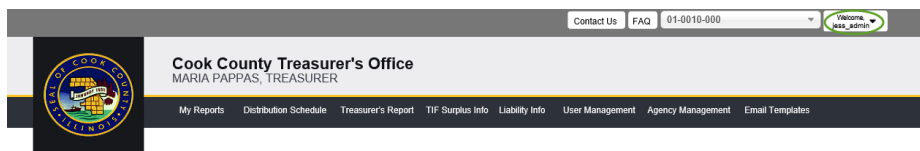


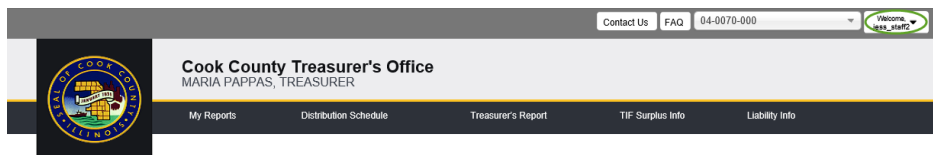
## Taxing Agency Extranet ("TAE")

The TAE website has two types of users, Agency Administrator and Agency Staff, with different capabilities within the system:

- Agency Administrator – is the user who completes the registration process.
  - can request, view, and download reports under My Reports
  - can view the list of Distributions under Distribution Schedule
  - can create new or edit existing agency staff users under User Management
  - can update agency information under Agency Management
  - can change password under Profile Management
  - can update profile information under Profile Management



- Agency Staff – is the sub-user of an agency created by the Agency Administrator.
  - can request, view, and download reports under My Reports
  - can view the list of Distributions under Distribution Schedule
  - can change password under Profile Management
  - can update profile information under Profile Management



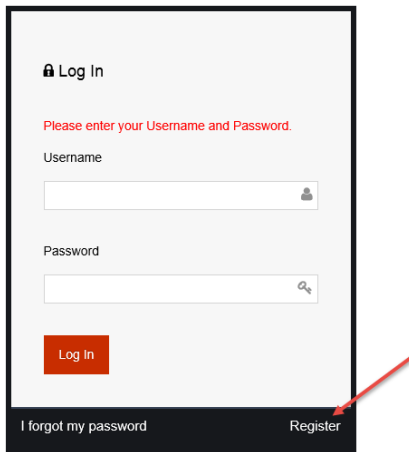
## ACH Form Instructions

The Cook County Treasurer's Office would like to keep on file an updated Authorization Agreement for Automatic Deposits form for each agency. We are requesting all agencies to send an updated ACH form for Tax Distribution ACH Deposits. A separate form must be completed for each taxing agency with their unique agency number indicated on the form. The completed form must be signed, notarized and emailed to [distributions@cookcountytreasurer.com](mailto:distributions@cookcountytreasurer.com). For your convenience, the form is available to download under Agency Management.

## Registration Instructions

Although many of the existing TAE logins can be used to log into the enhanced website, we are requesting that all agency users to re-register.

1. To register, click on the 'Register' button in the Log In box.



The screenshot shows a login interface with the following elements:

- Lock icon and "Log In" text at the top.
- Red error message: "Please enter your Username and Password."
- "Username" label above a text input field with a user icon.
- "Password" label above a text input field with a password icon.
- Red "Log In" button.
- Footer area with "I forgot my password" and "Register" links.

A red arrow points from the "Register" link in the footer to the right side of the page.

2. Complete the fields on the Pre-registration form.
  - Enter a valid agency number.
    - Determine if you are responsible for:
      - a "parent" agency, agencies that end with 000 (01-0010-000),
      - a "sub" agency, agencies that do not end with 000 but begin with the same 6-digits as the parent agency (01-0010-023),
      - a "parent" agency and the associated "sub" agencies
    - If you are registering for a "parent" agency, the information for the "sub" agencies will automatically be available. You do not need to register every "sub" agency separately.
    - If you are registering for a "sub" agency, you will only have access to that agency.

- Create a Username, Title, First and Last Name, Email address, Phone Number then click 'Send Request'.



### User Account Request Form

#### Pre-Registration Form

Please fill out the form below to pre-register your agency. All fields are required.

Agency Number: (xx-xxxx-xxx)

Username

Title

First Name

Last Name

Email Address

Phone Number: (xxx-xxx-xxxx)

Send Request

3. Your registration must first be approved by the Cook County Treasurer's Office. Once your registration is approved you will receive a confirmation email with your new password.

Reply Reply All Forward



StageDistributions@cookcountytreasurer.com

Jose Dagante

12:50 PM

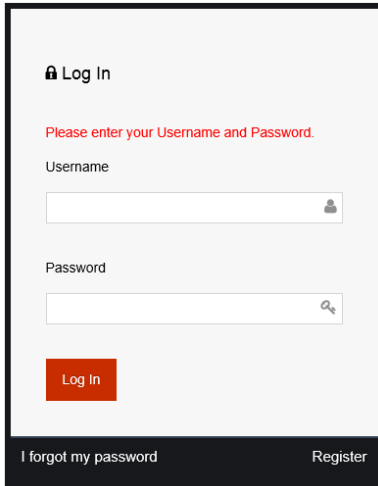
CCTO TAE New Account Notice

This is a notification to inform you that a new account has been created for you. Your username and password are as follows:

username: jess\_staff2  
password: E:%EOY\$z

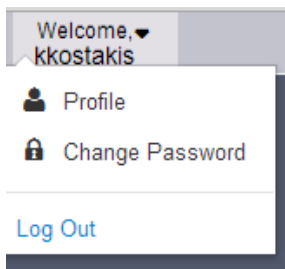
## Profile Management

1. If you forget your password, click on 'I forgot my password' in the Log In box. A new password will be emailed to the email address provided.

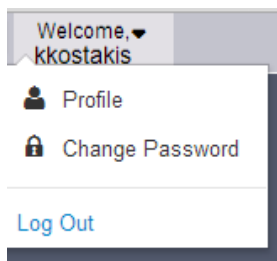


The screenshot shows a 'Log In' form with a lock icon. Below the title is a red instruction: 'Please enter your Username and Password.' There are two input fields: 'Username' with a user icon on the right, and 'Password' with a magnifying glass icon on the right. A red 'Log In' button is positioned below the fields. At the bottom of the form, there are two links: 'I forgot my password' on the left and 'Register' on the right.

2. If you would like to change your password, login, click on the Welcome box then, click on Change Password.

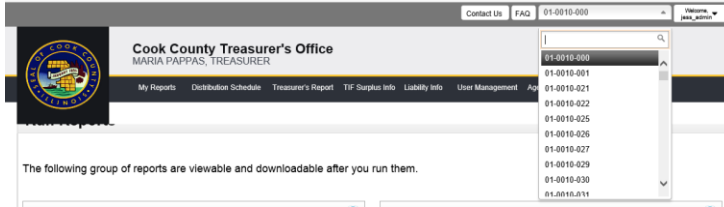


3. To update your title, phone or email address click on the Welcome box then, click on Profile.



## My Reports

If you have access to multiple agencies, you can select the agency for which you want to request reports by clicking on the box with the agency number. The list of agencies available to you will appear in the list box.



1. To request reports that are viewable online, click the My Reports tab and go to Run Reports section.

### Run Reports

The following group of reports are viewable and downloadable after you run them.

<b>Record of Distribution Report</b> ?	<b>Agency Tax Year Collection Distribution Report</b> ?
Start Date <input type="text"/>	Tax Year 2012 <input type="button" value="Run"/> <input type="button" value="Download"/>
End Date <input type="text"/> <input type="button" value="Run"/> <input type="button" value="Download"/>	<b>Statement of Distribution Report</b> ?
	Distribution Date May 19, 2015 <input type="button" value="Run"/> <input type="button" value="Download"/>

2. To receive the Agency Tax Year Collection Distribution Report in excel for all your agencies for a specified tax year, login as the parent agency, run the report, and on the results page click on Download All Agency Data.

## Agency Tax Year Collection Distribution Report

Download All Agency Data

Tax Year

2012 Refresh

	Real Estate Collections	Real Estate Refunds	RailRoad Collections	RailRoad Refunds	Total
Taxes Extended	368,150,652.71		809,328.83		368,959,981.54
Gross Taxes Distributed	355,219,218.18		1,585,761.44		356,804,979.62
General Refunds		(1,236,717.67)		0.00	(1,236,717.67)
Illegal Rate Refunds		0.00		0.00	0.00
SP/PTAB Refunds		0.00		0.00	0.00
Total Refunds Recouped		(1,236,717.67)		0.00	
Net Collections Distributed					355,588,245.75
TIF Rebates					19,983.80
Interest Earnings					7,338.52

The results will appear in Excel.

A	B	C	D	E	F	G	H	I	J
Agency Number	Agency Name	Tax Year	Real Estate Collections Extended	Railroad Collections Extended	Total Taxes Extended (Real Estate AND Railroad)	Real Estate Gross Taxes Distributed	Railroad Gross Taxes Distributed	Total Gross Taxes Distributed (Real Estate AND Railroad)	Real Estate General Refunds
1									
2	01-0010-000 COUNTY OF COOK	2012	368,150,652.71	809,328.83	368,959,981.54	355,219,218.18	1,585,761.44	356,804,979.62	(1,236,717.67)
3	01-0010-034 COUNTY OF COOK 2002D BOND ESCROW ACCOUNT	2012	6,792,389.93	14,932.01	6,807,321.94	6,556,264.39	0.00	6,556,264.39	(22,817.26)
4	01-0010-036 COUNTY OF COOK 2003B BOND ESCROW ACCOUNT	2012	16,301,736.30	35,837.06	16,337,573.36	15,735,036.39	0.00	15,735,036.39	(54,761.95)
5	01-0010-038 COUNTY OF COOK 2002B BOND ESCROW ACCOUNT	2012	4,075,433.74	8,959.12	4,084,392.86	3,933,759.33	0.00	3,933,759.33	(13,690.52)
6	01-0010-040 COUNTY OF COOK 2004A BOND ESCROW ACCOUNT	2012	8,150,867.94	17,918.42	8,168,786.36	7,867,518.00	0.00	7,867,518.00	(27,380.83)
7	01-0010-042 COUNTY OF COOK 2004C BOND ESCROW ACCOUNT	2012	8,150,867.94	17,918.42	8,168,786.36	7,867,518.00	0.00	7,867,518.00	(27,380.83)
8	01-0010-043 COUNTY OF COOK 2004D BOND ESCROW ACCOUNT	2012	6,792,389.94	14,932.01	6,807,321.95	6,556,264.39	0.00	6,556,264.39	(22,817.26)
9	01-0010-045 COUNTY OF COOK 2005A GO + REF	2012	17,660,214.31	38,823.51	17,699,037.82	17,046,288.65	0.00	17,046,288.65	(59,325.55)
10	01-0010-046 COUNTY OF COOK 2006B	2012	19,018,692.41	41,809.94	19,060,502.35	18,357,542.80	0.00	18,357,542.80	(63,888.90)
11	01-0010-047 COUNTY OF COOK 2009A BOND ESCROW ACCOUNT	2012	9,509,346.00	20,904.88	9,530,250.88	9,178,770.71	0.00	9,178,770.71	(31,944.20)
12	01-0010-048 COUNTY OF COOK 2009B BOND ESCROW ACCOUNT	2012	9,509,346.01	20,904.88	9,530,250.89	9,178,770.71	0.00	9,178,770.71	(31,944.20)
13	01-0010-049 COUNTY OF COOK 2009C BOND ESCROW ACCOUNT	2012	5,433,911.85	11,945.52	5,445,857.37	5,245,011.94	0.00	5,245,011.94	(18,253.61)
14	01-0010-051 COUNTY OF COOK 2010A BOND ESCROW ACCOUNT	2012	14,943,258.27	32,850.62	14,976,108.89	14,423,783.18	0.00	14,423,783.18	(50,198.56)
15	01-0010-053 COUNTY OF COOK 2010D BOND ESCROW ACCOUNT	2012	13,584,780.22	29,864.17	13,614,644.39	13,112,529.79	0.00	13,112,529.79	(45,635.01)
16	01-0010-054 COUNTY OF COOK 2010E BOND ESCROW ACCOUNT	2012	1,359,477.66	2,986.24	1,362,463.90	1,311,253.06	0.00	1,311,253.06	(4,563.58)
17	01-0010-055 COUNTY OF COOK 2010G BOND ESCROW ACCOUNT	2012	6,792,389.94	14,932.01	6,807,321.95	6,556,264.39	0.00	6,556,264.39	(22,817.26)
18	01-0010-056 COUNTY OF COOK 2011A BOND ESCROW ACCOUNT	2012	9,509,346.02	20,904.88	9,530,250.90	9,178,770.71	0.00	9,178,770.71	(31,944.20)
19	01-0010-057 COUNTY OF COOK 2011B BOND ESCROW ACCOUNT	2012	6,792,389.94	14,932.01	6,807,321.95	6,556,264.39	0.00	6,556,264.39	(22,817.26)
20	01-0010-058 COUNTY OF COOK 2011C BOND ESCROW ACCOUNT	2012	6,792,389.94	14,932.01	6,807,321.95	6,556,264.39	0.00	6,556,264.39	(22,817.26)
21	01-0010-059 COUNTY OF COOK 2012A BOND ESCROW ACCOUNT	2012	6,792,389.94	14,932.01	6,807,321.95	6,556,264.39	0.00	6,556,264.39	(22,817.26)
22	01-0010-060 COUNTY OF COOK 2012B BOND ESCROW ACCOUNT	2012	8,150,867.98	17,918.42	8,168,786.40	7,867,518.00	0.00	7,867,518.00	(27,380.83)
23	01-0010-061 COUNTY OF COOK 2012C BOND ESCROW ACCOUNT	2012	19,018,692.49	41,809.94	19,060,502.43	18,357,542.80	0.00	18,357,542.80	(63,888.90)
24	01-0010-090 COUNTY OF COOK EMPLOYEE ANNUITY AND BENEFITS	2012	148,074,108.28	325,521.54	148,399,629.82	142,926,576.98	0.00	142,926,576.98	(497,422.81)


- To request reports that are not downloadable and need to be emailed back to you, click on My Reports tab and go to Request Reports section.

Request Reports		
Report Name	Required Information	Select
Refund PIN Detail ("30H") Report	Distribution Date May 19, 2015	<input type="checkbox"/>
Record of Distribution Report, Prior to 2003 Only	Beginning Date <input type="text"/> Ending Date <input type="text"/>	<input type="checkbox"/>
Statement of Distribution Report, Prior to 6/30/03 Only	Distribution Date June 13, 2003	<input type="checkbox"/>
List Of Parcels Unpaid W/ Indicator	Tax Year 2012	<input type="checkbox"/>
List Of Property W/ Tax of \$ <input type="text"/> Or More	Tax Year 2012	<input type="checkbox"/>

[Submit Request](#)

## Distribution Schedule

- To view a list of the Distributions, payout date, tax years involved and distribution type, go to Distribution Schedule.



**Cook County Treasurer's Office**  
MARIA PAPPAS, TREASURER

[Contact Us](#) [FAQ](#) 01-0010-000 Welcome, kkozak@treasurer.com

---

My Reports
Distribution Schedule
Treasurer's Report
TIF Surplus Info
Liability Info
User Management
Agency Management

### Distribution Schedule

Distribution Schedule

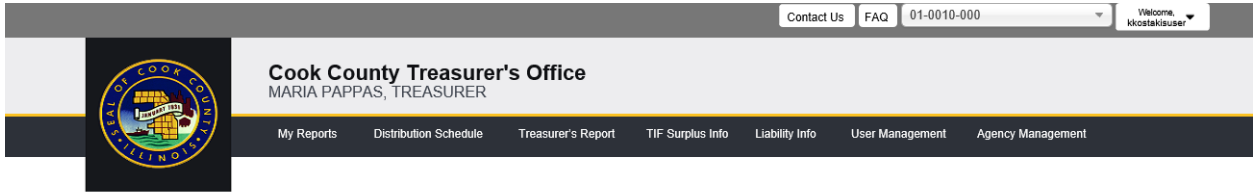
Display  records Search:

Distribution Date	Tax Year	Distribution Type
05/19/2015	2014	Interest Earned
05/14/2015	2014	Current Year Collections
05/13/2015	2014	Current Year Collections
05/12/2015	2014	Current Year Collections
05/01/2015	2012	Current Year Collections
02/07/2014	2011-2012	TIF Rebate City of Chicago
02/06/2014	2012	TIF Rebate test
02/04/2014	2012	Open Item Tax Collections, Refunds
01/06/2014	2012	Real Estate Collections, Refunds
12/12/2013	1995-2011	General Forfeiture Tax Collections, Refunds

Showing 1 to 10 of 1,176 entries < 1 2 3 4 5 >

# User Management

1. To create or manage sub-users, go to User Management.



## User Management

Create User

**Master User List**

Display  records Search:

Username	Name	Phone	Email Address	Role
IDabizljevic	Ivana Dabizljevic	231-231-2132	idabizljevic@cookcountytreasurer.com	TAECCTOAdmin
jess_manager	jess dagante	211-231-2313	jdagante@cookcountytreasurer.com	TAEAgencyAdmin
kkostakis	Katerina Kostakis	312-123-3212	kkostakis@cookcountytreasurer.com	TAECCTOAdmin

Showing 1 to 3 of 3 entries < 1 >

2. Click on 'Create User' button to add a new sub-user.

### New User Form

Please enter the Username, First Name, Last Name, Phone Number, and Email Address fields.

Agency

Role

Username

Title

First Name

Last Name

Phone Number

Email Address

Create User



3. Click on the username to edit or delete an existing sub-user.

### Edit User Account Form

#### User Account Form

Please use the following form to edit the user account accordingly.

Username	<input type="text" value="kkostakis"/>
Title	<input type="text" value="Admin"/>
First Name	<input type="text" value="Katerina"/>
Last Name	<input type="text" value="Kostakis"/>
Email Address	<input type="text" value="kkostakis@cookcountytreasurer.c"/>
Phone Number	<input type="text" value="312-123-3212"/>

Delete

Save

### Agency Management

1. To update the agency's address, city, state, zip or to obtain an ACH Form click on Agency Management.



### Edit Agency

The following form is used to edit an agency. Please edit all applicable fields accordingly.

Agency Number	<input type="text" value="01-0010-000"/>
Agency Name	<input type="text" value="COUNTY OF COOK"/>
Address	<input type="text" value="118 NO CLARK STREET ROOM"/>
City & State	<input type="text" value="CHICAGO IL"/>
Zip	<input type="text" value="60602-0000"/>

### ACH Form Instructions

The Cook County Treasurer's Office requires that Authorization Agreement for Automatic Deposits form be completed in order to change the bank instructions for the tax distribution ACH deposits. If you are changing banking instructions for multiple taxing agencies, a separate form must be completed for each taxing agency with their unique agency number indicated on the form. The completed form must be signed, notarized and the original emailed back to the Treasurer's office at the email address indicated at the bottom of the form. Upon receipt of the fully executed form we will update your ACH instructions. For your convenience, the form is available to download using the link below.

[ACH Authorization Agreement for Automatic Deposits Form](#)