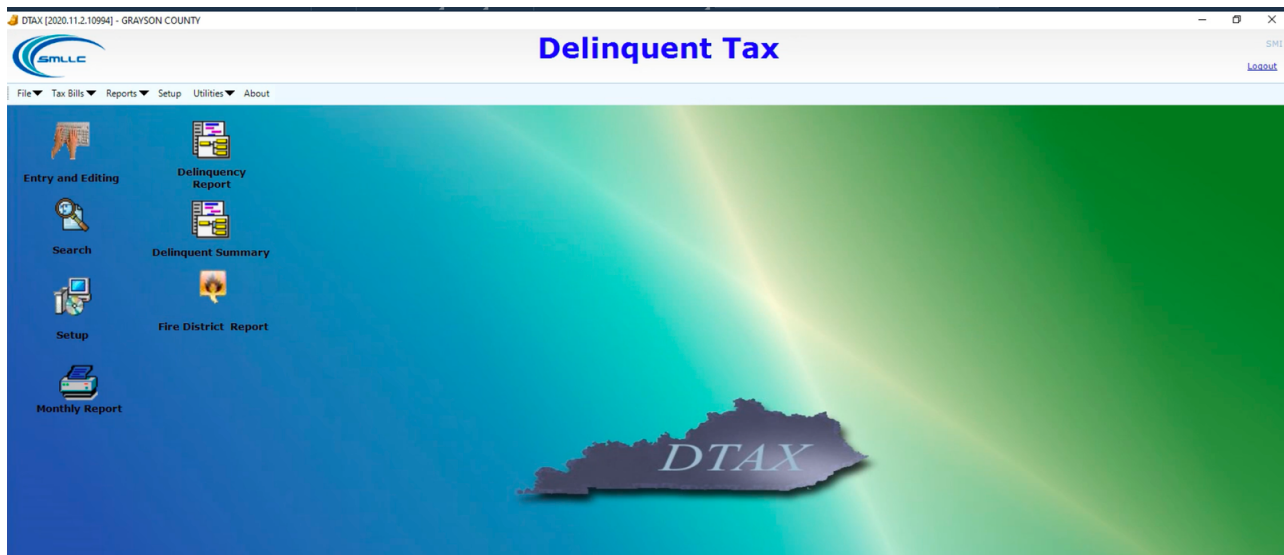


# Updating your Dtax website PDF

In order to update your delinquent tax list on your website please follow the following steps:

Launch DTAX

Click on the Search Icon



In the Tax Year field, enter 2020 and then click on the Advertising List Search button.



# Delinquent Tax

SMI

[Logout](#)

File ▼ Tax Bills ▼ Reports ▼ Setup Utilities ▼ About

Search

Due Date 03/18/2021

☐ Pay Mode

Search on:

Bill Number

Map ID

Tax Year

2020

Property Address

☐ For Selected Tax Year and Greater☒ Contains

Owner Name

Purchaser



Advertising List Search



Back



Search



Re

Export to File

Clear Grid Filters

**Note:** This is an information system. Information contained herein is not warranted to be correct or complete. The filing officer by the furnishing of this information makes no representation whatsoever. Neither the filing officer nor the employee of the filing officer shall be personally liable for any damage which may arise due to information furnished pursuant to this section which is subsequently shown

Drag a column header here to group by that column. Click column heading to sort ascending/descending.

The Advertising List will display



# Delinquent Tax

SMI

[Logout](#)

File ▼ Tax Bills ▼ Reports ▼ Setup Utilities ▼ About

Search

Due Date 03/18/2021

☐ Pay Mode

Search on:

Bill Number

Map ID

Tax Year

2019

Property Address

☐ For Selected Tax Year and Greater☒ Contains

Owner Name

Purchaser



Advertising List Search



Back



Search



Re

Export to File

Clear Grid Filters

**Note:** This is an information system. Information contained herein is not warranted to be correct or complete. The filing officer by the furnishing of this information makes no representation whatsoever. Neither the filing officer nor the employee of the filing officer shall be personally liable for any damage which may arise due to information furnished pursuant to this section which is subsequently shown

**Bills found: 77, Total Due: 24,270.68**

## Advertising List

Drag a column header here to group by that column. Click column heading to sort ascending/descending.

Bill#	Year	Type	Owner Name	Property Addr	Map ID	Amount D	3/18/2021
360	2019	R	BAKER, KERIENA	THE VILLAGE 3	49-030	127.70	
451	2019	R	BARNETT, JOHN ELSTER	SALT RIVER RD	57A-69	116.45	
564	2019	R	BEASLEY, ANDREW J	ELM ST TYRON	62A-5-1C	136.33	
600	2019	R	BEASLEY, TONY & DIXIE	MILL ST 1112	20A-22	434.33	
602	2019	R	BEASLEY, WILLIAM FRANKLIN	BISHOP ST TYR	62A-3-2	56.86	
636	2019	R	BELL, LENA	GLENSBORO R	37-14	930.99	
804	2019	R	BLEUEL, KAREN & JOSEPH	VAN BUREN RD	1-4-08-M-001	831.63	
984	2019	R	BOWMAN, JAMES & MELISSA	BARDSTOWN R	39-1-01	156.21	
985	2019	R	BOWMAN, JAMES A & MELISSA L	GLENSBORO R	20A-15	394.59	
1066	2019	R	BRIAR CREEK COMMONS LLC	HWY 127 & HW	50-3-05-003	3665.10	
1175	2019	R	BROWN, OSCAR ESTATE	COLEMAN ST	L6-6-6B	73.30	

Once the Advertising List is displayed, click on the Export to File button

DTAX [2021.2.2.11750] - ANDERSON COUNTY

# Delinquent Tax

SMI  
[Logout](#)

File ▾ Tax Bills ▾ Reports ▾ Setup Utilities ▾ About

**Search**

Due Date: 03/18/2021 ☐ Pay Mode

**Search on:**

Bill Number  Map ID

Tax Year: 2019 Property Address

☐ For Selected Tax Year and Greater ☒ Contains

Owner Name

Purchaser

Advertising List Search Back

Search Refresh Print

**Bills found: 77, Total Due: 24,270.68**

[Export to File](#) [Clear Grid Filters](#)

### Advertising List

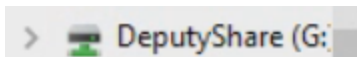
Drag a column header here to group by that column. Click column heading to sort ascending/descending.

Bill#	Year	Type	Owner Name	Property Addr	Map ID	Amount D	3/18/2021
360	2019	R	BAKER, KERIENA	THE VILLAGE 3	49-030	127.70	
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600	2019	R	BEASLEY, TONY & DIXIE	MILL ST 1112	20A-22	434.33	
602	2019	R	BEASLEY, WILLIAM FRANKLIN	BISHOP ST TYR	62A-3-2	56.86	
636	2019	R	BELL, LENA	GLENSBORO R	37-14	930.99	
804	2019	R	BLEUEL, KAREN & JOSEPH	VAN BUREN RD	1-4-08-M-001	831.63	
984	2019	R	BOWMAN, JAMES & MELISSA	BARDSTOWN R	39-1-01	156.21	
985	2019	R	BOWMAN, JAMES A & MELISSA L	GLENSBORO R	20A-15	394.59	
1066	2019	R	BRIAR CREEK COMMONS LLC	HWY 127 & HW	50-3-05-003	3665.10	
1175	2019	R	BROWN, OSCAR ESTATE	COLEMAN ST	L6-6-6B	73.30	

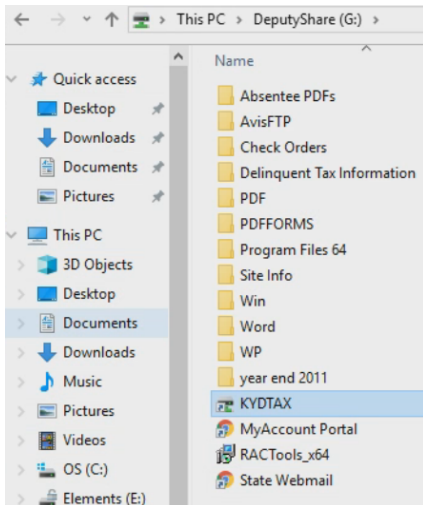
This will open up a Save window that will allow you to select the location to save the PDF. You will need to save the PDF you create in DTAX to the following location (Depending on how your site is setup)

### Option 1:

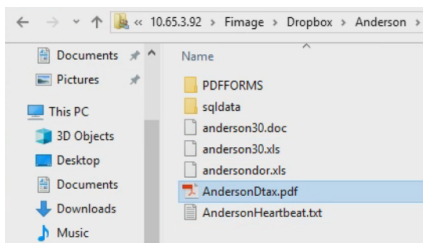
Do you have a drive labeled DeputyShare (G:)?



Open the G:\DeputyShare by left-clicking on it.



Locate the KYDTAX shortcut and double click it.

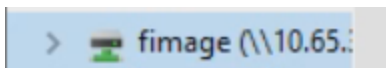


Save your file CountyNameDtax.pdf, ex AndersonDtax.pdf, BoyleDtax, pdf, etc. to this location. This file will get picked up by a nightly scheduled task and copied to our webserver and

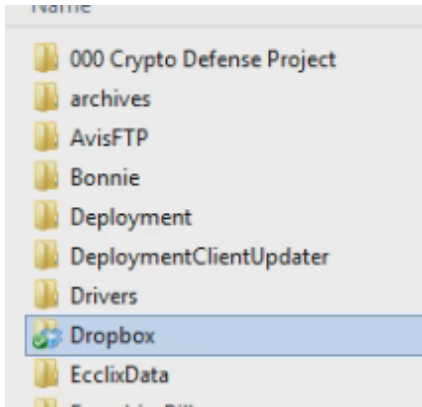
should be viewable on the next day.

## Option 2:

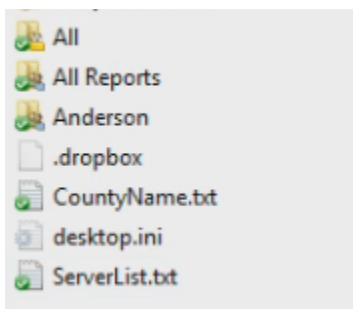
If you don't have a DeputyShare (G:) don't worry. Left-click on the Fimage (F:) share instead.



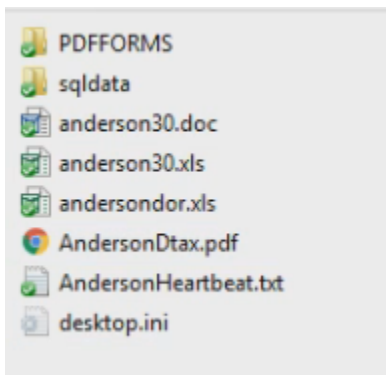
Locate and double-click on the Dropbox folder.



Inside the Dropbox folder will be a folder with your county name. In this example, it's Anderson. Double click on that folder to open it.



Save your file CountyNameDtax.pdf, ex AndersonDtax.pdf, BoyleDtax, pdf, etc. to this location. This file will get picked up by a nightly scheduled task and copied to our webserver and should be viewable on the next day.



### Notes:

It's important that you only save the file in this location using the naming condition listed above (CountyNameDtax.pdf) or the scheduled jobs won't be able to copy your updated delinquent tax .pdf to the correct location.

If you run into any issues you can always reach out to us for assistance. Thanks for choosing Software Management.

