



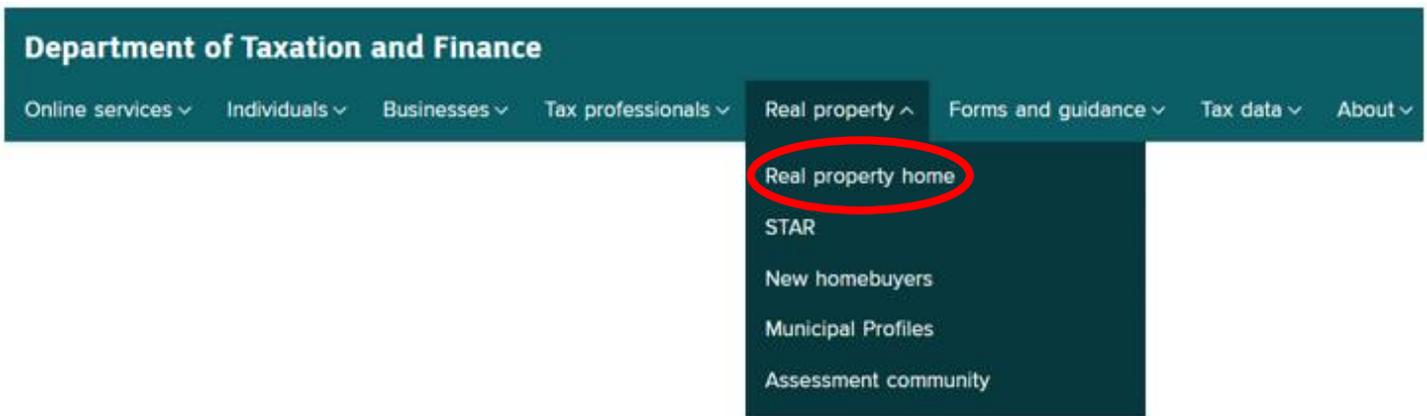
How to Access and Download STAR Reports

March 18, 2024

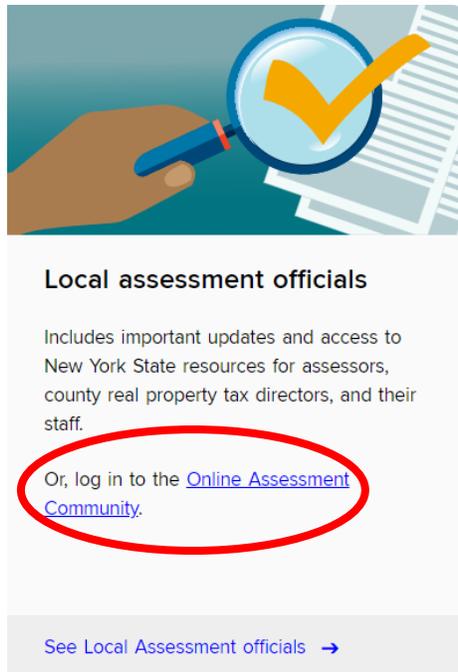
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Access the reports

1. Go to the Department of Taxation and Finance website: www.tax.ny.gov,
2. Select *Real property*, then *Real property home*.



3. In the *Local assessment officials* box, select *Online Assessment Community*,



4. Select *Online Assessment community log in*.

Online Assessment Community: Secure site for assessors, county directors and their staff

The Online Assessment Community (OAC) is a secure site that the Office of Real Property Tax Services makes available to county directors, assessors, and their staff. The OAC includes tools and data resources necessary for local assessment administration. Users must have an assigned account to use the site and accounts can be programmed with either *Basic* or *Elevated* access.

Already have an account?

Enter your username and password to access the OAC or the training portal.



5. Enter your username and case-sensitive password, complete the reCAPTCHA requirement, select *Sign in*,

 **NY.GOV ID**
Secure Access to New York State Services

Username

Password

Sign In

[Forgot Username?](#) or [Forgot Password?](#)

[Create an Account](#)

Need help? [Get Assistance](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply

6. Read and accept the terms of the security contract, select *Continue*,

Online Assessment Community

New York State Department of Taxation and Finance Security Contract

* Required field

Security contract

The New York State Department of Taxation and Finance makes the applications in the Online Assessment Community available only to registered users who are local assessors, county real property tax (RPT) directors, or their authorized designees. In order to gain access to this system, you must agree that you will:

- protect the confidentiality of taxpayer information,
- use such information only for its intended purposes, and
- not use or disclose such information for any other purpose.

Any unauthorized disclosure of confidential STAR eligibility information shall be deemed a violation of section 805-A of the General Municipal Law.

In addition, any assessor or county RPT director who has access to this application-or who has approved access for their staff or representatives-must agree to immediately notify the Office of Real Property Tax Services at real.property@tax.ny.gov when a registered user no longer has a need for access or is no longer approved to use the Online Assessment Community.

Finally, to ensure the security of this information, if you leave your workstation, you agree to log off of the application you are using.

* I have read and agree to the terms set forth above.

Continue

7. Select \equiv *Menu* in the upper left corner,

\equiv Menu Online Assessment Community

Assessment Community

Welcome to the ORPTS Online Assessment Community

To access reports and tools, select *Menu* in the upper left-hand corner of this page.

Help us keep your locality's contact information up to date

Check the contact information for your jurisdiction in [Municipal Profiles](#). If the email address or contact information changed for you or others in your town, email real.property@tax.ny.gov

Subscribe to the Assessment Community Weekly newsletter

If you're not already receiving the newsletter, or you would like to change your email address, you can [add a new email address or update your preferences](#)

Looking for recent announcements?

Visit the [Assessment Community Weekly archive](#) to search newsletters from the past three years.

Need help?

Our liaisons are available to assist and answer your questions. Visit [ORPTS customer service teams](#) and select the name of your county to start an email to your team.

8. Select the desired report,

Menu Online Assessment Commu

Filter

Assessor

- ▼ Star Reports
 - Report 1: Enhanced STAR Eligibility Report
 - Report 2: Income Greater than \$250,000 Report
 - Report 3: Voluntary Exemption Removal Report - Initial
 - Report 4: Tentative Roll Corrections Report
 - Report 5: STAR Delinquency Report
 - Report 6: Voluntary Exemption Removal Report - Final
 - Report 7: Final Roll Corrections Report
 - Report 8: STAR Credit Eligible Report
 - Report 9: Senior Income Level Report
 - Report 10: NYS Tax Return Deceased Report
 - Report 11: STAR Credit Issued Report
- IVP Tool
- ▼ IVP Tool Reports
 - Enhanced STAR Summary IVP Edit Report
 - Enhanced STAR Daily IVP Edit Report
 - Enhanced STAR Closed IVP Edit Report
- RPSV4 Updates
- Sales Reports
- State Owned Land Reports
- Upload Files
- Data Warehouse Query
- Valuation Guidelines
- ▼ Public Tools
 - Municipal Profiles
 - Sales Web
 - School Rates

Download the reports

1. Read the instructions on the top of the report page. Select the SWIS code for your municipality and enter your search criteria if applicable. The search criteria and required fields will vary based on the report selected.

Search

SWIS code:*

Print key:

Mobile home or co-op:

Eligibility status:

Last name:

Sort: On:

2. You can view the search results at the bottom of the screen or save the report by selecting either *Download Report (Text)* or *Download Report (Excel)*.

Note: We recommend downloading the report in Excel format rather than text.

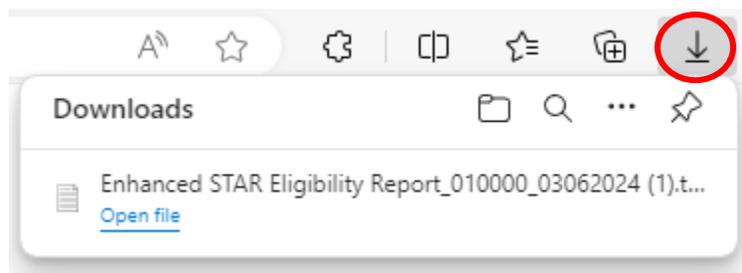
Municipality: **Albany**

As of date: **03/29/2023 12:11 PM**

Levy year: **2023**



In either case the report will save to your web browser's download folder, which you will likely find in the upper right corner of your browser window.

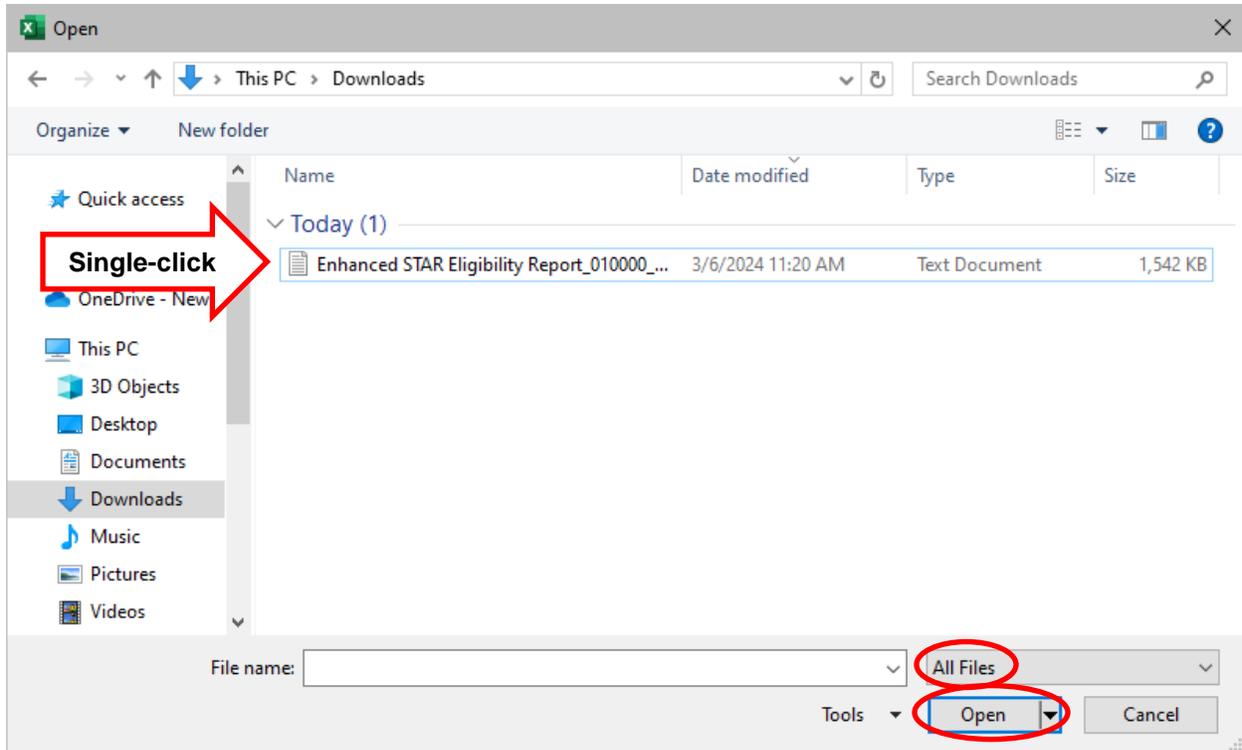


3. If you download the Microsoft Excel file, when you open the file from its download folder, the report should automatically open in Excel.

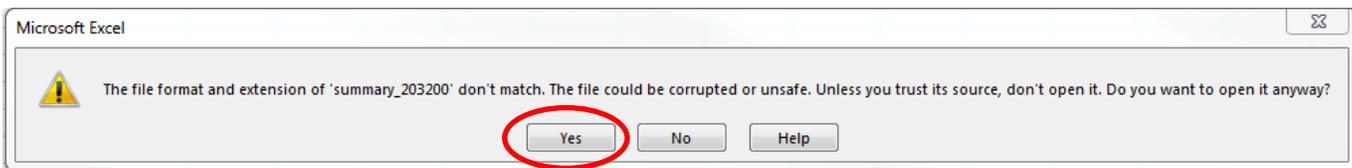
If you download the text file, follow the instructions below to open the file in Excel.

Instructions to open a text file in Microsoft Excel

1. Open Microsoft Excel. Select *File*, then *Open* and browse to the file location.
Single-click on the file and select *Open*. (If the file is not displayed, be sure *All Files* is selected.)



2. If you receive the following message, select *Yes*. Otherwise, continue.



3. In the *Text Import Wizard – Step 1 of 3*, select *My data has headers*, then select *Next*.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

Delimited - Characters such as commas or tabs separate each field.

Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

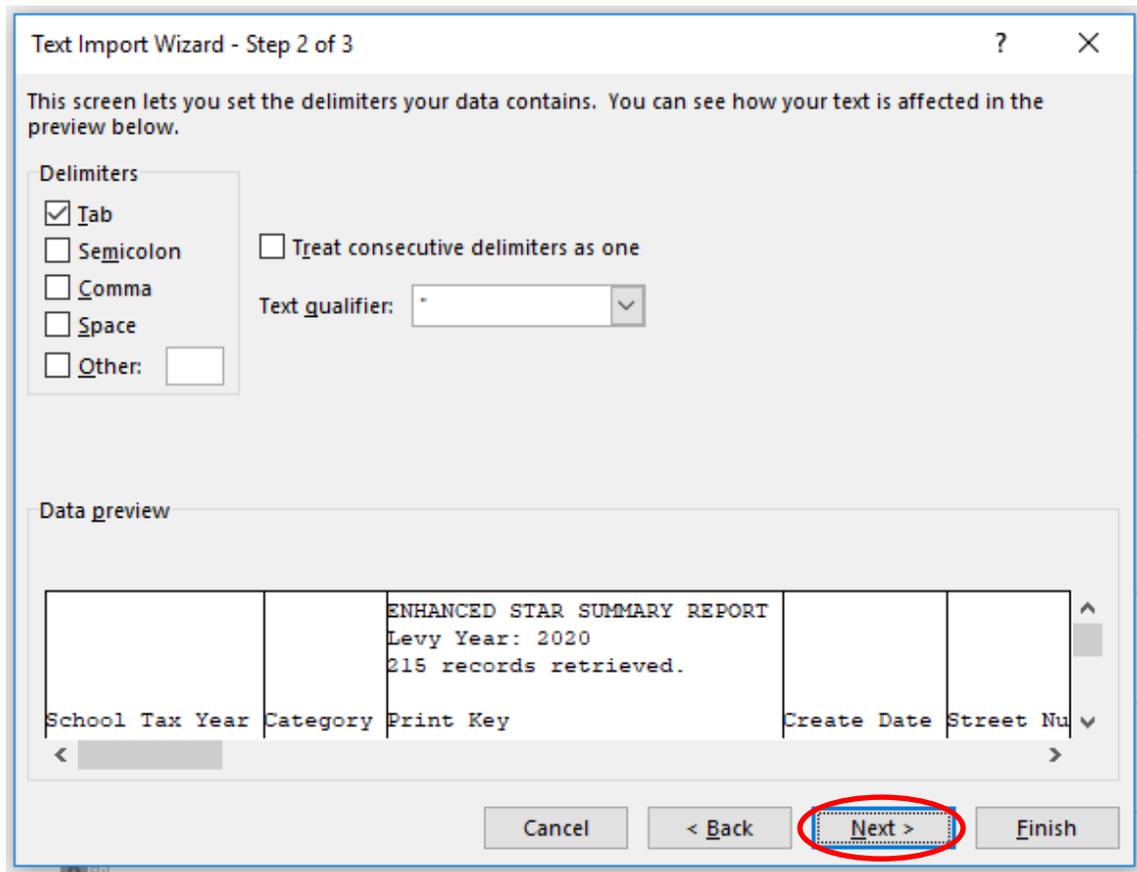
My data has headers.

Preview of file C:\Users\t57344.000\Desktop\STAR Reports\STAR Summary IVP Edit Report.txt.

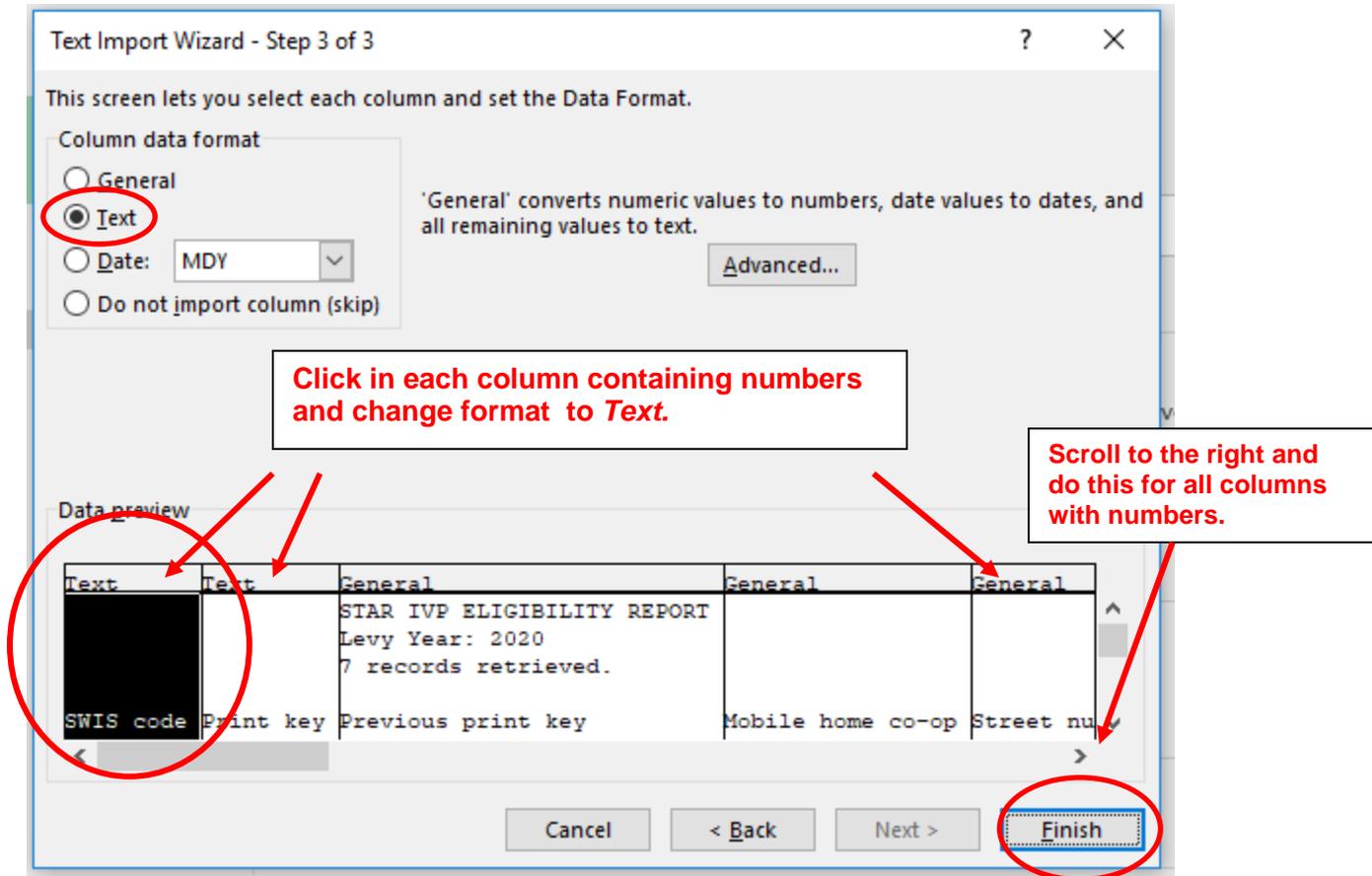
1	ENHANCED STAR SUMMARY REPORT
2	Levy Year: 2020
3	215 records retrieved.
4	
5	School Tax YearCategoryPrint KeyCreate DateStreet NumberStreet Prefix

Cancel < Back **Next >** Finish

4. In the *Text Import Wizard – Step 2 of 3*, select *Next*.



- In the *Text Import Wizard – Step 3 of 3*, convert all columns with numbers to text format. This step is necessary to preserve the correct formatting for any fields that may contain numbers beginning with a zero (ex. SWIS 010100). Highlight each column by clicking in the column and select *Text* under the *Column data format* choices. Repeat this step for each column that contains numeric data, then select *Finish*.



- Print or save your report. If any of the columns have pound signs (#) – widen the column until the digits for date and time appear.