

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to register for an account



- **Personal Property Online Filing**

This is the landing page where you begin filing your personal property list online. Here you are given a brief outline of what takes place to create an account or login to an existing account. You are also asked to gather information you will need to complete the online filing process.

1. **New User**

To create a new account select New User.

2. **Existing User**

Once you have created a new account you will select Existing User when logging into your account.

### Welcome to the Greene County Assessor's personal property online filing system

On the following screens, you will be asked to:

1. Create an online filing account with your email address and a password created by you.
2. Activate your new user account through your email.
3. Log into the online filing system and complete the 2020 assessment list.

**The following information may be helpful before you proceed:**

- Your account number found on the yellow reminder card or paper list.
- The VIN numbers of your vehicles, trailers, campers, etc
- A pen and paper to write down the password you will create.

To get started please click the New User link below.



# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to register for an account

### Account Registration

Because this is a new filing system, you will need to create a user account for this online filing with your email and a password created by you. Once you create an account, you will receive an activation email. The link in the activation email will take you directly to the login page. You may then login using your email and password to begin filing. This is a new program, so even if you have filed online in the past you will need to create an account to use the online filing.



#### 1. Enter an email address

1. This will be your username when logging in to file.
2. We will send future communication to this address.

#### 2. Enter a password

1. Passwords need to be at least 4 characters long.
2. Need to contain at least one capital letter.
3. Have at least one number.
4. Passwords can include special characters like !@#%\$.

#### 3. Confirm you are not a robot and select Register

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### Account Registration


To register for a new account, complete the information below and click the Register button.

**Email**

1 →  \*  
Required field.

**Password**

2 →  \*  
8-character minimum; case-sensitive  
Required field.

3 →  I'm not a robot   
reCAPTCHA  
Privacy - Terms

Register

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

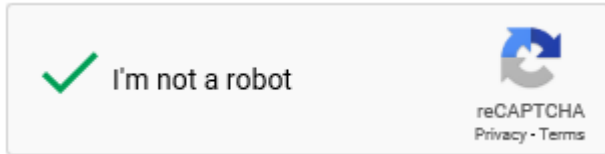
## How to register for an account



### Registration Communication Examples:

- Account Registration

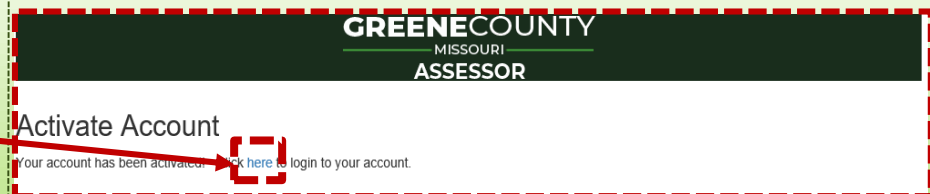
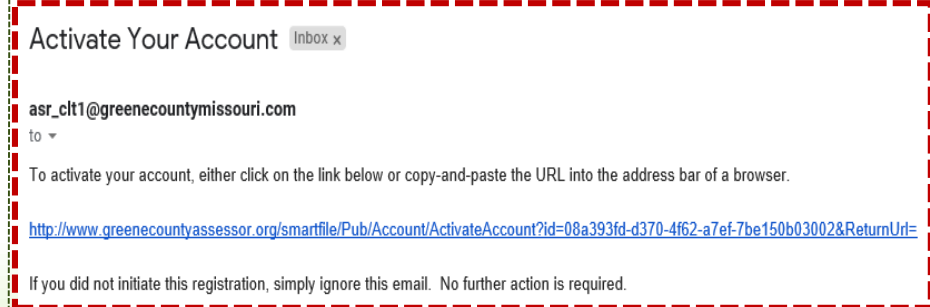
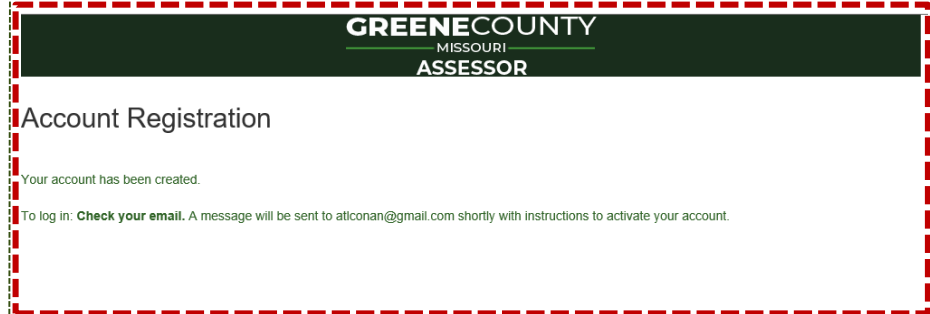
Confirmation you are not a robot!



After human verification is complete a screen will confirm your account has been created. Then you will need to check for the account activation email. Click on the link or paste into your browser to complete registration.

#### Active Account:

The link will direct you to a page that will confirm your account has been activated. Click “here” to login and begin the filing process.



# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



- **Login with Email and Password**

There is an option to reset your password should you forget.

- **Available Filings**

There are two choices Business Property and Individual Personal Property.

Select the option that fits your filing requirements.

**Ownership example with partial name:**

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### Login

Email

Password

Login

[Forgot password?](#)

[New user? Create an account](#)

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[Available Filings](#) [My Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

### Available Filings

To create a new filing, click on a filing type below.

[Business Property](#)  
Business Property Assessment

[Individual Personal Property](#)  
Individual Personal Property Assessment

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



- **Business Assessment List**

Use this option when filing business personal property.

- **Individual Assessment List**

Use this option when filing an individual personal property list.

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### BUSINESS ASSESSMENT LIST

Dear Business Owner/Manager: You are required by law to provide a list, indicating type, year purchased and original cost for all tangible personal property, e.g. Vehicles, Computers and Office Equipment, Furniture, Fixtures, Manufacturing Equip. and Tools, or under the control of your company in Greene County, Missouri, on Jan. 1st. Complete this form by **March 1st** to avoid penalty.

**AVOID PENALTY** Submit by

[Begin Filing](#)

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[Available Filings](#) [My Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

### ASSESSMENT LIST

Dear Taxpayer: This form is used by the county assessor to determine the taxable value of your livestock, farm machinery, etc. You are required by law to list all personal property belonging to you, including vehicles, recreational equipment, boats, etc. in Greene County, Missouri, on Jan. 1st. Complete form by **March 1st** to avoid penalty.

**AVOID PENALTY** Submit by

[Begin Filing](#)

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



### Example for Individual Account Search:

1. Search by account # or by Owner name. Your account number is listed on the yellow post card that was sent to you or is on your tax bill.
2. To start filing click “Start Filing” to the left of the account number.
3. To refine the Owner Name search you can enter last name, first and include %. For example: Smith, J% will find only Smith’s with J in first letter of the first name.

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### Search for Property

Please search for your property using the search options below. Once you find your property, select it in the search results grid and click the Start Filing button. **If searching by Owner Name type last name followed by first name separated by a comma and single space.**

Account #:

OR **1** →

Owner Name:

### Search Results

	Account #	OWNER
<b>2</b> <input type="button" value="Start Filing"/>	12341324	TEST ACCOUNT NAME TEST ACCOUNT NAME

1 - 1 of 1 items

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



- **Verify Account Information**

Basic account information ~

The data verification tab will show basic account information. There are three areas that can be updated on this tab:

1. **Has your address changed?**

If you have moved or need to correct the address listed, please change the No to Yes and fill in the new information.

2. **Need to change you email or phone number?**

Please call our office at 868-4101 if you need to update you contact information.

The screenshot displays the Greene County Missouri Assessor's website. The header includes the logo and navigation links: Available Filings, My Filings, Message Center, Account, and Sign Out. The 'Data Verification' tab is selected, showing a list of asset categories: Boats/Jetskis, Airplanes, Campers, Heavy Equipment, Farm Machinery, Miscellaneous, Livestock, Grain Crops, and Signature. Below the categories is a 'Submit' button. The main section is titled 'Verify Account Information Listed Below' and contains the following fields:

- Account #:** 12-34-132-4
- Owner Name:** TEST ACCOUNT NAME TEST ACCOUNT N.
- Secondary Owner:** LINE 2 TEST
- Mailing Address:** 0 W STREET TEST ANX FRNT REPUBLIC TEST AL 75005
- Physical Address:** 1234567890 NE STREET BLVD FRNT 12345 BATTLEFIELD
- Has your address changed from what is displayed above?** No (dropdown menu)

At the bottom, there is a note: 'If you need to change the email address or phone number for your account please call our office at 868-4101.' and two buttons: 'Cancel Filing' and 'Next'.

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



### Example for removing a vehicle from Existing Assets:

1. Change the N to Yes to remove any items you did NOT own as of January 1. This will remove that vehicle from your list.

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Available Filings My Filings Message Center Account Sign Out

Data Verification **Existing Assets** Autos Heavy Trucks RVs/Motorhomes Motorcycles/ATVs Commercial Buses Trailers  
Boats/Jetskis Airplanes Campers Heavy Equipment Farm Machinery Miscellaneous Livestock Grain Crops Signature  
Submit

**IMPORTANT:** Last year you reported the property shown below.

1. Please select YES from the REMOVE column for any items you did NOT own on January 1st.  
2. List ANY Items NOT SHOWN in this box on the subsequent tabs.

ASSETID	YEAR	DESCRIPTION	VINID	REMOVE
1	2003	FORD FOCUS-4 CYL. HATCHBACK 5D ZX5	3FAFP3	N
2	2003	KIA SEDONA-V6 WAGON EX	KNDUP13	N
3	2007	TOYOTA SIENNA-V6 WAGON 5D CE	5TDZK23C	N

« < 1 > » 1 - 3 of 3 items

Previous Next



# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing

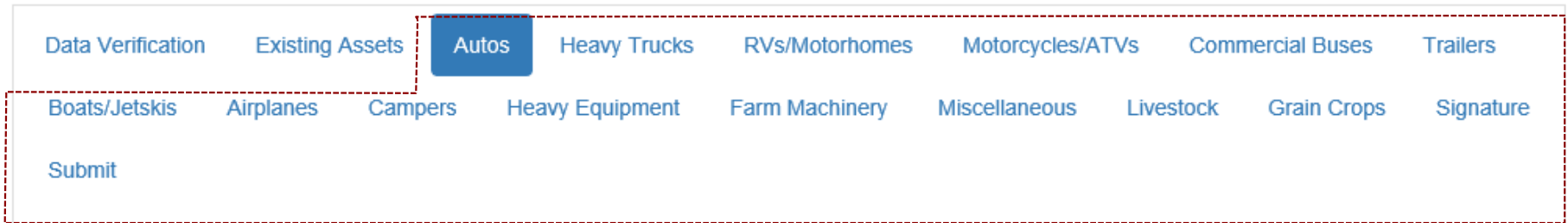


### Tip #1: Navigating using the tabs at the top.

The list at the top of the data entry screen are tabs that can be selected at any time during the process. You do NOT have to click next on each tab until you get to the end.

### Tip #2: Navigating using the tabs at the top.

The tabs after Data Verification and Existing Assets are used to ADD new property to your list. If you only added a trailer then you can click on Trailers and skip the rest.



### Tip #3: Navigating using Next.

If you want to see information on every tab you have the freedom to select Next to save your work and move to the next tab.



### Tip #4: Your Signature

After completing your list, a signature is required to complete your filing. This is achieved by typing your name in the available space.

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing

### • Adding new auto information

#### 1. Do you have any Autos to add? Change No to Yes to add the new auto.

1. Enter the VIN and Year
2. Then search for the Make, Model, Series in that order.
3. The Auto section will only return results for Cars.
4. SUV's are in the section below.

#### 2. Enter Pickups, SUV's, Vans or Jeeps in the section below Autos.

1. Enter the VIN and Year
2. Then search for the Make, Model, Series in that order.
3. This section will only return results for Pickups, SUV's, Vans and Jeeps.

#### 3. Follow the same process if you have any other new vehicles to add to your list.

1. You can navigate directly to the tab you need.
2. You do not have to click next and visit each tab.



3

Data Verification Existing Assets Autos Heavy Trucks RVs/Motorhomes Motorcycles/ATVs Commercial Buses Trailers  
Boats/Jetskis Airplanes Campers Heavy Equipment Farm Machinery Miscellaneous Livestock Grain Crops Signature  
Submit

1

Please list any Autos you own that were not listed on the Existing Assets tab.

Do you have any Autos to add? Yes

VIN: \* Year: \*

Make: \* Model: \*

Series: \* Drive Wheels:

Ton: Cab Type: Diesel:

Check here to add another Auto.

2

Please list any Pickups, SUVs, Vans or Jeeps you own that were not listed on the Existing Assets tab.

Do you have any Vans, Minivans, SUVs, Jeeps, or Trucks to add? No

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



### • Signing the List

When you have finished entering your new vehicles or have no changes you must select the Signature tab.

1. Type in your First and Last Name
  1. Please type in the name of the person who is preparing the list.
  2. Enter the date using the date picker.
  3. Click Next to view the Submit tab.
2. Warning if this step is skipped.
  1. This is the same warning that will appear when a required field is left empty.
  2. You have the option to fix now or fix later.

Data Verification Existing Assets Autos Heavy Trucks RVs/Motorhomes Motorcycles/ATVs Commercial Buses Trailers

Boats/Jetskis Airplanes Campers Heavy Equipment Farm Machinery Miscellaneous Livestock Grain Crops **Signature**

Submit

Missouri Revised Statute 137.155.1. The oath to be signed and affirmed or sworn to by each person making a list of property by this chapter as follows: I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property, made taxable by the laws of the State of Missouri, which I owned or which I had under my charge or management on the first day of January, 2020. I further certify that I have not sent or taken, or caused to be sent or taken, any property out of this state to avoid taxation. Any person who refuses to make the certification to the list, when required so to do by the assessor of the assessor's deputy, shall upon conviction be deemed guilty of a misdemeanor and no property shall be exempt from executions issued on judgements in prosecutions pursuant to this section.

Name:  \* Date:  \*

Previous Cancel Filing Next

Data Verification Existing Assets Autos Heavy Trucks RVs/Motorhomes Motorcycles/ATVs Commercial Buses Trailers

Boats/Jetskis Airplanes Campers Heavy Equipment Farm Machinery Miscellaneous Livestock Grain Crops **Signature** Submit

Missouri Revised Statute 137.155.1. The oath to be signed and affirmed or sworn to by each person making a list of property by this chapter as follows: I do hereby certify that the foregoing list contains a true and correct statement of all the tangible personal property, made taxable by the laws of the State of Missouri, which I owned or which I had under my charge or management on the first day of January, 2020. I further certify that I have not sent or taken, or caused to be sent or taken, any property out of this state to avoid taxation. Any person who refuses to make the certification to the list, when required so to do by the assessor of the assessor's deputy, shall upon conviction be deemed guilty of a misdemeanor and no property shall be exempt from executions issued on judgements in prosecutions pursuant to this section.

Name:  \* Date:  \*

**ⓘ This field is required.** **ⓘ This field is required.**

Previous Cancel Filing Next

**Attention Required**

This form (Signature) is missing data for 2 required fields.  
You can continue entering information, but in order to submit this filing you will need to address this missing data.

**2**

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



- **Submitting your list.**

Your are almost finished ~

The screenshot shows a navigation menu with categories: Data Verification, Existing Assets, Autos, Heavy Trucks, RVs/Motorhomes, Motorcycles/ATVs, Commercial Buses, Trailers, Boats/Jetskis, Airplanes, Campers, Heavy Equipment, Farm Machinery, Miscellaneous, Livestock, Grain Crops, and Signature. A blue 'Submit' button is visible. Below the menu, a warning message reads: 'Please note once the listing is submitted you will not be able to make any changes. Please review your document prior to submitting.' At the bottom, there are buttons for 'Previous', 'Cancel Filing', 'Print Draft', and 'Submit'. A red arrow with the number '1' points to the 'Submit' button.

- 1. Submit**

If you have ready to submit your personal property list click Submit.

- 2. Are you sure?**

1. Once the list is submitted you will not be able to make any changes.
2. Review your list to make sure everything is correct.
3. Once you are sure, click Yes to complete filing.

The dialog box is titled 'Submit Filing' and contains a question mark icon and the text 'Are you sure you want to submit this Filing?'. Below the question, there are two buttons: 'Yes' (highlighted with a red arrow and the number '2') and 'No'.

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## How to login and begin filing



### • Confirmation!

1. This is the Confirmation Page after clicking Submit.
  1. Thank you for filing your personal property assessment.
  2. Here is your confirmation number
  3. You are given the option to print a copy of the list that what was submitted.

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Available Filings My Filings Message Center Account Sign Out

Confirmation **1**

**Thank You!**  
Your Personal Property Assessment has been successfully submitted!

Confirmation Number: 84  
Account Number: 12345712

Thank you for using the Greene County Assessor's iasWorld SmartFile system.

Print Filing

### • View completed Filings

2. Select My Filings to see the lists you have submitted.
  1. The creation date and time.
  2. The Modified date and time is the actual Filing Date.
    - a. We use this date to mark when you have filed your list.

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Available Filings My Filings Message Center Account Sign Out

**My Filings** **2** Tile List

To view a filing, click on it below.

**Individual Personal Property**  
Filing Id 84  
Created 02/03/2020 12:41 PM  
Modified 02/03/2020 12:50 PM  
Status Submitted and Pending Review  
Primary Keys

# GREENE COUNTY'S PERSONAL PROPERTY ONLINE FILING

## Additional Tips & Frequently Asked Questions



### Below are some additional tips for finding vehicles.

- If you are filing a Ford truck or Chevrolet truck - select Ford Truck from the “Make” list or Chevrolet Truck from the “Make” list. GMC trucks are found under GMC Light Duty or GMC Medium Duty.
- Chevy Equinox are found by selecting Chevrolet Truck for “Make” in the SUV section.
- Cargo van models are offered only after selecting the “Make Commercial,” for example; select Ford Commercial to find Ford medium duty cargo vans. Select GMC Medium Duty for GMC cargo vans.
- The “Miscellaneous” tab offers a section for Other Motor Vehicles for items you can’t find, please type the description in the fields available. Include a VIN # if applicable.

### Frequently Asked Questions

**Q: I have already filed online or sent in a paper list, why am I receiving this email?**

A: It takes a few days to prepare and send the email list and you likely sent your list in while the email list was being formed. Please call our office if you’d like to confirm we have your 2020 list, call 417-868-4195.

**Q: Didn’t I just pay my taxes? Why do I need to fill this out for your office?**

A: Pursuant to Missouri Statute 137.115, any individual or business owning tangible personal property of January 1, 2020 is required to declare that property to the assessor. The property reported is the basis of the 2020 personal property tax bills which are mailed from the Collector’s Office in November.

**Q: I am no longer a resident of Greene County, why did I receive a postcard from your office?**

A: The postal service provides a list of individuals who have changed mailing addresses, but that doesn’t necessarily mean they have moved out of Greene County. Please contact our office to let us know you are no longer a Greene County resident, call 417-868-4195.