How to eFile your Business Personal Property Return

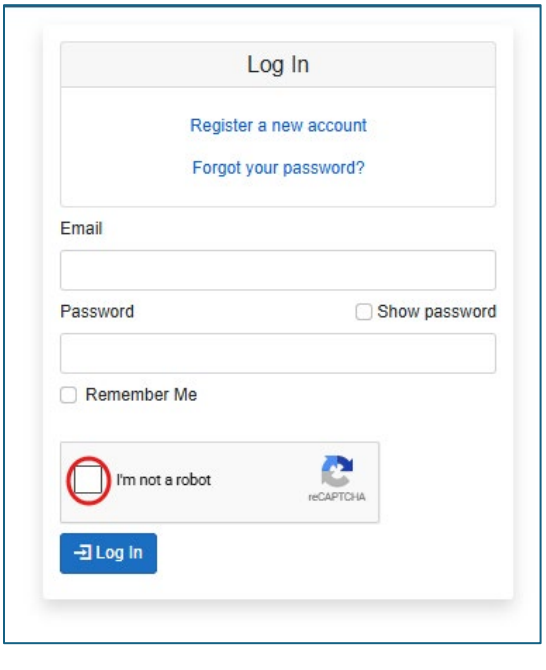
Step 1 – Access the eFiling Website

1. Open Google Chrome, Microsoft Edge, or another supported web browser. **Do not use Safari, as it is not compatible with the eFiling system.**
2. Go to https://personal.efiling.orcats.com/
3. Select Log In to access your existing account. If you have not yet registered, please refer to our *How to Create a New eFiling Account* instructions.



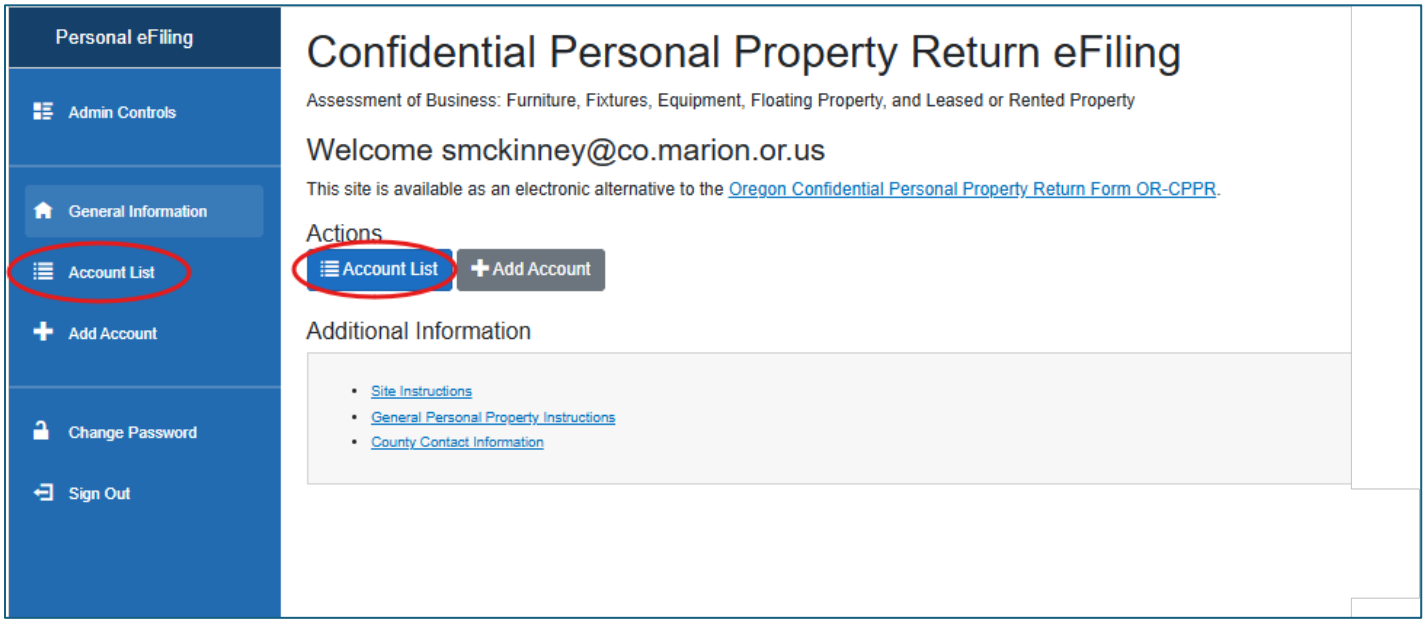
Step 2 – Log In to Your Account

1. Enter the email address and password associated with your eFiling account.
2. Complete the I'm not a robot verification, if prompted.
3. Click Log In.



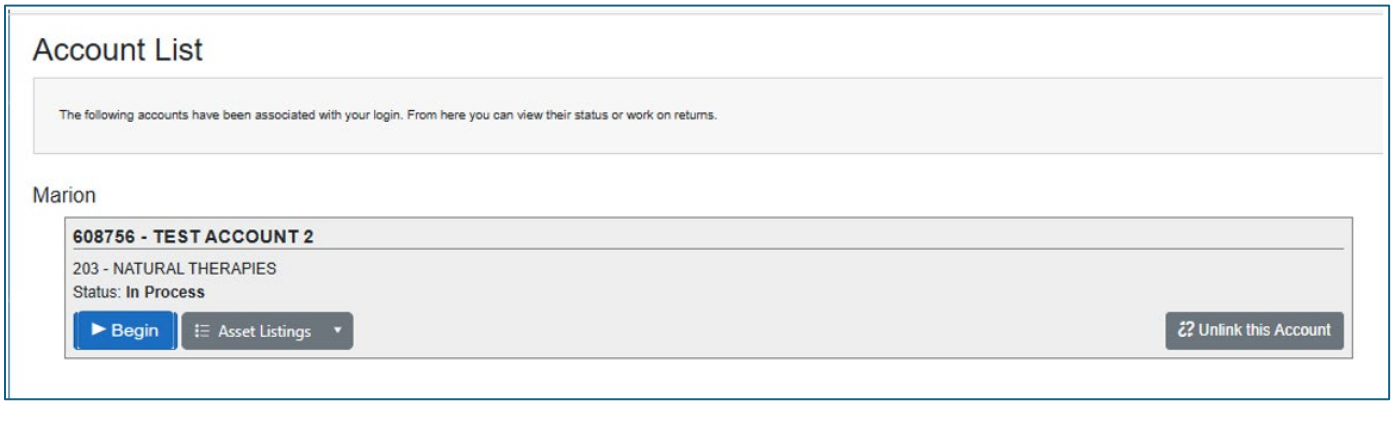
Step 3 – Navigate to Your Account List

1. After logging in, you will be directed to the General Information page.
2. Select **Account List** from the left-hand menu or the button on the main screen to view your business personal property accounts.



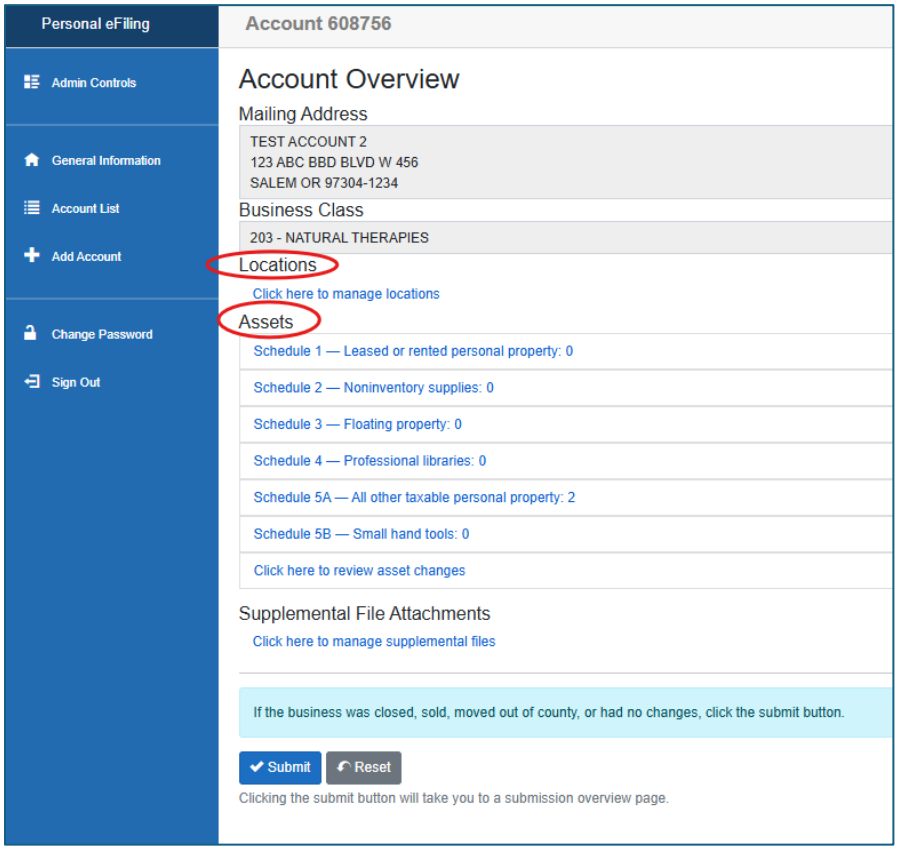
Step 4 – Select Your Business Account

1. The Account List displays the business personal property accounts associated with your eFiling login.
2. Locate the account you wish to file a return for and select Begin.



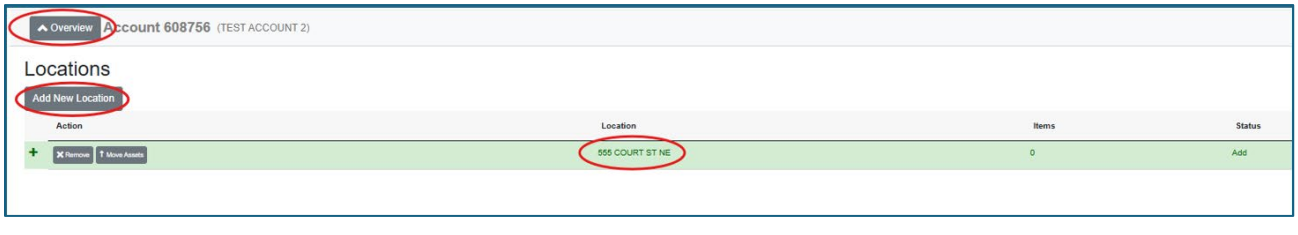
Step 5 – Review Your Account Overview

1. After selecting **Begin**, you will be directed to the Account Overview page.
2. Review the account information displayed, including the mailing address and business classification.
3. Before entering assets, select **Locations** to verify or add the physical location where your business personal property is located.



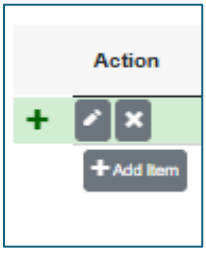
Step 6 – Add or Verify Your Business Locations

1. From the Account Overview page, select Locations.
2. Review any existing locations to ensure the addresses are correct.
3. To add a location, select Add New Location and enter the complete physical address where your business personal property is located.
4. To correct an existing location, select Remove, then add the correct address using Add New Location.
5. Once your locations have been entered or verified, select Overview to return to the Account Overview page.



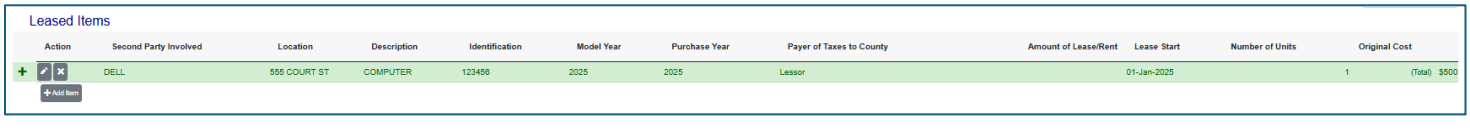
Step 7 – Review and Report Your Business Personal Property

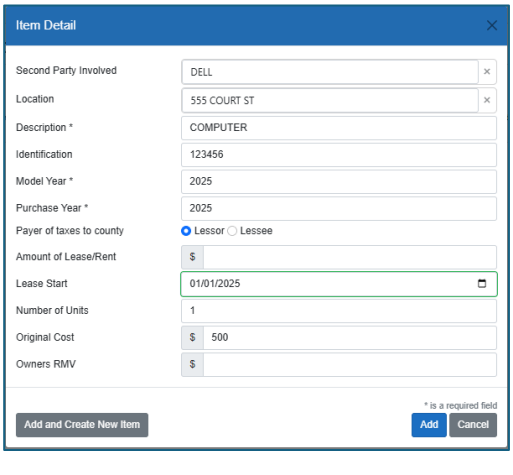
1. From the Account Overview page, locate the **Assets** section.
2. Assets reported in previous years are automatically carried forward. Select each applicable schedule to review your existing assets.
3. Use the + **(Add)** button to report new assets, the **pencil (Edit)** button to update existing assets, or the **X (Delete)** button to remove assets no longer owned or reportable.
4. Review and complete all schedules applicable to your business.
5. Use the navigation buttons at the top of each schedule to move between schedules or select **Overview** to return to the Account Overview page.
   The following steps provide instructions for completing each schedule.



Step 8 – Schedule 1: Leased or Rented Personal Property

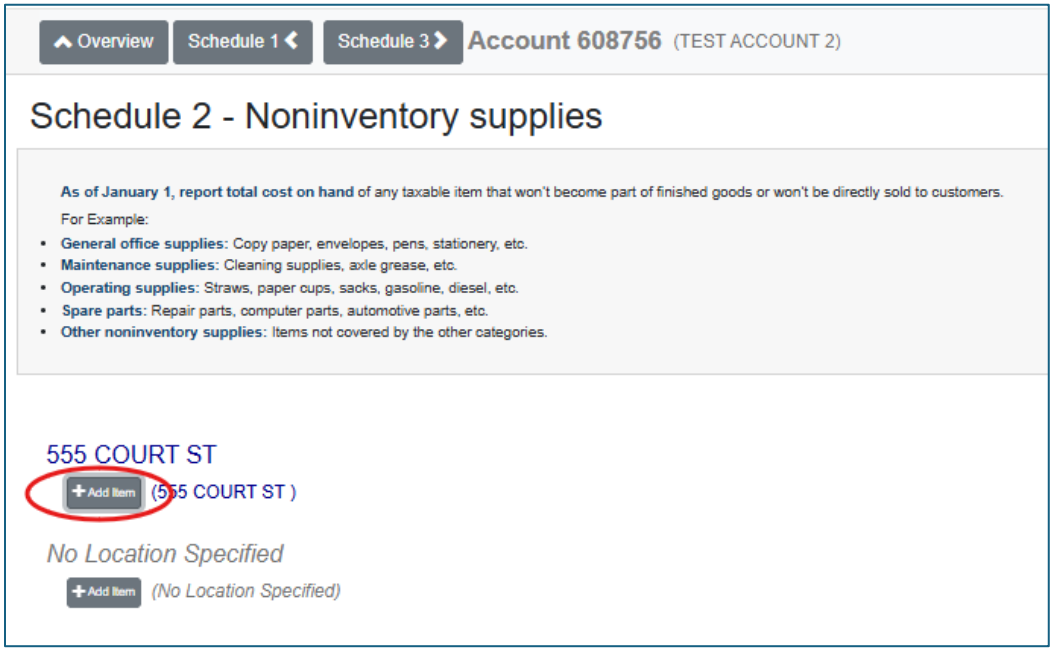
1. Select Schedule 1 – Leased or Rented Personal Property.
2. Review any previously reported leased or rented property and make any necessary changes.
3. To report new property, select Add Item.
4. Enter the requested information, including the leasing party, equipment description, model and purchase years, original cost, and other applicable details.
5. Indicate whether the lessor (owner) or lessee (renter) pays the property taxes.
6. Select Add to save the item, or Add and Create New Item to enter additional property.

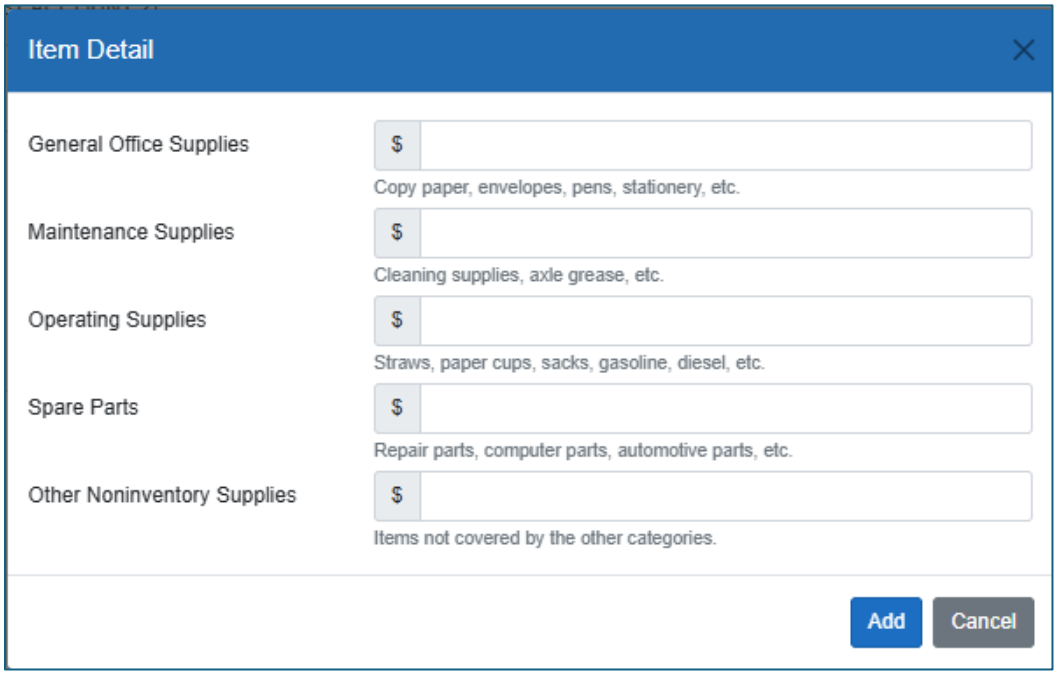




Step 9 – Schedule 2: Noninventory Supplies

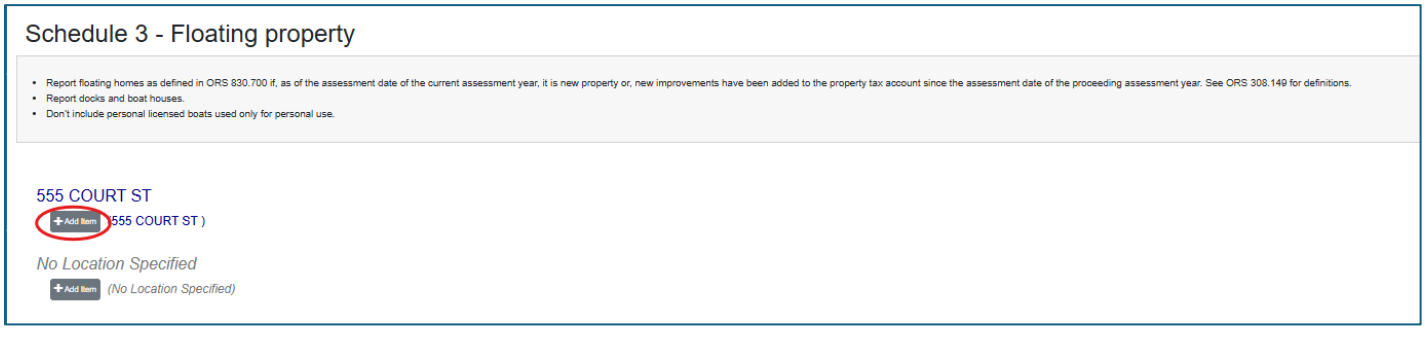
1. Select Schedule 2 – Noninventory Supplies.
2. Review any previously reported supplies and update the amounts as needed.
3. To report new supplies, select **Add Item**.
4. Enter the total cost of supplies on hand as of January 1 in the applicable categories, such as office supplies, maintenance supplies, operating supplies, and spare parts.
5. Select **Add** to save your information.

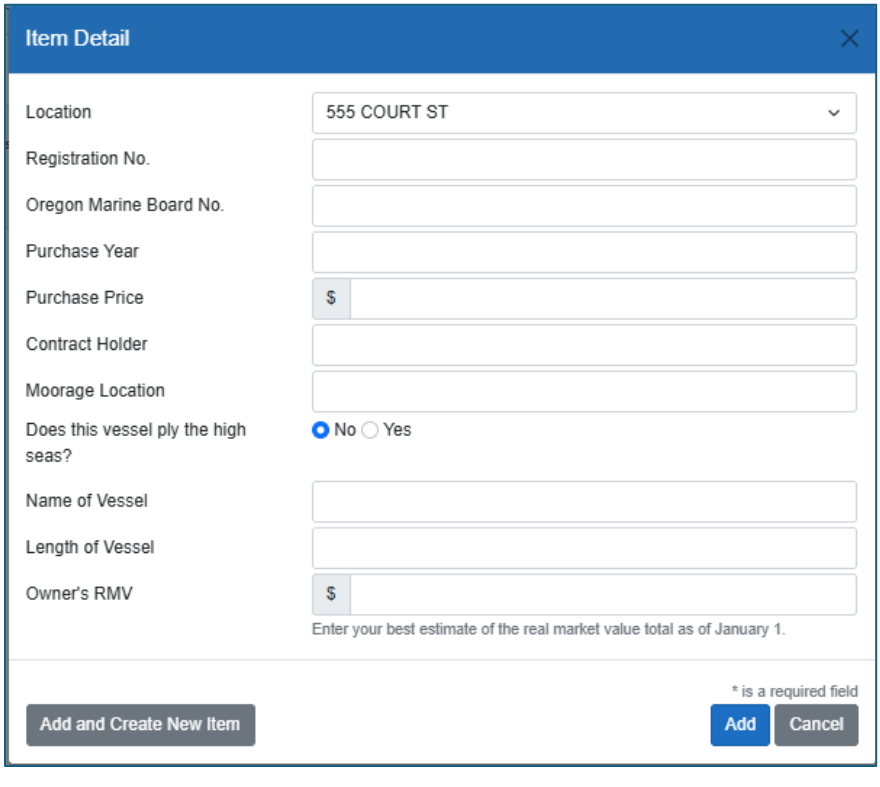




Step 10 – Schedule 3: Floating Property

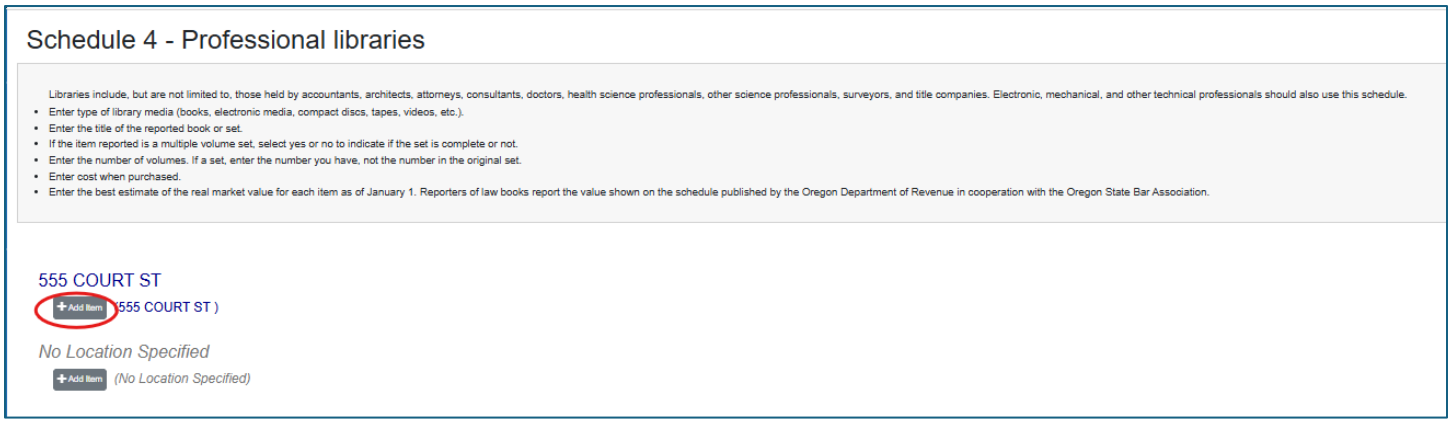
1. Select Schedule 3 – Floating Property.
2. Review any previously reported floating property and make any necessary changes.
3. To report new floating property, select **Add Item**.
4. Enter the requested information, including the registration number, vessel name, purchase year, and owner's real market value, as applicable.
5. Select **Add** to save your information.

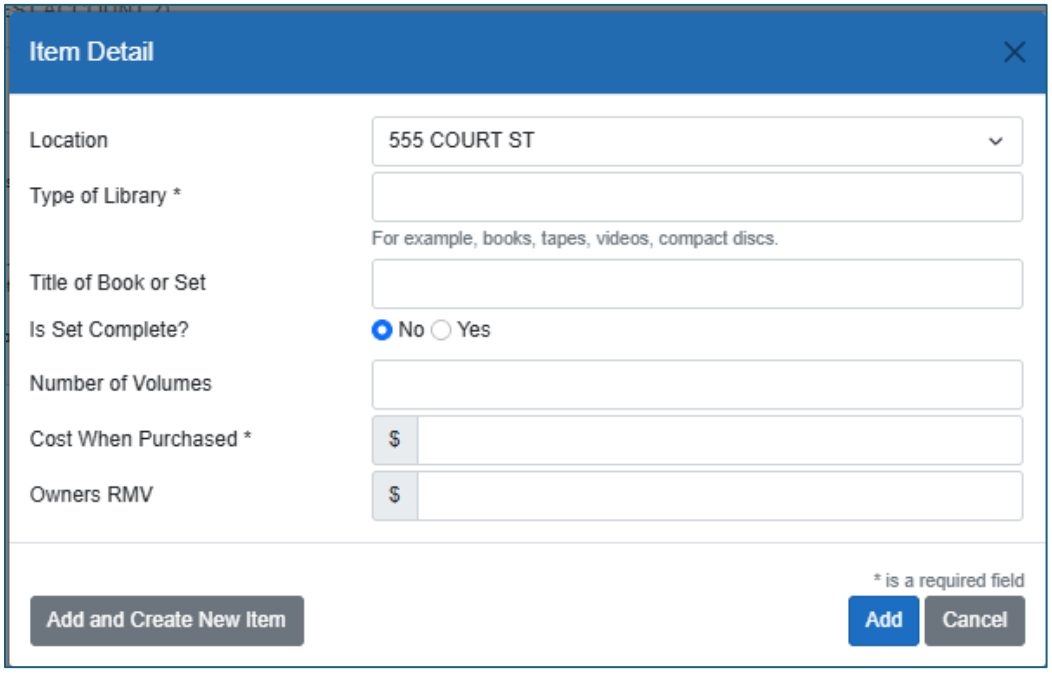




Step 11 – Schedule 4: Professional Libraries

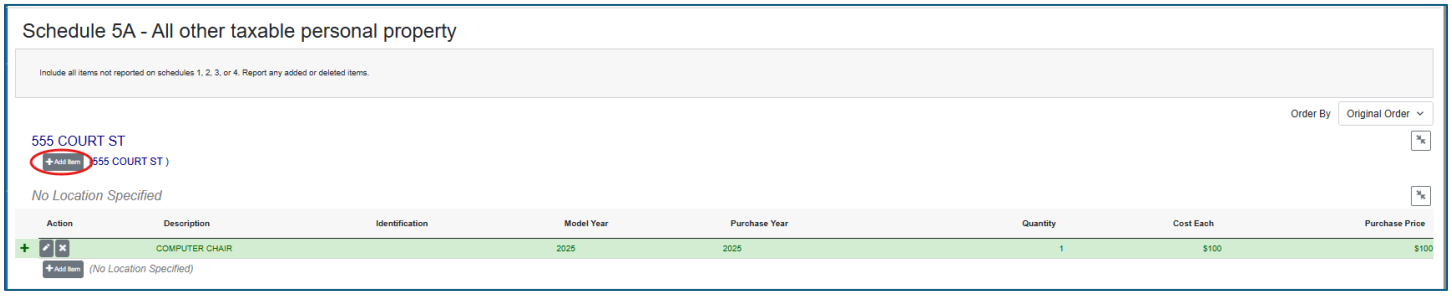
1. Select **Schedule 4 – Professional Libraries**.
2. Review any previously reported professional library items and make any necessary changes.
3. To report new items, select **Add Item**.
4. Enter the requested information, including the type of library, title of the book or set, number of volumes, purchase cost, and other applicable details.
5. Select **Add** to save your information.

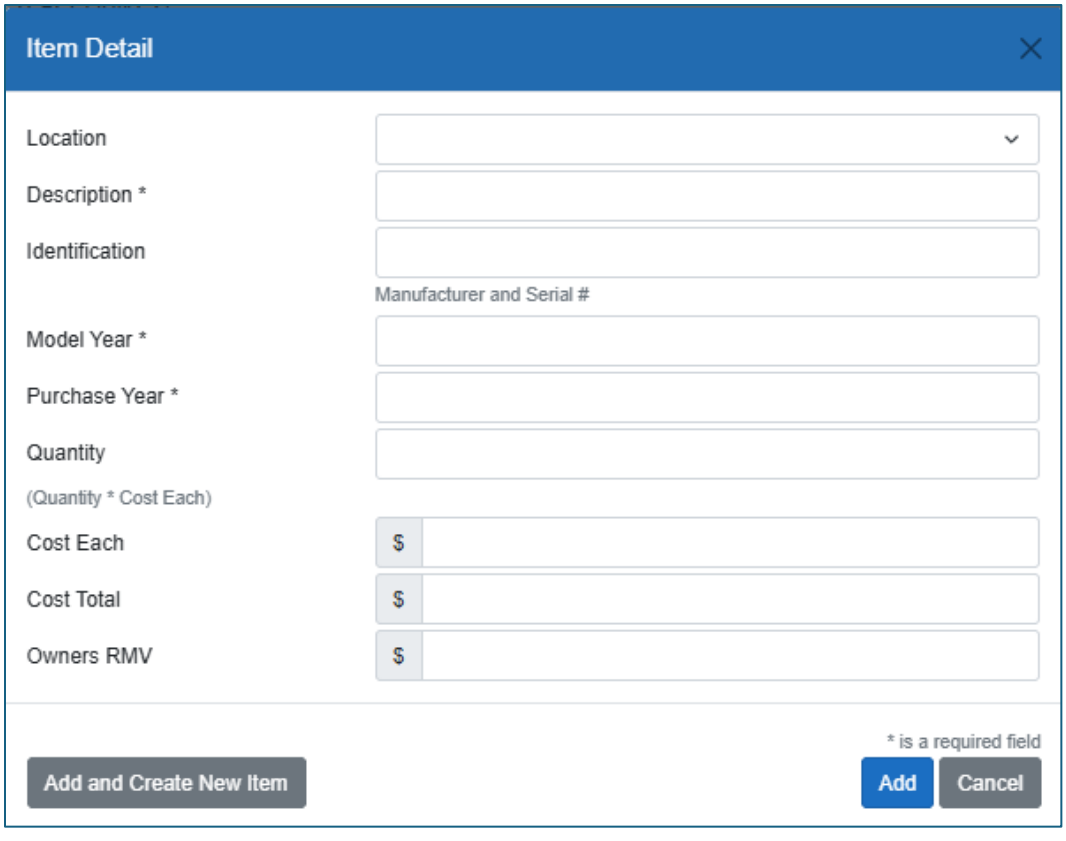




Step 12 – Schedule 5A: All Other Taxable Personal Property

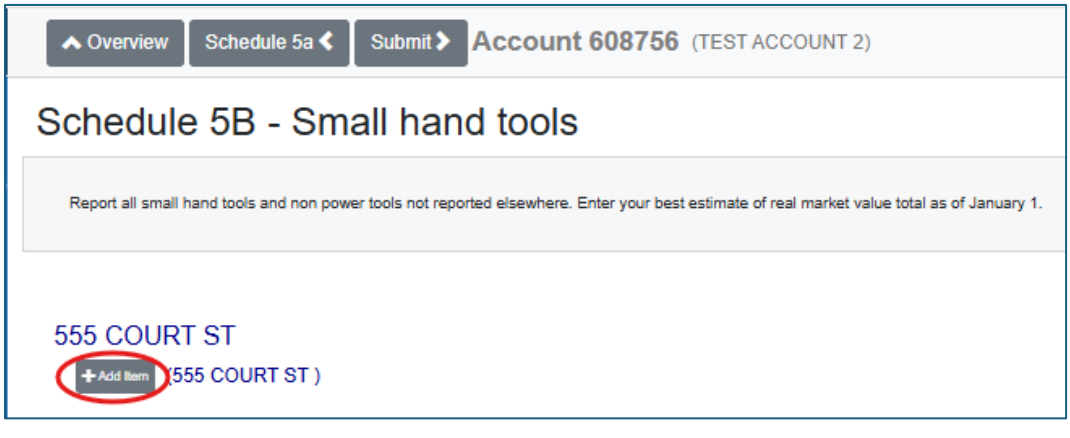
1. Select **Schedule 5A – All Other Taxable Personal Property**.
2. Review any previously reported assets and make any necessary changes.
3. To report new assets, select **Add Item**.
4. Enter the requested information, including the asset description, model and purchase years, quantity, cost per item, and total original cost.
5. Select **Add** to save the item, or **Add and Create New Item** to enter additional assets.

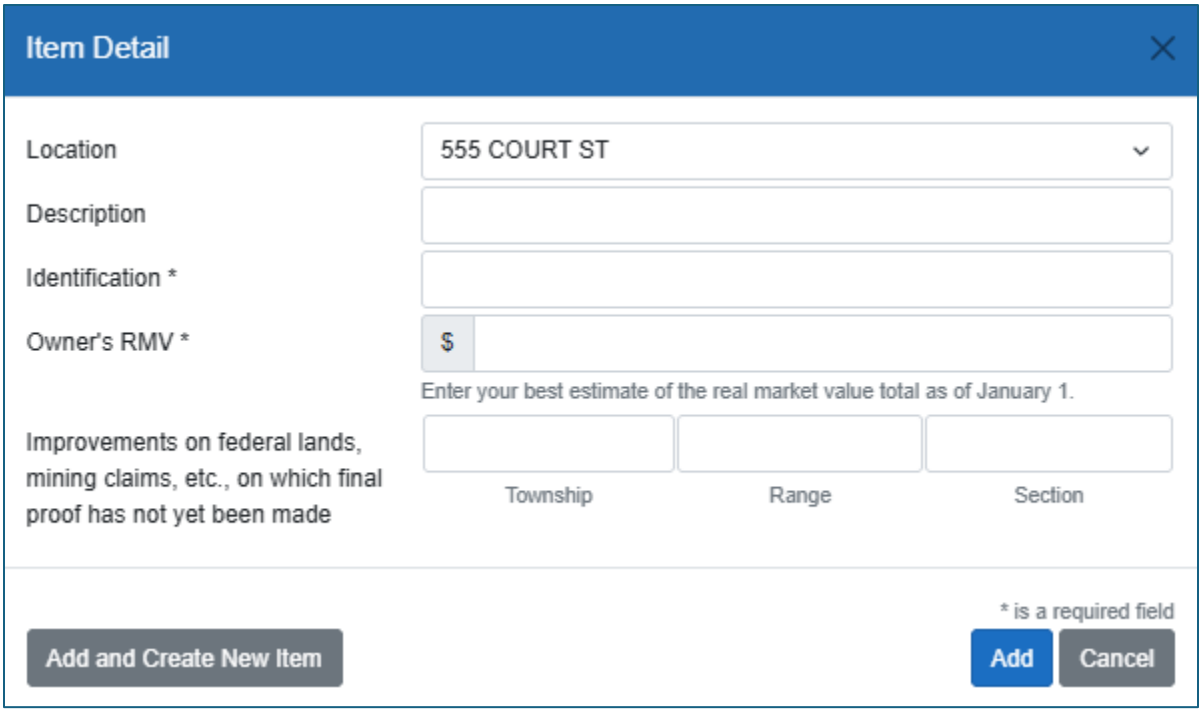




Step 13 – Schedule 5B: Small Hand Tools

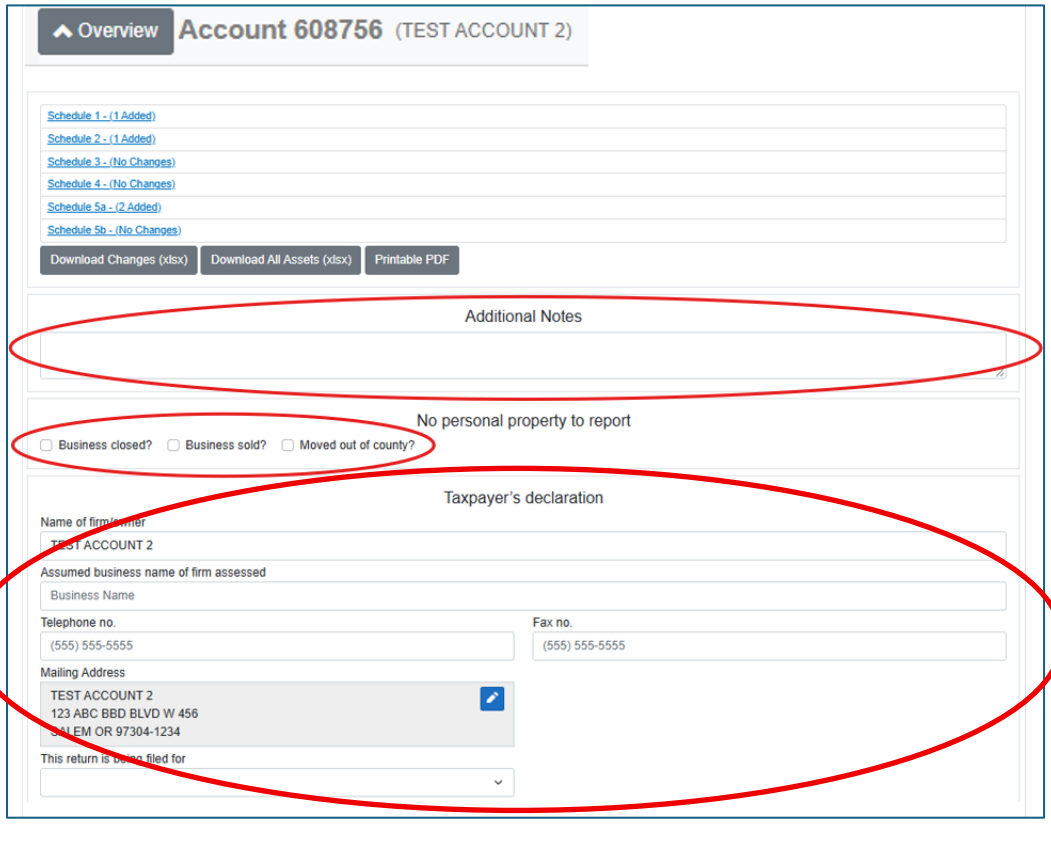
1. Select **Schedule 5B – Small Hand Tools**.
2. Review any previously reported property and make any necessary changes.
3. To report new property, select **Add Item**.
4. Enter the requested information, including the property description, identification, and owner's estimated real market value as of January 1.
5. Select **Add** to save the item, or **Add and Create New Item** to enter additional property.



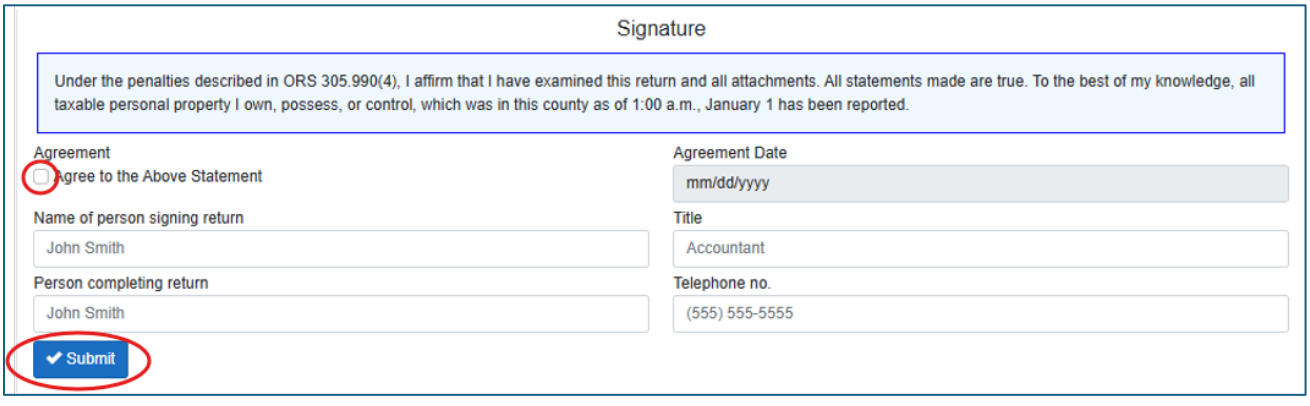


Step 14 – Review and Submit Your Return

1. After reviewing and updating all applicable schedules, select **Overview** to return to the Account Overview page.
2. Select **Click here to review asset changes** to review any changes made to your reported property.
3. Select **Submit** to proceed to the submission page.
   Review your reported assets, enter any additional notes, and indicate whether your business has closed, been sold, or moved out of the county, if applicable. Complete the Taxpayer's Declaration.



4. Review the **Signature** section, check **Agree to the Above Statement**, and complete the required information.
5. Select **Submit** to officially file your return.



6. A confirmation message will appear indicating your return was successfully submitted. You will also receive an email confirmation.
7. Select **Print Submission** to print or save a copy for your records.



Once submitted, changes to your return must be made by contacting the Marion County Assessor's Office.