

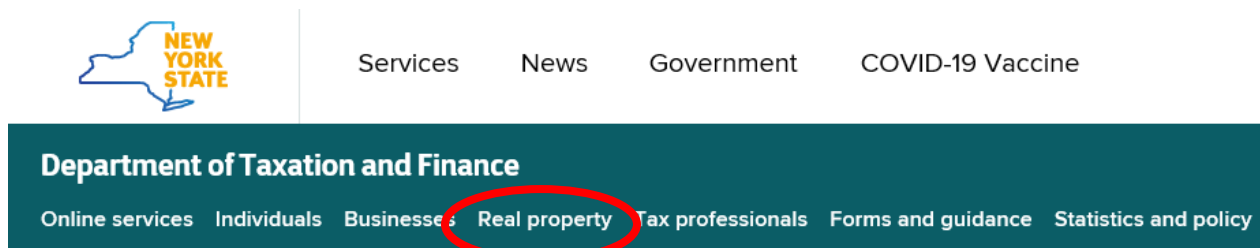
# How to Access and Download STAR Reports

July 27, 2021

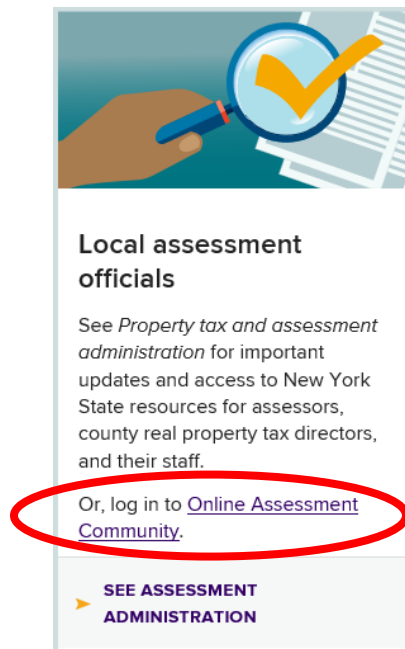
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- [Download the reports](#).....5

## Access the reports

1. Go to the Department of Taxation and Finance website: [www.tax.ny.gov](http://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.

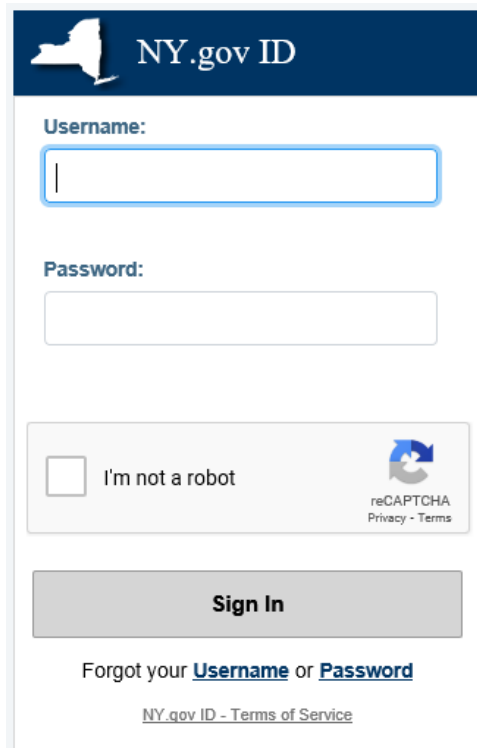


Forgot [username](#) or [password](#)

### 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*,



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.


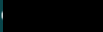
Any unauthorized disclosure of confidential STAR eligibility information shall be deemed a violation of section 805-A of the General Municipal Law. In addition, any assessor or county RPT director who has access to this application-or who has approved access for their staff or representatives- must agree to immediately notify the Office of Real Property Tax Services at [real.property@tax.ny.gov](mailto: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 the “hamburger” menu in the upper left corner,

NEW YORK STATE Department of Taxation and Finance   [Get Support](#)

 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](mailto: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,

The screenshot shows a web application interface with a top navigation bar containing a 'Menu' icon and the text 'Online Assessment Community'. A dark grey dropdown menu is open, featuring a search bar labeled 'Filter' at the top. The menu is organized into several sections:

- 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 (no 2021 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 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 Documents
  - 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.

Menu Enhanced STAR Eligibility Report

## Enhanced STAR Eligibility Report

This report includes the Tax Department's determinations for all properties enrolled in the IVP.

**Notes:**

- If ORPTS is missing worksheets or denial responses from the taxpayer, the property will receive Basic STAR.
- Mobile homes and co-ops that first enrolled in the IVP for 2021 may not appear on this report, because it is likely that ORPTS hasn't received the mobile home/co-op spreadsheets from assessors at the time the report is run. Instead, those properties will be included on the *Tentative Roll Corrections Report (Report #4)*.

**What to do next**

To update your roll file based on this report, follow the [instructions](#), which include:

- guidance to run the RPSV4 Enhanced STAR IVP Exemption Update Utility, as well as
- instructions for users of other software.

**If a property is listed on the report as eligible b** **wnership, or residency:**

- update the roll based on your determination, and
- follow the instructions on [How to submit STAR report changes](#), so ORPTS can update its records.

• Required field

**Search**

SWIS code:

Print key:

Mobile home or c:

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 *Download Report*.

Report information

Municipality: Albany

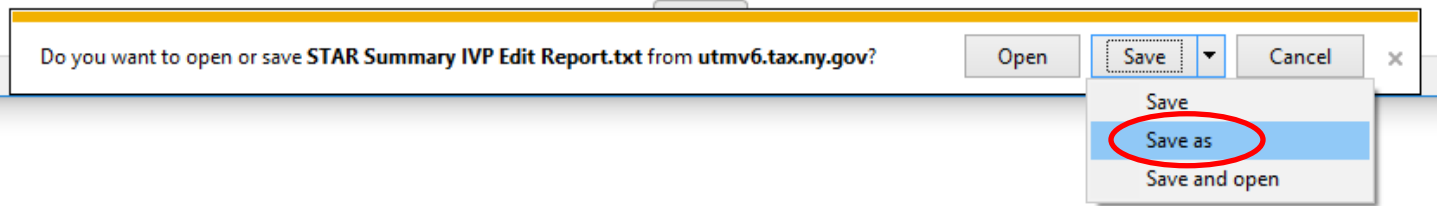
As of date: 04/01/2021 04:23 PM

Levy year: 2021

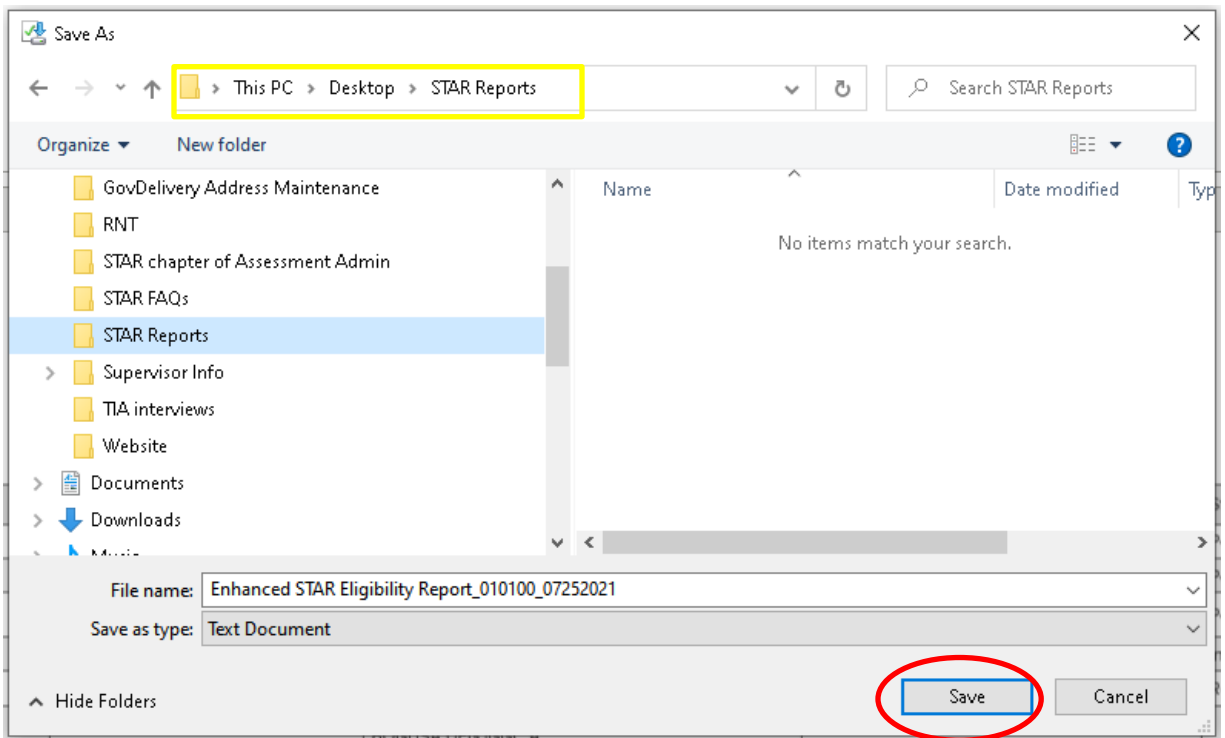
1 through 12 of 12

SWIS code	Print key	Previous Print key	Mobile home co-op	Property Address	Names	Eligibility status	Status Reason	Date of Report
010100	40.12-2-4.40-191			WA HARRIMAN CAMPUS		Basic	Pending	04/01/2021
010100	40.12-2-4.50-204	40.12-2-4.50-204		WA HARRIMAN CAMPUS		Basic	Pending	04/01/2021
010100	76.56-3-17			WA HARRIMAN CAMPUS	BOGUSA RFJYGDA A BOGUSA RFJYGDA A	Basic	Pending	04/01/2021
010100	40.12-2-4.60-133			WA HARRIMAN CAMPUS	BOGUSA RDDCFJE A	Not Eligible - Remove Exemption	Income	04/01/2021
010100	40.12-2-4.60-134			WA HARRIMAN CAMPUS	BOGUSA RCHNHDY A	Not Eligible - Remove Exemption	Residency	04/01/2021
010100	64.28-2-79			WA HARRIMAN CAMPUS	BOGUSA UEGJGGC A BOGUSA UEGJGGC A	Enhanced		04/01/2021
010100	64.35-3-13			WA HARRIMAN CAMPUS	MICKEY MOJUSE BOGUSA UVDJFGY A	Enhanced		04/01/2021
010100	64.47-1-44			WA HARRIMAN CAMPUS	BOGUSA A UGCNCFD	Enhanced		04/01/2021
010100	64.83-2-16			WA HARRIMAN CAMPUS	BOGUSBQWERTY A RBEHIHQ A JR BOGUSB RBEHIHQ A	Basic	Pending	04/01/2021
010100	75.05-1-25-.46			WA HARRIMAN CAMPUS	BOGUSA UYDRDJY A BOGUSA UYDRDJY A	Basic	Age	04/01/2021
010100	75.41-1-1			WA HARRIMAN CAMPUS	BOGUSA UDCJDEF A BOGUSD UDCJDEF A	Basic	Age	04/01/2021
010100	76.56-3-17			WA HARRIMAN CAMPUS	BOGUSA RFJYGDA A BOGUSA RFJYGDA A	Enhanced		04/01/2021

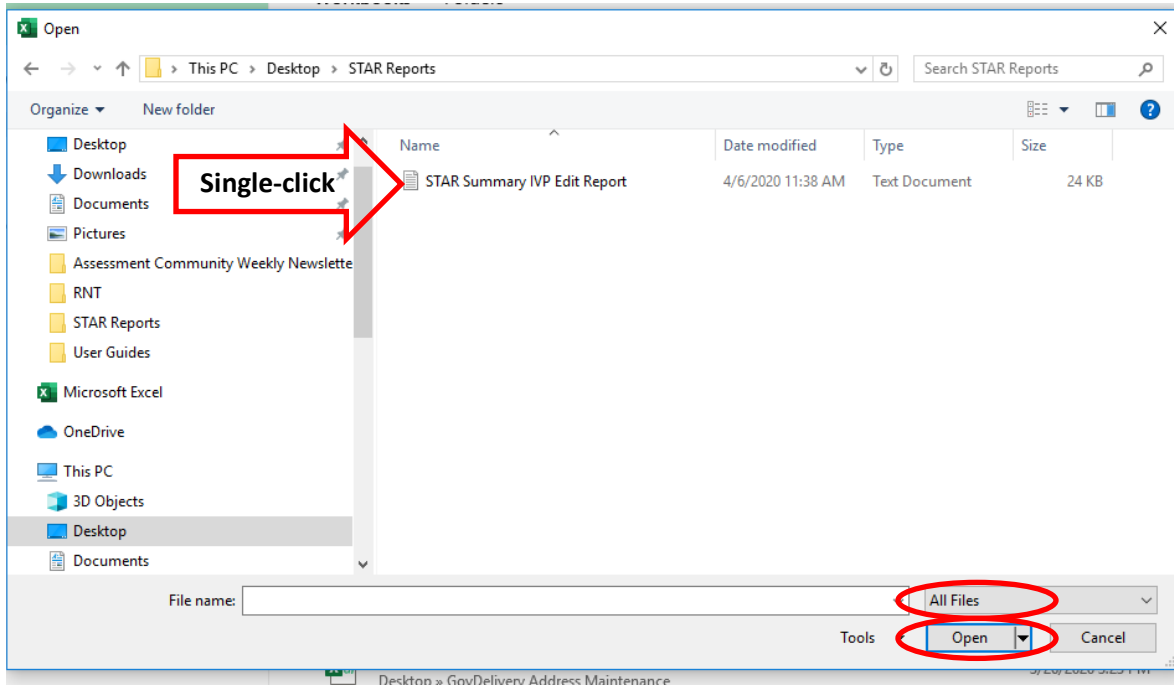
3. After selecting *Download Report*, select *Save as* in the pop-up box.



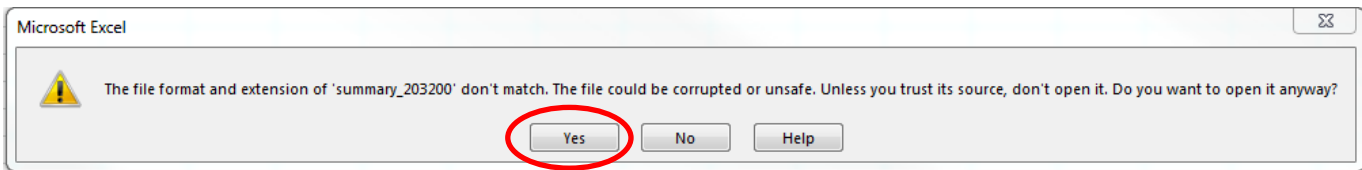
4. Designate **and remember** where you save the file. Leave the *Save as type as a text document*. Select *Save*.



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*.

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**

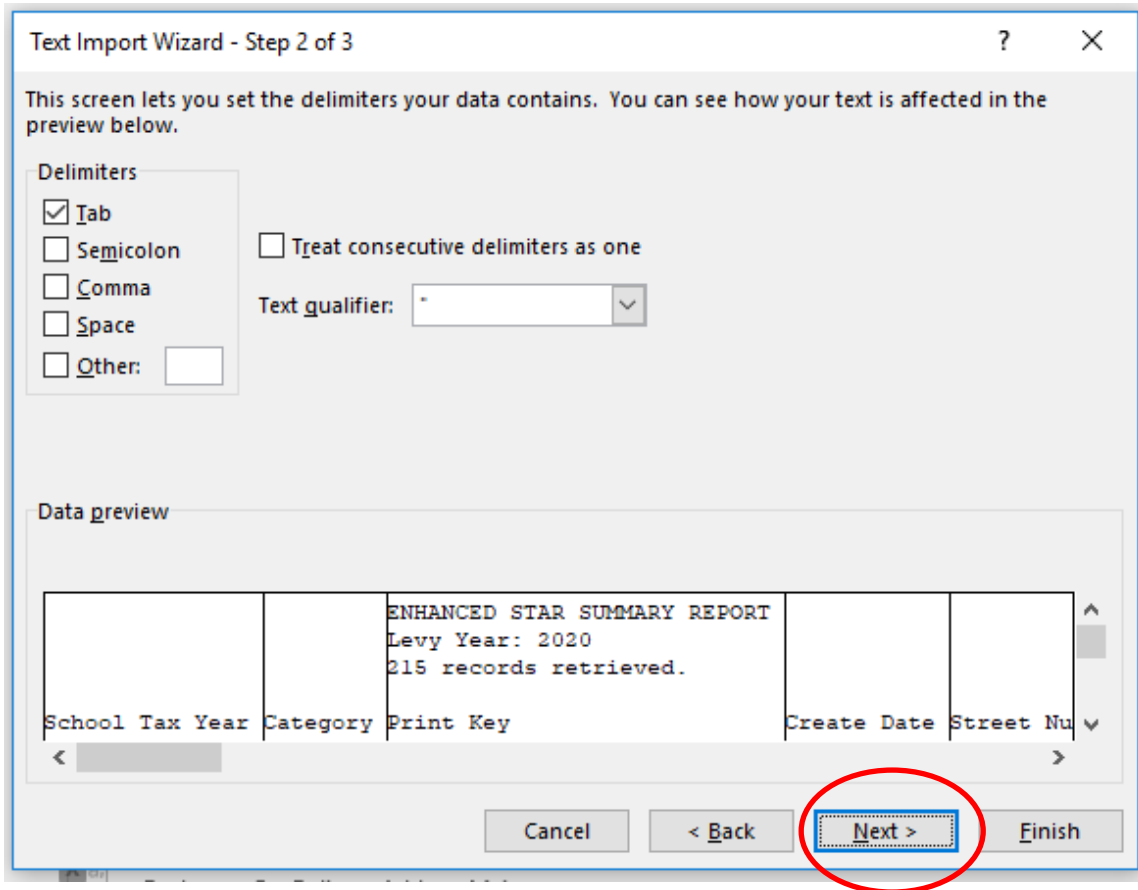
Preview of file C:\Users\t57344.000\Desktop\STAR Reports\STAR Summary IVP Edit Report.txt.

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

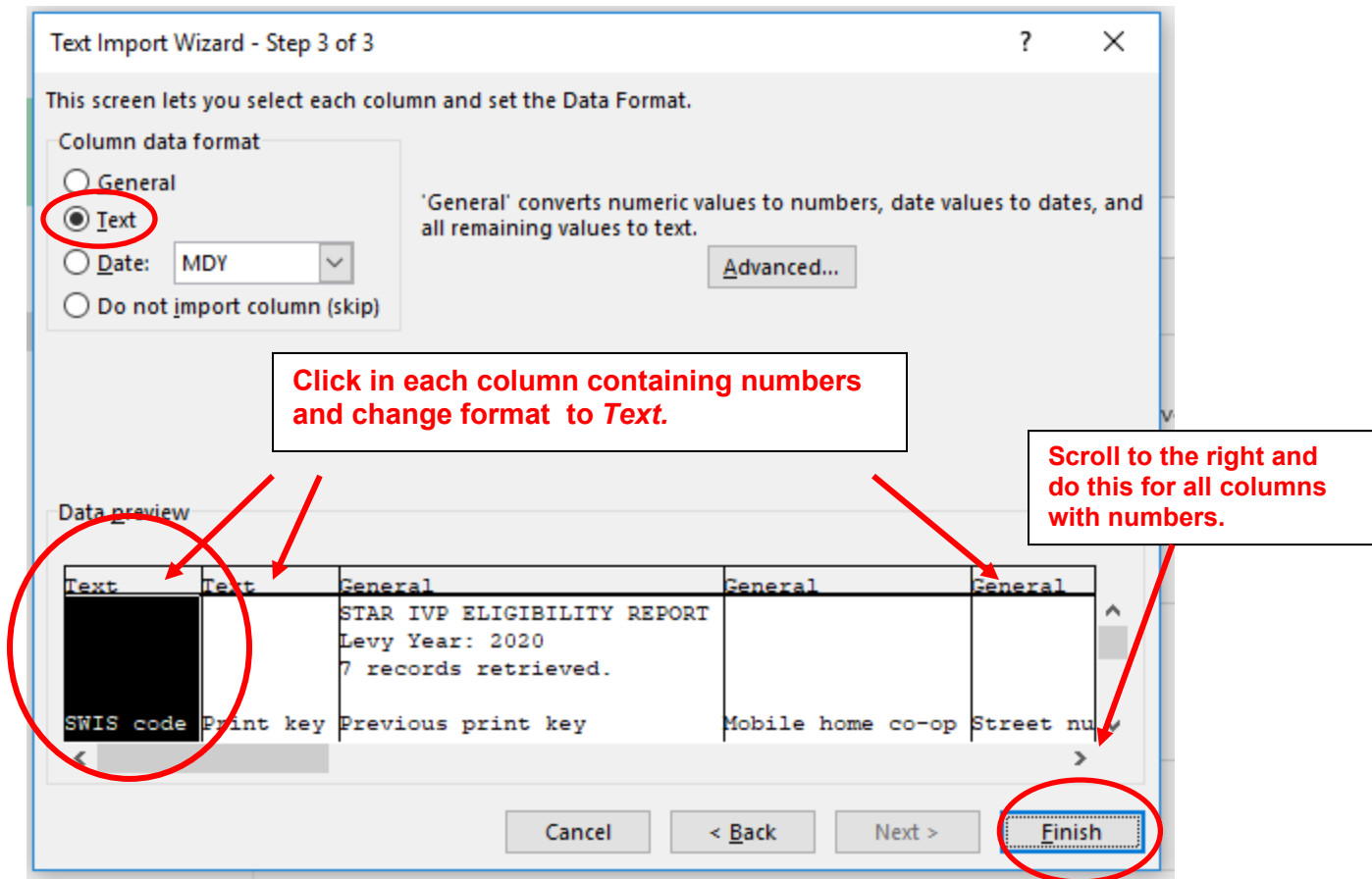
Buttons: Cancel, < Back, **Next >**, Finish



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



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.