How to Access and Download STAR Reports

July 27, 2021
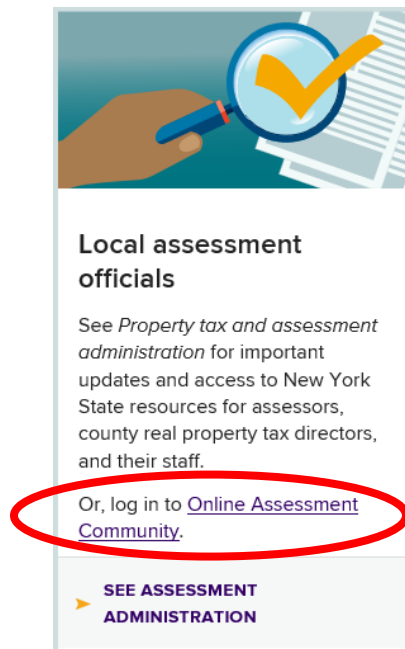
Access the reports

1. Go to the Department of Taxation and Finance website: www.tax.ny.gov,

2. Select *Real property,*
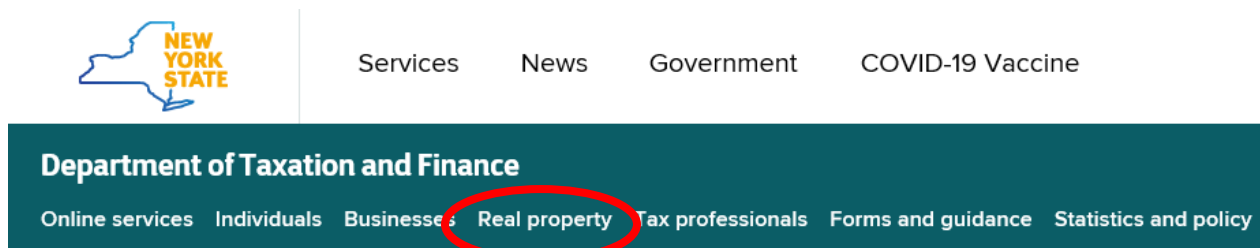
3. In the *Local assessment officials* box, select *Online Assessment Community,*

4. Select *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.
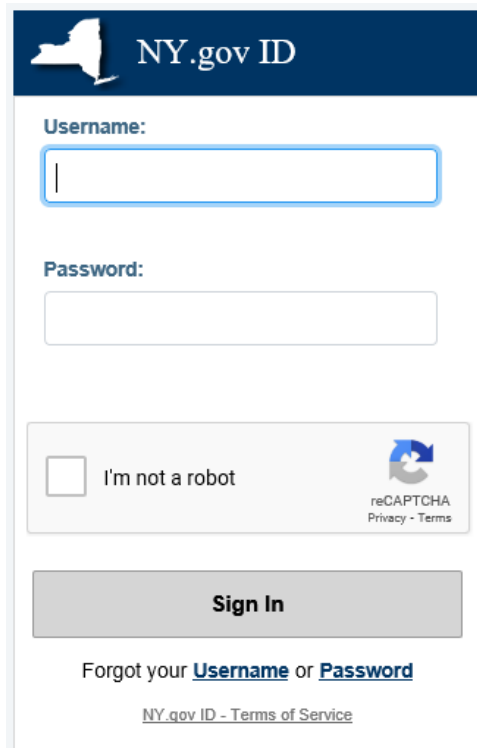
LOG IN

Forgot username or password

Access the Online Assessment Community

I'm having trouble signing in	+
I need to request an account	+
Basic access vs elevated access	+
I need to make changes to or deactivate an account	+

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

NY.gov ID

Username:

Password:

I'm not a robot

reCAPTCHA
Privacy - Terms

Sign In

Forgot your **Username** or **Password**

NY.gov ID - Terms of Service

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

7. Select the "hamburger" menu in the upper left corner,

8. Select the desired report,

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.

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

3. After selecting *Download Report*, select *Save as* in the pop-up box.
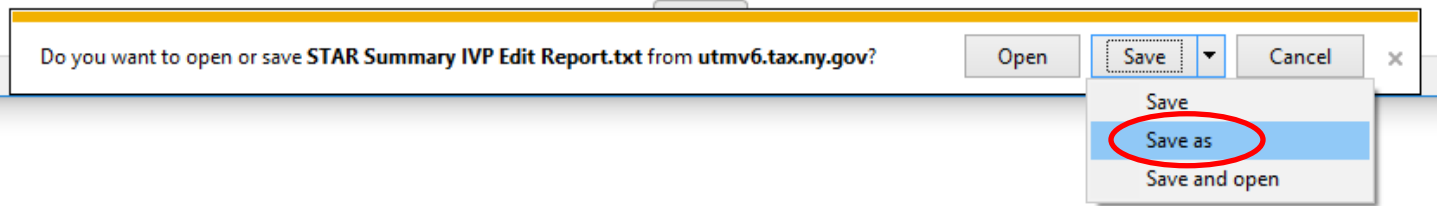
4. Designate **and remember** where you save the file. Leave the *Save as type as a text document.* Select *Save.*
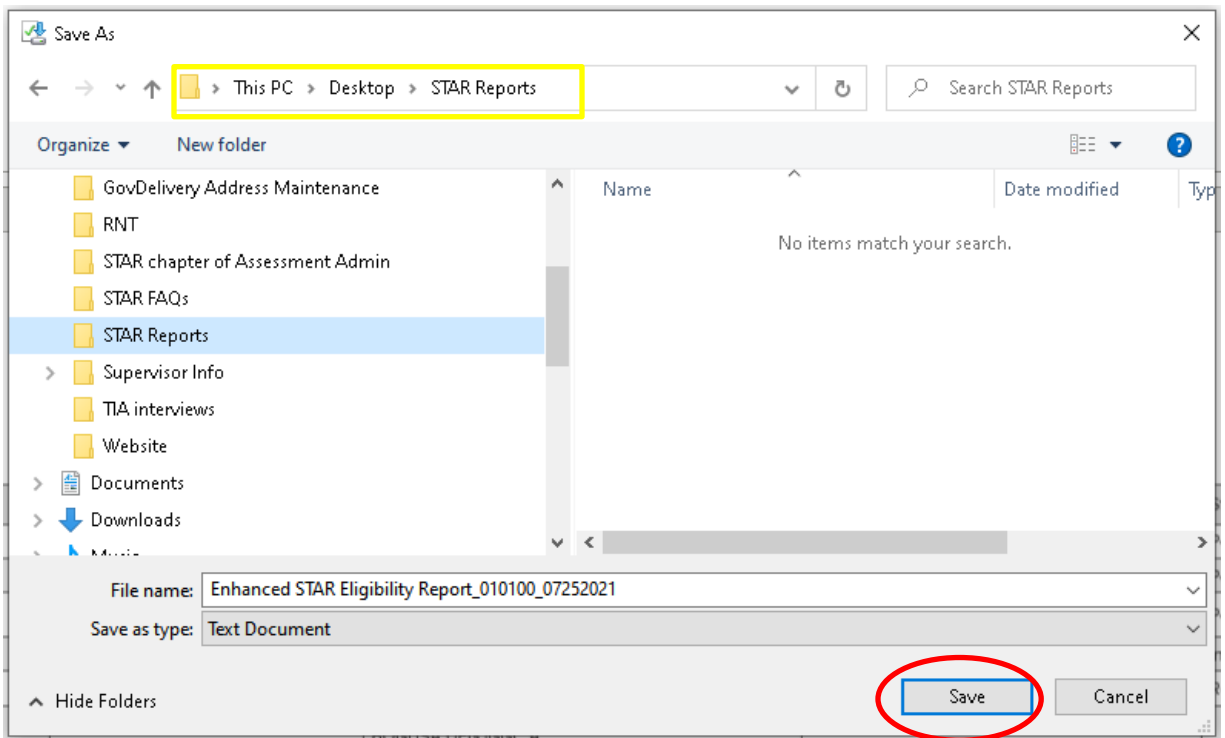
5. Open Microsoft Excel. Select *File ->Open* and browse to the file location. Single-click on the file and select *Open*. (If the file is not displayed, be sure *All Files* is selected.)
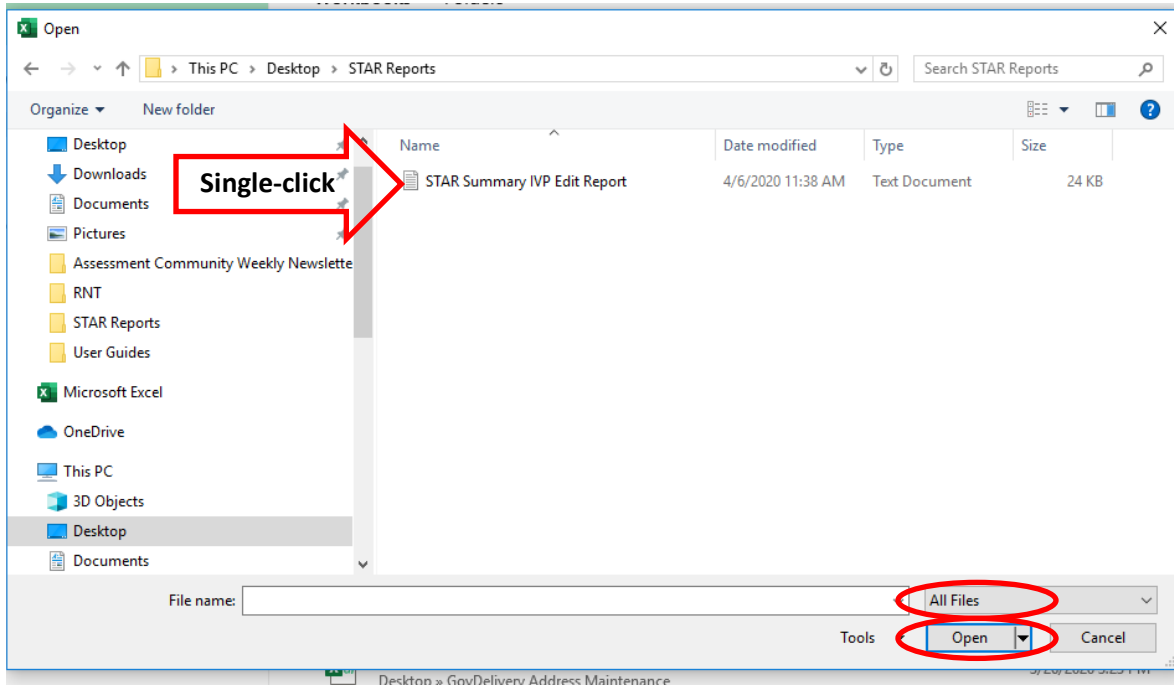
6. If you receive the following message, select *Yes.* Otherwise, continue.
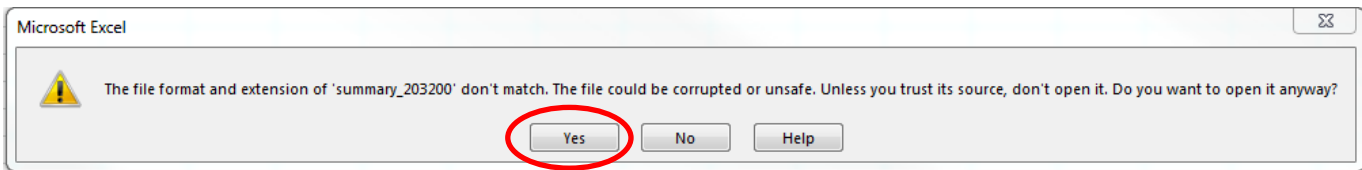
7. In the *Text Import Wizard – Step 1 of 3,* select *My data has headers,* then select *Next.*

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

Text Import Wizard - Step 2 of 3   ?   ✕

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters
☑ Tab
☐ Semicolon   ☐ Treat consecutive delimiters as one
☐ Comma   Text qualifier: [" ▾]
☐ Space
☐ Other: [   ]

Data preview

		ENHANCED STAR SUMMARY REPORT Levy Year: 2020 215 records retrieved.		
School Tax Year	Category	Print Key	Create Date	Street Nu

Cancel   < Back   **Next >**   Finish

9. 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*.
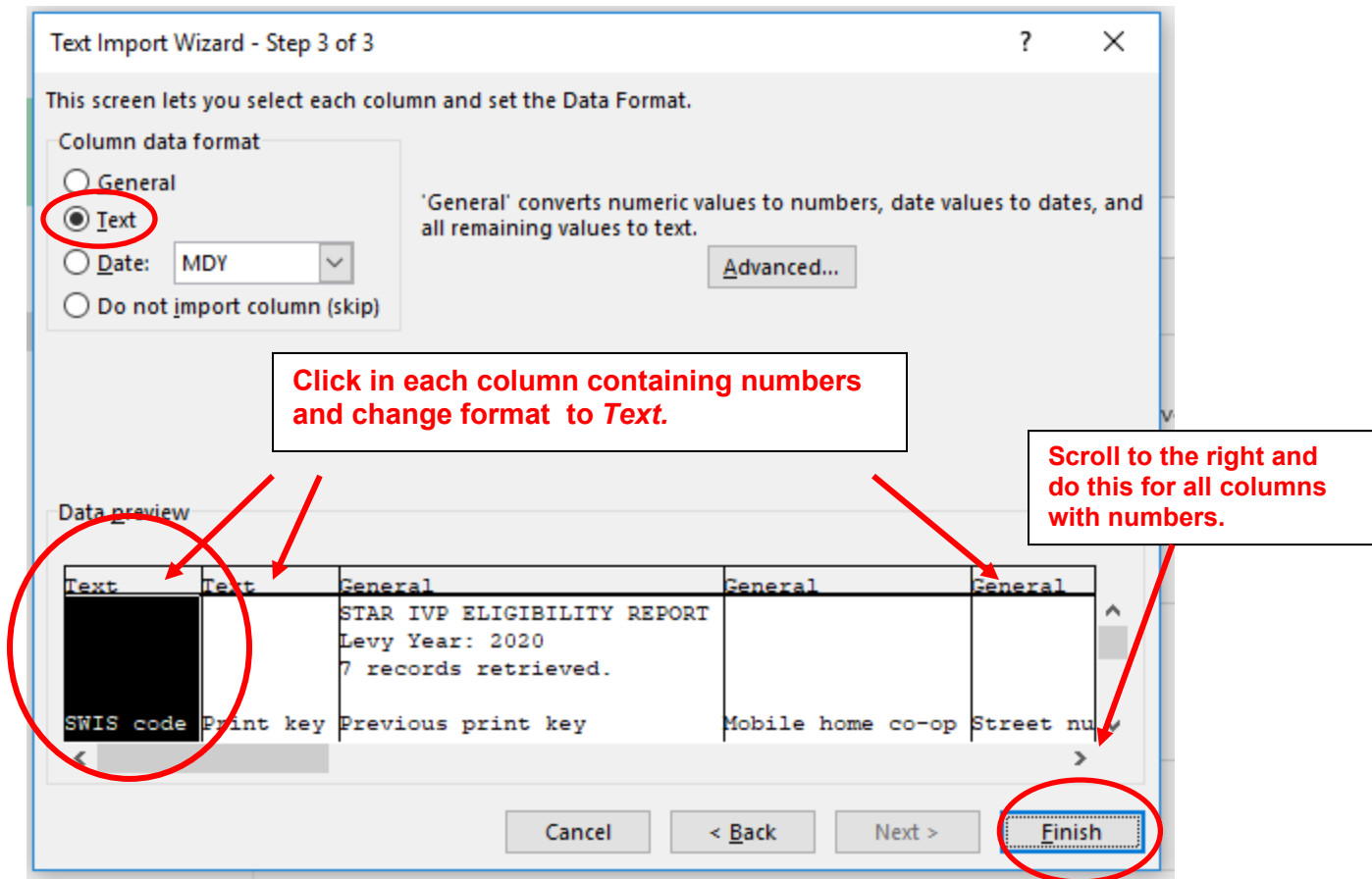
10. Print or save your report. If any of the columns have pound signs (#) – widen the column until the digits for date and time appear.