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…

mn DEPARTMENT OF REVENUE

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

🏠 MN COUNTY › Statewide Property Tax

✏ **Account**   🚩 **Account Alerts**   📋 **I Want To**

MN COUNTY   ⚠ Pay balance of $795,000.00   **Manage payments**
98-7777777
❯ Statewide Property Tax   **Manage returns**
  1131121
  Balance: $795,000.00

| **Periods** | **History** | **Correspondence** | **Names and Addresses** | **Account Information** |

All Periods   Show All

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.

Manage Payments Screen

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

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.

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.