

<https://ny-chemungcounty.totalcollectionsolution.com/>

USER: chemung-public

PASSWORD: public

Accessing Bills

1. Select **Bills** from the blue command toolbar at the top of your screen.
2. Search for the desired bill.
3. Select/Check the box next to the desired bill(s).
4. Select the **Reports** tab.

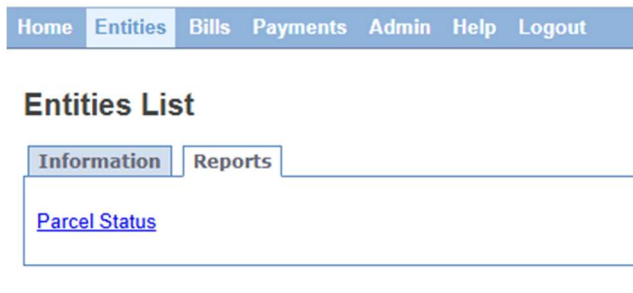
Total Collection Solution

The screenshot shows the 'Total Collection Solution' web application. At the top, there is a blue navigation bar with the following menu items: Home, Entities, Bills (highlighted), Payments, Admin, Help, and Logout. Below the navigation bar, the page title is 'Bills List'. There is a form area with an 'As Of Date' field containing '12/30/2025' and a 'Recalculate' button. Below the date field, there are two tabs: 'Information' and 'Reports' (which is selected). Under the 'Reports' tab, there is a link labeled 'Tax Bill Detail Report - Town'.

5. Select the Tax Bill Detail Report to run.
6. A new window will open with the desired bill. From there you can print or download the bill.

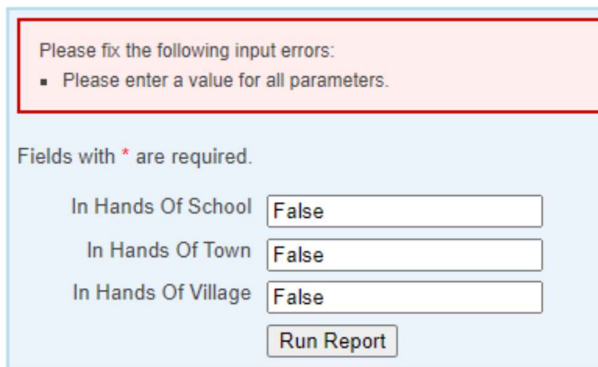
Running a Parcel Status Report

1. Select **Entities** from the blue command toolbar at the top of your screen.
2. Search for the desired entity. (Property location, owner name, or by town code/tax map).
3. Select/Check the box next to the desired entities.
4. Select the **Reports** tab.



5. Select the parcel status report to run.
6. This will open a new window showing **Input Parameters** at the top. There is an alert here to complete the required fields. You **do not** need to change anything in these fields.

Input Parameters



The screenshot shows a form titled 'Input Parameters'. At the top, there is a red alert box with the text: 'Please fix the following input errors: Please enter a value for all parameters.' Below the alert, there is a note: 'Fields with * are required.' There are three input fields, each with the value 'False' and an asterisk indicating they are required: 'In Hands Of School', 'In Hands Of Town', and 'In Hands Of Village'. At the bottom of the form is a 'Run Report' button.

7. Select Run Report.
8. A new window will open with the desired report. From there you can print or download the report.

