the Cook County Treasurer's Office and may be used in lieu of Schedules A bearing the "green stamp" to support tax objection refund orders.

Who May Use the Tax Objection Calculator?

The Tax Objection Calculator may be used by attorneys or their agents.

How Long Does it Take to Run the Calculations?

In most cases, it should take less than twenty-four hours between the time of submission and the time a result is produced. The workload on the County mainframe is a significant factor. There will also be instances where a PIN has unusual circumstances and the Cook County mainframe cannot perform the calculation. Those circumstances will require intervention by a Treasurer's Office staff member before a result is produced. As is the case now, it might take up to a week to review the fact patterns and provide a revised calculation and supporting analysis, e.g., the PIN is part of a Co-op. The Treasurer's Office staff will do their very best to be responsive whenever human intervention is required.

What if I Make a Data Entry Mistake or I Want to Edit a Submission?

Results may always be deleted and not put before the court. If you get error messages or other unexpected results, you can edit your submission or delete those results and start over entirely.

What else should I know before I get started?

You should turn off the pop-up blocker on your browser before using the site.

If there is inactivity of more than 20 minutes the system will log you out automatically.

Registration of all website users is required.

How do I Register?

Law firms must be registered to use this site before individual attorneys or their agents can use the site. <u>Each law firm should register only once.</u>

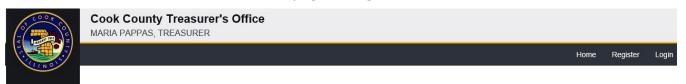
- 1. Please have one attorney register the law firm.
- 2. After the law firm registration has been approved, attorneys can register themselves and their agents.
- 3. Each attorney that is registered can add sub-users (i.e. paralegals, clerks, etc.).
- 4. All attorneys can see all registered users associated with their law firm. In addition, all users can view and work on all cases entered associated with each law firm.

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Law Firm Registration

1. User clicks on 'here' link on the homepage to register the law firm.



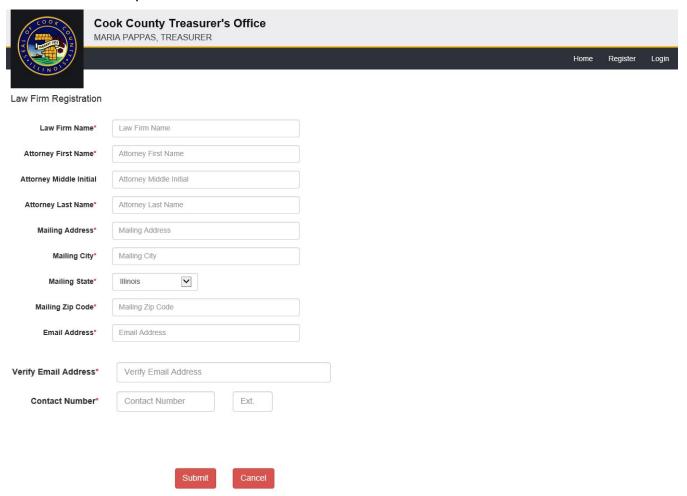
Welcome to the Cook County Treasurer's Tax Objection Calculator

This site may be used by attorneys or their agents to submit requests for tax objection refund calculations. When provided the proposed values of PINs that are the subject of a tax objection complaint, the site is designed to calculate the refund amounts available as of the date of the calculation. However, the available refund amount calculated by this site might change if there is a transaction on the PIN between the date of the calculation and the date the refund is issued.

Except in certain anomalous scenarios, the site will output a printable document that constitutes the Treasurer's certification of the conditional refund amounts due. That document may be used in lieu of the traditional "green stamp" to support proposed tax objection refund orders. Click here for instructions on how to use this site.

Law firms must be registered to use the site before individual attorneys or their agents can use the site. Click here to register your law firm.

2. User enters requested data and clicks Submit.



3. User clicks 'OK'.

Law Firm Registration

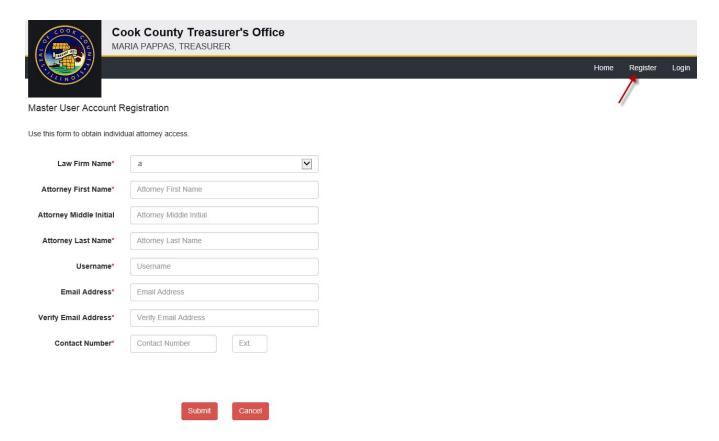
Law Firm Registration has been submitted successfully. Please wait for an email confirmation within 3 business days.



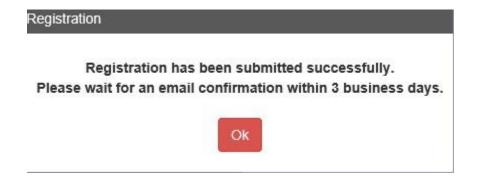
4. A Cook County Treasurer Administrator will review the registration. Once the registration review is completed, which can take up to 3 business days, an email confirmation will be sent. User needs to wait for the email approval before registering as an individual attorney.

Individual User (Attorney) Registration

- 1. User clicks on Register in the upper right-hand corner of the homepage.
- 2. User enters requested data and clicks Submit.



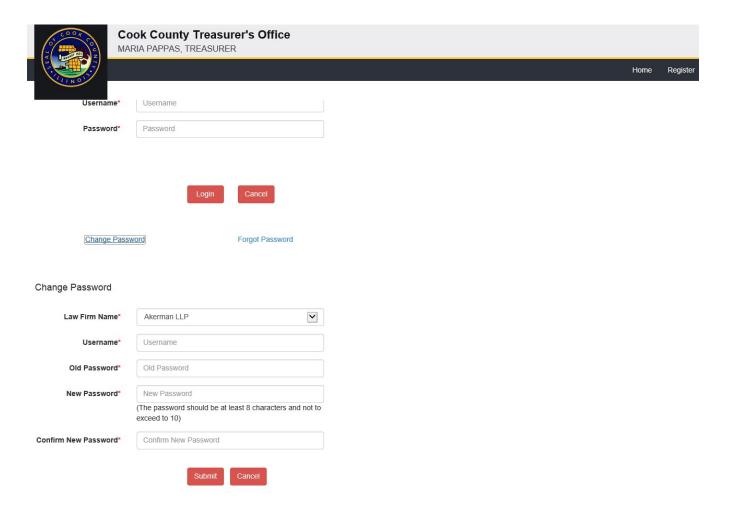
3. User clicks 'OK'.



4. A Cook County Treasurer Administrator will review the registration. Once the registration review is completed, which can take up to 3 business days, an email confirmation will be sent. User needs to wait for the email approval and temporary password before logging in.

Change Password

- 1. User clicks on Change Password to change the temporary password provided.
- 2. User chooses the law firm from the drop down list, enters the username, old/temporary password, new password, and clicks Submit.
- 3. The password is changed immediately.



Login

1. User clicks on Login in the upper right-hand corner of the homepage.



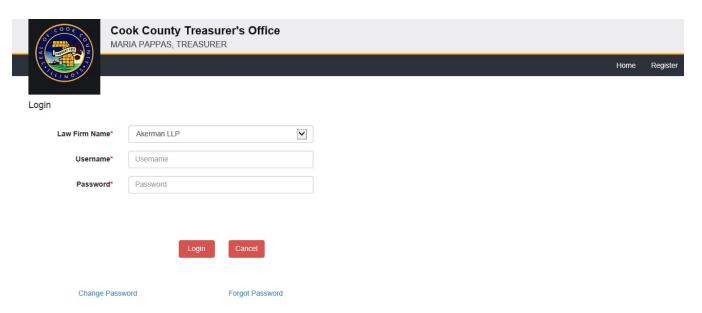
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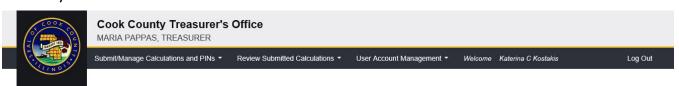
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Law firms must be registered to use the site before individual attorneys or their agents can use the site. Click here to register your law firm.

2. User chooses the law firm from the drop down list, enters the username and password, and clicks Login.



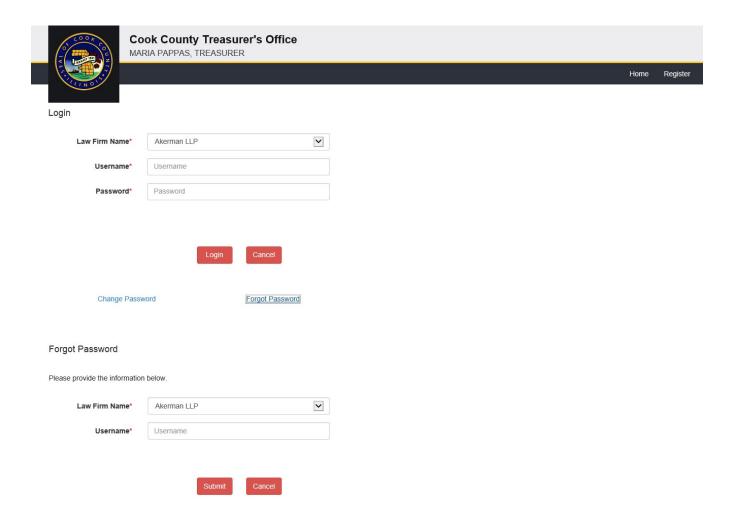
System directs user to the Welcome User screen.



WELCOME USER: Please begin by hovering over a tab in the menu bar above. If you would like to review instructions for using this site, please click here.

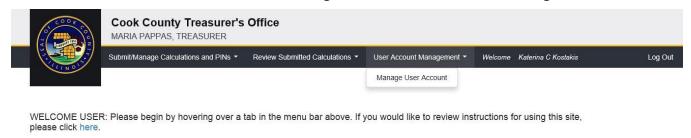
Forgot Password

- 1. User clicks on Forgot Password to retrieve lost or forgotten password.
- 2. User chooses the law firm from the drop down list, enters username, and clicks Submit.
- 3. The last approved password is sent to the email address provided during registration.

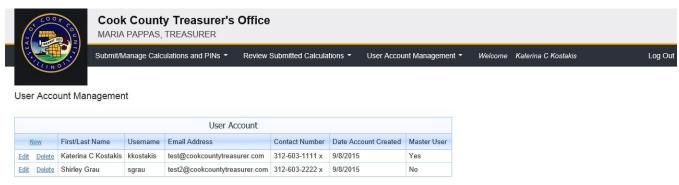


Manage User Account

1. User hovers over the User Account Management tab and clicks on Manage User Account.



2. User clicks on Manage User Account to add sub-users or edit/delete existing users.



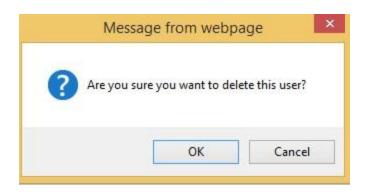
3. User clicks on New to create a new user.



4. User clicks on Edit to edit a user.

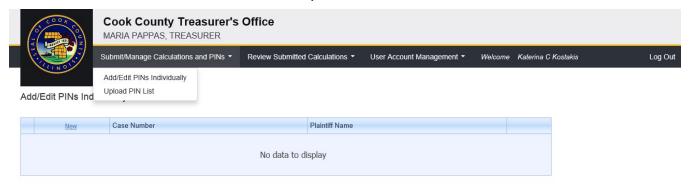


5. User clicks on Delete to delete a user.

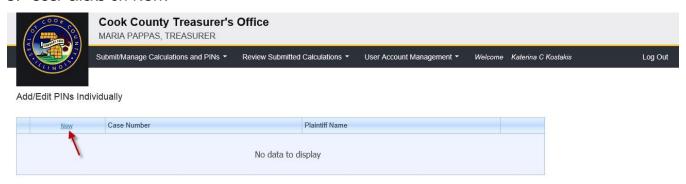


Add/Edit PINs Individually

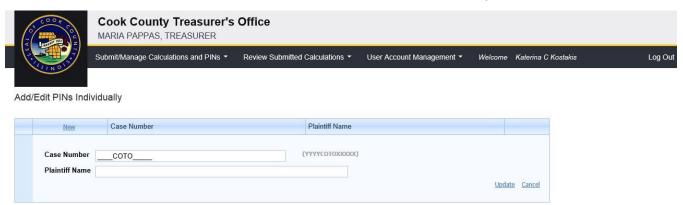
- 1. User hovers over the Submit/Manage Calculations and PINs tab.
- 2. User clicks on Add/Edit PINs Individually in order to add one PIN at a time.



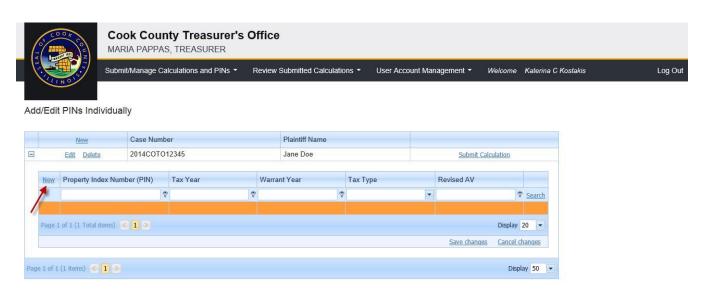
3. User clicks on New.



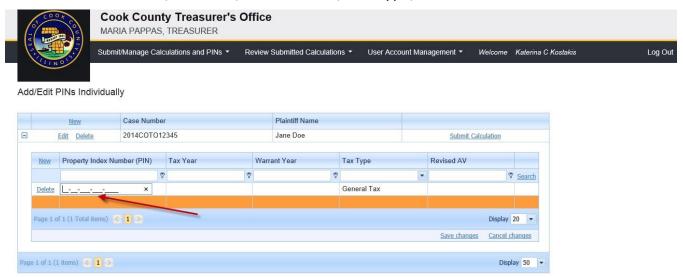
4. User enters the Case Number and Plaintiff Name and clicks Update.



5. User clicks on New next to Property Index Number.

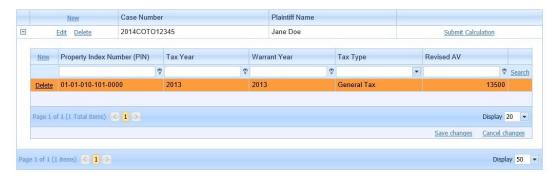


6. User enters the PIN, Tax Year, Warrant Year, Tax Type, and Revised AV and clicks on Save changes.



- 7. User can click on New next to Case Number to enter more cases, Edit to edit the case, or Delete to delete the case.
- 8. User can click on '+' to view the list of (Property Index Numbers) PINs.
- 9. User can click on New next to PIN to enter more PINs per case, Delete next to the PIN to delete individual PINs, or type in the fields to change the PIN and related data.
- 10. User clicks on Submit calculation only after all the PINs for a particular case have been entered.
- 11. User can search by PIN, Tax Year, Warrant Year, Tax Type, and Revised AV by entering data in the search fields and clicking Search.

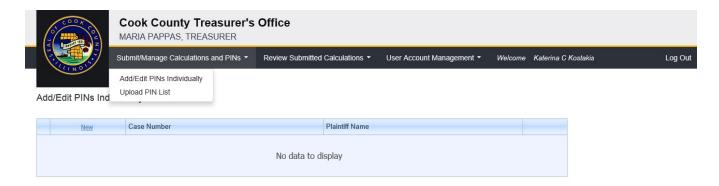
Add/Edit PINs Individually



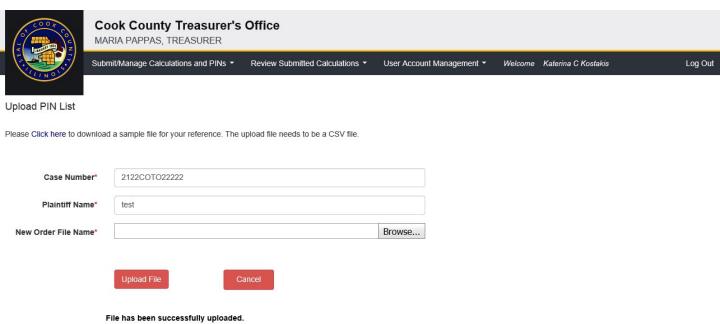
Upload PIN List

- 1. User hovers over the Submit/Manage Calculations and PINs tab.
- 2. User clicks on Upload PIN List to upload multiple PINs via a **.CSV** file. Use the sample file available on the page.

PIN	Custom format with 14 zeros, no dashes
Tax Year	Four characters, e.g., 2014
Warrant Year	Four characters, e.g., 2014
Тах Туре	0-General Taxes, 1-Back Tax, 2-Rollback Tax, 3-Air Pollution Tax, 4-Arrearage Tax, 5- Circulator Tax
New AV	No commas



- 3. User enters Case Number, Plaintiff Name, and chooses a file to upload by clicking on Browse.
- 4. User clicks Upload File.
- 5. User goes to Add/Edit PINs Individually to review and modify each PIN before submitting for calculations.

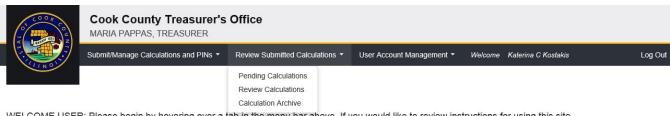


Pile has been successfully uploaded.

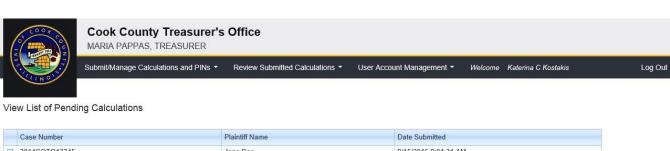
Please go to Submit/Manage Calculations and PINs - Add/Edit PINs Individually Screen to review and modify your entries.

Pending Calculations

- 1. User hovers over the Review Submitted Calculations tab.
- 2. User clicks on Pending Calculations to review the cases submitted for refund calculations.



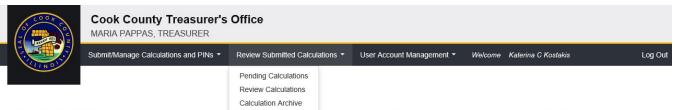
WELCOME USER: Please begin by hovering over a tab in the menu bar above. If you would like to review instructions for using this site, please click here.



Case Number		Pla	Plaintiff Name			Date Submitted		
2014COTO12345		Jan	Jane Doe			9/15/2015 9:01:31 AM		
Property Index Tax Year		Warrant Year		Tax Type			Revised AV	#
	8	8		8		₹	8	Search
19-23-304-039-0000	2012		2012		General Tax		141000	
Count=1								
Count=1 Page 1 of 1 (1 items) (1)							Display	20 🕶
							Display	20 🕶

Review Calculations

- 1. User hovers over the Review Submitted Calculations tab.
- 2. User clicks on Review Calculations to review the calculation results for the cases submitted.

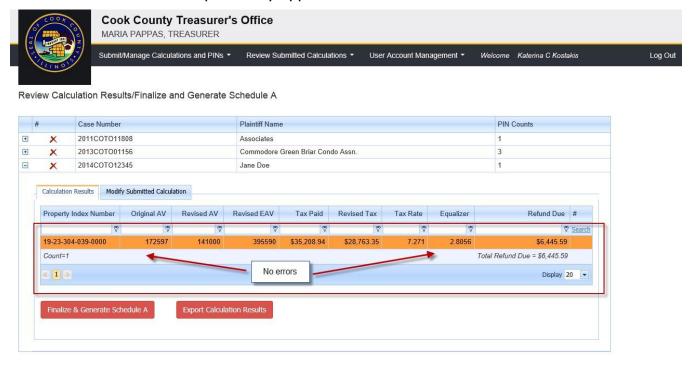


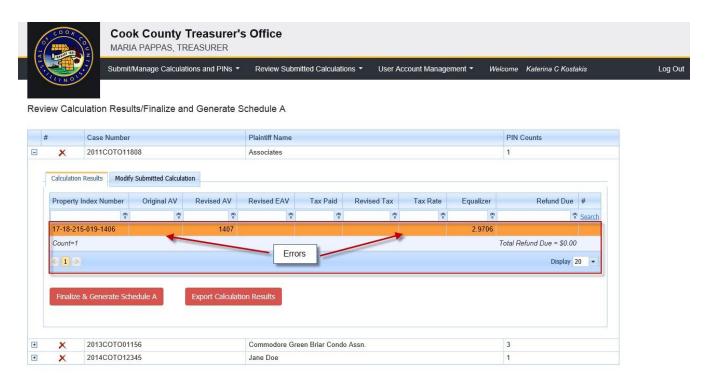
WELCOME USER: Please begin by hovering over a tab in the menu bar above. If you would like to review instructions for using this site, please click here.

- 3. User can delete a case by clicking on the red X.
- 4. User can view the list of PINs by clicking on '+'.

Calculation Results tab

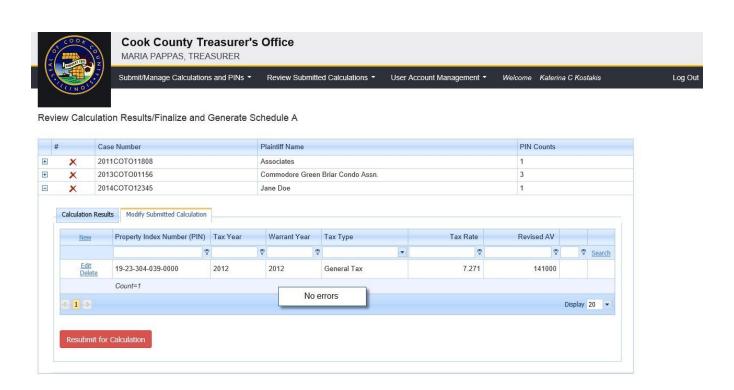
- 1. User can review the list of PINs submitted and total refund due amount. If there are blanks in the result fields, then there is an error associated with the data entered for the PIN. You can review the errors under Modify Submitted Calculation tab.
- 2. User can export all the data to Excel by clicking on Export Calculation Results. All the fields and any error messages are on the spreadsheet.
- 3. User can generate a Schedule A by clicking Finalize & Generate Schedule A. Once the Schedule A is generated, you cannot make any other changes to the PINs. If you need to edit/add PINs, you need to re-enter the case with all the PINs and generate a new Schedule A. You will be asked to discard the previously approved Schedule A.



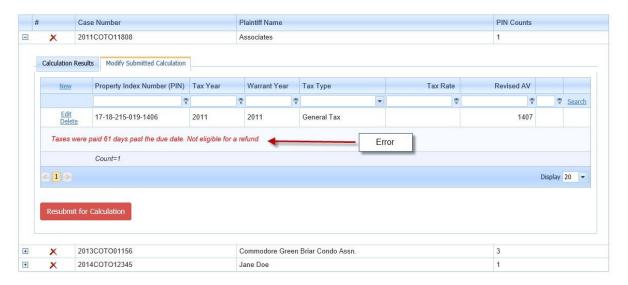


Modify Submitted Calculation tab

- 1. User can review the list of PINs along with any errors and determine if they want to edit/delete specific PINs or add new PINs. Every time PINs in a case are modified or added, user needs to click on Resubmit for Calculation in order to get updated calculation results.
- 2. User clicks on New to add a new PIN, Edit to modify a PIN and its related data, or Delete to delete the PIN.

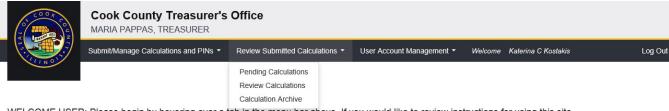


Review Calculation Results/Finalize and Generate Schedule A



Calculations Archive

- 1. User hovers over the Review Submitted Calculations tab.
- 2. User clicks on Calculations Archive to view the list of cases that have a Schedule A.



WELCOME USER: Please begin by hovering over a tab in the menu bar above. If you would like to review instructions for using this site, please click here.

- 3. User can expand each case and view the PIN details related to it.
- 4. User can choose case(s) to generate a Schedule A report. User has option to Save As/Create As Excel, Word, or PDF.

