

# CREATE A PORTAL ACCOUNT:

Visit <https://tax.yorkcounty.gov/> and click on “Register” in the top right menu bar:

The screenshot shows the York County Taxpayer Portal interface. At the top left is the York County logo. The header includes 'YORK COUNTY Taxpayer Portal' and navigation links for 'Home', 'FAQs', 'Register', and 'Log in'. A 'NOTICES' section contains instructions for payments and login for third-party payers. Below this are two main sections: 'Log In' with fields for email and password, and 'Quick Pay - No Sign In Required' with a 'Make a Quick Payment' button.

Once you have entered the “Register” option, this screen will appear:

Create a new account.

\* Email

\* Password

\* Confirm password

#### Passwords Must:

- Be **6 characters** or longer
- Include one or more **numbers**
- Include one or more **special characters**
- Include one or more **uppercase characters**
- Include one or more **lowercase characters**

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You enter your preferred email address and a password twice. You will have to confirm the registration by clicking a link emailed to you to the preferred email address.

Thank you for creating a York County Tax Portal account. Your Tax Portal account makes accessing tax information, re-printing tax bills, managing notifications, filing required returns, and managing tax payments easy and secure.

Please confirm your account by clicking [here](#).

## Confirm Email

Thank you for confirming your email. [Click here to continue.](#)

Once you have confirmed the registration by clicking the emailed link, login to the portal. Once logged in, under “Individuals” section, use the “[click here](#)” link and then enter your DMV customer number or social security number and the account number from your bill (or the title number from your state registration card). If you own a vehicle jointly and own real estate with that party, please use that account number. **The process to link accounts starts with a personal property tax account for individuals.**

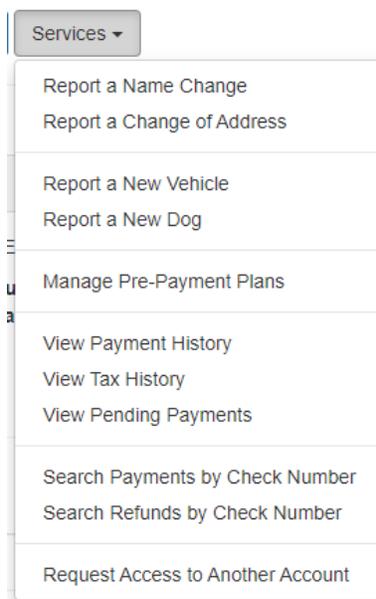
**Individuals**  
Please [click here](#) to associate your portal account with your existing individual tax account records.

**Businesses**  
Please [click here](#) to associate your portal account with your existing business tax account records.

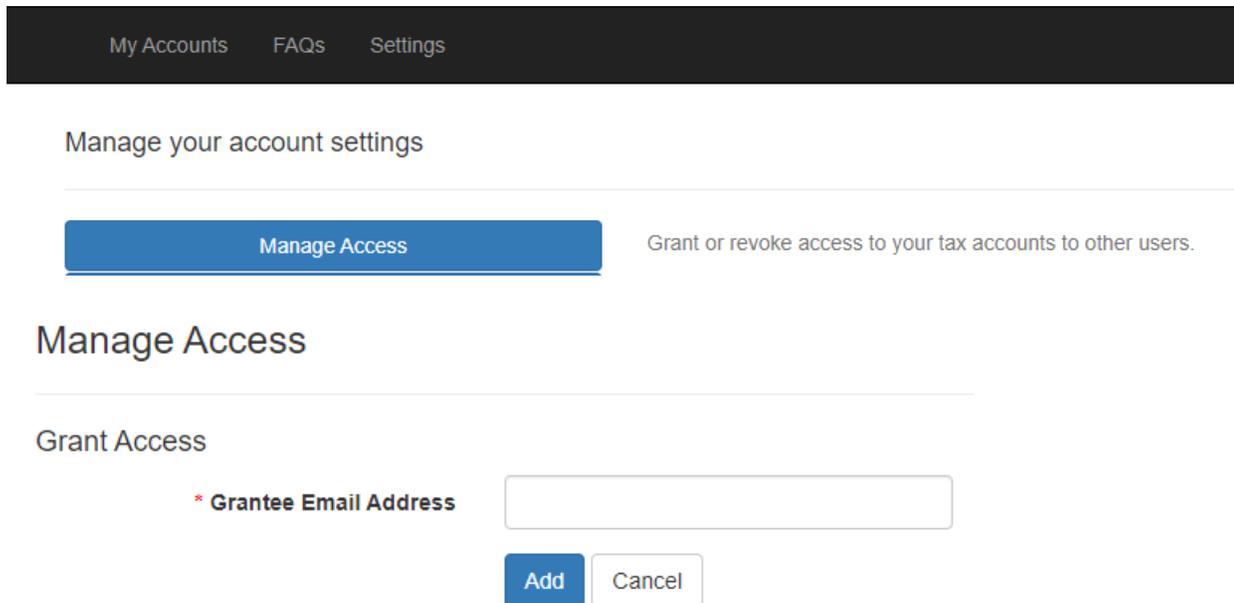
**Mortgage / Title Companies**  
Please [click here](#) to request portal access as a Mortgage / Title Company.

You should now see your personal property account.

If you have a real estate account and the owner(s) exactly match the owner(s) for the personal property account, you may request access using the “Services” menu once logged into the portal. Under “Services”, use the option “Request Access to Another Account”. Please note, this can only be approved if the owners are the same because the access is granted by a process known as merging.



If the account owners are not the same, to add additional accounts, you will need to create additional Portal Accounts and grant access to one login. This is done by the portal user through a function called “Manage Access”. To navigate to “Manage Access”, login to the portal account and click “Settings” at the top left of the screen. You should see an option called “Manage Access”. In order to grant access, the additional email address has to be registered and confirmed first.



The portal user has control over who can and cannot access the account using the manage access option. The portal user can cancel the access at any time.

If you have multiple accounts with different ownership types (single account, joint account, real estate trust account, revocable trust account, or any combination); you may create an initial login with the preferred email of your choice and then grant access on each account.

You create additional logins using your preferred email with modifications to allow the creation of multiple logins using only one email.

For example, if [johnsmith@yahoo.com](mailto:johnsmith@yahoo.com) is the preferred email, you will create a portal account for personal property using the preferred email address. Additional logins can be created using the preferred email with the “+” symbol and an additional digit such as: [johnsmith+1@yahoo.com](mailto:johnsmith+1@yahoo.com), [johnsmith+2@yahoo.com](mailto:johnsmith+2@yahoo.com), etc. The emails will all go the preferred email for the confirmation step. Once in the additional logins, you may grant access to the preferred email address as noted above. In each login, access the “Settings” option at the top and use the “Manage Access” feature to grant access to the preferred email.

This will allow you to create multiple logins using a single email address. Once the accounts are linked, you will be able to view all accounts using one login. You will be able to pay on all items at one time using this method including a future dated e-check for the date of your choice. Additionally, you may grant access to any accounts you have including business accounts using this method. You may also use multiple email addresses, if you have them, to grant access to a single, preferred email.