

e-Services Instructions for State Property General Tax

Starting with taxes payable in 2020, filing form P100, State General Property Tax Settlement Report, will be done in e-Services. These instructions are for county officials who are required to use the e-Services system for filing form P100, making those payments, and viewing State General Property Tax status for their counties.

First time users or e-Services Masters should [visit the e-Services help section](#) on our website for comprehensive information. The Security Access section has details on access types, adding accounts to a user's access, and how to create a new user.

Getting ready to log in

You will need the username and password created by your county's e-Services Master. If you do not know who this is, please contact proptax.admin@state.mn.us.

Your e-Services Master will set you up as an Account Manager. You can view, file, and pay on accounts according to your access level:

- **All Access** - Allows users to view all information, file returns, makes payments, and update account information.
- **File** - Allows users to view all information and file returns.
- **Pay** - Allows users to view all information and make payments.
- **View** - Allows users to view all information.

Logging in

Visit the [MN e-Services Page](#) and enter your user name and password. There is a direct link to **Log in to e-Services** from on the right side of [our main webpage](#) as well.

1. Once in, you will see the tax types to which you have access.
2. Select **Statewide Property Tax**. This will bring you to the account screen.

Account Screen

The Statewide Property Tax account screen shows account information for periods 30 days before settlement date and earlier. You can use the sections and tabs to take action or see information.

Account Alerts – Prompts you when you need to take action.

I Want To – Allows you to manage payments or manage returns.

Periods – Shows details about returns filed and in need of filing. 30 days before the pending settlement date, the Message column will allow you [file a new return](#). You can also [view a return](#), which will allow you to [change a return](#).

History – Allows you to access a return you have saved to finish later

Correspondence – Lists letters and email we sent regarding the account.

Names and Addresses – Shows people and locations associated with the account.

Account Information – Provides account ID, start date, filing frequency, other information...

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≡ **Statewide Property Tax** Welcome, mncounty ⚙ Settings 🔒 Log Out

🏠 MN COUNTY > Statewide Property Tax

Account **Account Alerts** **I Want To**

MN COUNTY
98-777777

▶ Statewide Property Tax
1131121

Balance: \$795,000.00

⚠ Pay balance of \$795,000.00

Manage payments
Manage returns

Periods History Correspondence Names and Addresses Account Information

All Periods Show All


Filter

Period	Balance	Return Status	Message
31-Jul-2020	\$0.00	Due 06-Jul-2020	File Return
30-Jun-2020	\$795,000.00	Received	View Return
31-May-2020	\$0.00	Received	View Return
31-Dec-2019	\$0.00		
31-Dec-2018	\$0.00		



Return Screen

Selecting View Return will take you to the Return screen for that period.





From this screen you can print or change a return, and review a summary of each section of the return and adjustments.



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Return Welcome, mncounty  Settings  Log Out

[MN COUNTY](#) > [Statewide Property Tax](#) > [Return](#)

 Return	 Status	 I Want To
MN COUNTY 98-777777 Statewide Property Tax 1131121 31-May-2020 > Return	 Received Statewide property tax Due 26-May-2020 Received 06-Jun-2020	Print Change

Return Summary

Total Gross Collections:	\$750,000.00	View - Gross Collections
Total Refunds without Interest:	\$0.00	View - Refunds without Interest
Interest on Refunds:	\$0.00	View - Interest on Refunds
Total:	\$750,000.00	

Adjustments

Total Adjustments:	\$0.00	View - Adjustment Information
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Projected Amount Due

Adjusted Total:	\$750,000.00
Deposits and Credits:	\$0.00
Projected Amount Due:	\$750,000.00

Manage Payments Screen

This screen allows you to make, view, or cancel payments, and to change bank information

The screenshot shows the 'Manage Payments' interface. At the top is a dark blue header with the 'm1 DEPARTMENT OF REVENUE' logo. Below this is a light grey navigation bar containing a hamburger menu, the text 'Manage payments', and user options: 'Welcome, MNCounty', 'Settings' (gear icon), and 'Log Out' (lock icon). A breadcrumb trail below the navigation bar reads: 'MN COUNTY > Statewide Property Tax > Manage payments'. A search bar with the placeholder text 'Filter' is positioned below the breadcrumb. The main content area is divided into five sections, each with a bold heading and a list of actions:

- Make a payment**
 - [Make a payment](#) - Make a payment for this account
- View payments**
 - [View account payments](#) - View payments for this account
 - [View all payments](#) - View payments for all accounts
- Cancel a payment**
 - [Cancel a payment](#) - Cancel a submitted payment that is not yet processed
- Manage bank information**
 - [Add a bank account](#) - Save banking information to use for payments on any account
 - [Remove a bank account](#) - Remove a saved bank
 - [Set a default bank account](#) - Select a bank account to use for all payments on this account

The footer is a dark grey bar with the 'm1 DEPARTMENT OF REVENUE' logo on the left and a row of links: 'Contact Us', 'Taxpayer Rights', 'Privacy & Security', 'Use of Information', and 'Link Policy'.

Manage Return Screen

This screen allows you to file, view, change and cancel a submitted return. You can cancel a submitted return before 5 p.m. Central time on the day you submitted the return. You can only [change a return](#) after that time.

The screenshot shows the 'Manage returns' page for MN County. At the top, there is a dark blue header with the MN Department of Revenue logo. Below the header, a navigation bar includes a hamburger menu, the text 'Manage returns', and user options: 'Welcome, MNCounty', 'Settings', and 'Log Out'. A breadcrumb trail shows 'MN COUNTY > Statewide Property Tax > Manage returns'. A search filter box is present. The main content area is divided into four sections: 'File a return', 'View returns', 'Change a return', and 'Cancel a return'. Each section has a link and a description of the action.

Section	Action	Description
File a return	File a return	File a return for this account
View returns	View a return	View a specific return
	View all returns	View all filed returns
Change a return	Change a return	Change a filed return
Cancel a return	Submitted today	Cancel or change a return you submitted today before 5pm CST

At the bottom, a dark footer contains the MN Department of Revenue logo and several links: 'Contact Us', 'Taxpayer Rights', 'Privacy & Security', 'Use of Information', and 'Link Policy'.

Filing a new return

Filing is done in sections that require you to confirm your data before proceeding.

Each section allows you to continue by selecting **Next**. You can review or correct prior screens by selecting **Previous**. You can also select **Save and Finish Later**. You can access a saved return under the History tab on the [Account screen](#).

1. Select **File Return** in the **Message** column to start a new return for that period.
2. Enter your data and select **Next** to move to the next section.
3. After you enter all required data, you will see a summary of your return. Review and accept by selecting next, or navigate to the section you need to make changes to.
4. You will be prompted to make a payment. If your access allows, you can make the payment now.
5. Your county's bank information will most likely be stored and will self-populate. You will need to confirm the payment amount. Confirm the amount and select **Next**.
 - If your county's bank information is missing and you do not have it, you will need to resolve that with your agency.
6. You will now see a summary of your return and payment information. You can navigate to any section by selecting the hyperlink to the right of the field. When you have finished your review, select **Submit**.
7. You will be taken to a confirmation screen with details of the return and payment. From this screen, you can print or request an email version of the confirmation.

Viewing a Return

1. From the Account screen, select View Return to get to the Return screen.
2. You will see links to navigate to sections of the return you wish to review.

Changing a Return

1. From the Account screen, select View Return to get to the Return screen.
2. Select Change. The Return screen will indicate in red text 'This is an amended return'.
3. Enter any changes you need to make.
4. Select Next to review the rest of the return before completing it.

What other resources can help me navigate in e-Services?

The [e-Services Help](#) section of our website has detailed information. The e-Services log in screen has a Resources section as well.

Questions?

If you have additional questions about this guidance or do not know your e-Services Master please contact the Auditor/Treasurer Services unit at proptax.admin@state.mn.us. If you have login questions please contact the e-Services Help Page [Contact Info](#).