

Mosaic Property Tax Equalization

REFERENCE GUIDE-Version 1.0



Contents

- REFERENCE GUIDE-Version 1.0 1
- Contacts 4
 - Department of Revenue Administration (DRA) 4
 - Technology Transfer Center..... 4
- Equalization General Information..... 5
 - Overview of Property Tax Equalization Process 5
 - Data Abstraction 5
 - Equalization Year..... 5
 - Data Streams..... 6
 - Municipal Validation Process..... 6
 - DRA Validation Process and Questions..... 7
 - Ratio Studies 7
- New Equalization System..... 7
 - Background 7
 - Basic Information..... 7
 - User Structure 7
 - Program Functions..... 7
- Verification of Real Estate Transactions (Verify) 8
 - Verification Step 1-Select a Transaction 9
 - Verification Step 2-Assigning a CAMA Record 10
 - Verification Step 3-Verify CAMA Information, Include or Exclude 11
 - Verification Step 4-Review and Document Attachment..... 12
- Questions 12
- Ratio Studio..... 14
 - Creating a Ratio Study..... 14
 - Viewing an Existing Ratio Study 15
- Reports..... 16
- Settings..... 17
 - Managing Town Users..... 17
 - Managing existing users:..... 18
 - Adding a New User..... 18

Utilities 19

Contacts

Department of Revenue Administration (DRA)

Stephan Hamilton-Director of Property Appraisal

Phone: (603) 230-5960

Email: stephan.hamilton@rev.state.nh.us

David Cornell-Assistant Director of Property Appraisal

Phone: (603) 230-5970

Email: David.Cornell@rev.state.nh.us

Josephine Belville-Property Appraisal Field Supervisor

Phone: (603) 419-0525

Email: Josephine.Belville@rev.state.nh.us

Technology Transfer Center

David Salzer-Project Manager

Phone: (603) 862-3114

Email: dsalzer@unh.edu

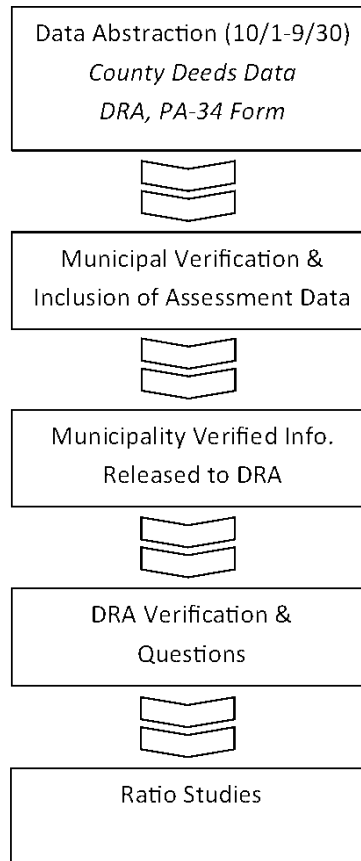
Patrick Santoso-Equalization Manager

Phone: (603) 862-4209

Email: psantoso@unh.edu

Equalization General Information

Overview of Property Tax Equalization Process



Data Abstraction

Equalization Year

The equalization year is from October 1st of the prior year to September 30th of the current year in accordance with RSA 21-J:9-a I. For example: The 2006 equalization year is October 1, 2005, to September 30, 2006.

RSA 21-J:9-a III (b) allows the DRA to include arm's length sales for a period of up to 2 ½ years prior to April 1st of the year for which the equalization study is being conducted. This would generally occur when sample sizes are small or it can be determined that the sales are unrepresentative of the property within the municipality.

The sales will be added in six month increments until at least 20 valid sales are available to conduct the ratio study for the municipality.

Data Streams

For the new Equalization system, the data streams that feed the process are being abstracted electronically, directly from the source.

Real Estate Transaction Information

Real estate transaction information is obtained directly from the 10 County Registries of Deeds on a nightly basis. Data abstracted from the registry includes:

- Grantor
- Grantee
- Deed Type
- Recording Date
- Book and Page Numbers
- Tax Stamp Amount

Supplemental Real Estate Transaction Information

Supplemental information about real estate transaction is abstracted from the DRA PA-34 form which must be filed by the purchaser of real estate. Data abstracted from the registry includes:

- Property address
- Parcel Identification Number
- Grantor
- Grantee
- Book and Page Numbers
- Fair Market Value Indicator

Municipal Computer Assisted Mass Appraisal Data (CAMA)

Municipal CAMA data is supplied by the municipalities themselves. CAMA data collected as part of the Mosaic Parcel Map Project is incorporated into the system. Municipalities that provide CAMA data to the Mosaic do not need to supply additional CAMA exports for Equalization.

Municipal Validation Process

The municipal validation process ensures that the information being abstracted from the Counties and PA-34 is correct. This is also the point where information from the municipal CAMA system is associated with a transaction. The municipal validation process is the core of the Equalization process, without this step, accurate ratio studies would not be possible.

DRA Validation Process and Questions

Following the release of municipal verified data to DRA, the information is reviewed by Property Appraisal staff to ensure accuracy. At this point DRA staff will provide questions to the municipality to clarify any issues with a particular transaction(s).

Ratio Studies

Following successful completion of the municipal and DRA verification processes, a final ratio study is produced by DRA.

New Equalization System

Background

For the past 12 years the DRA has contracted with Real Data Corporation (RDC) to provide a web based tool for the validation of real estate transactions. After many successful years with this process, DRA made the decision to build their own Equalization system as part of the *Granite to Green Modernization Project*. The intent was for the new system to be built on a foundation of automated, electronic data streams and be directly connected to the Mosaic Parcel Map System. In 2010 DRA partnered with the UNH Technology Transfer Center (T2) to build the new Property Tax Equalization System. The goal was to develop a system that produced the same results as the old system, but with a much improved interface and added functionality.

Basic Information

The new Equalization System is a web-based software platform that is available to municipal officials 24/7. The software requires that users have an internet connection and a web browser for access. The program is managed by DRA, DoIT and in the near term T2.

User Structure

The new system allows for multiple users inside of a single municipality to work on the system simultaneously. To accommodate this, the system has different levels of users. Each municipality will have an administrative account provided to them by DRA. Administrative accounts have full access to all municipal functions, additionally Administrators can create sub-accounts. The sub-accounts (user accounts) are intended for municipal personal whom are not the administrators. Administrators can limit the access to functions for sub-accounts.

Program Functions

The Equalization System has six (6) major functions:

1. Verification of Real Estate Transactions (VERIFY)-This is where the majority of functionality in the system resides. Municipal users can verify and added assessment data to real estate transactions in a wizardized, four (4) step process.

2. Questions Interface (QUESTIONS)-Interface for municipalities to respond to DRA questions on real

estate transactions. *Note: When the green notice “Pending Questions Available” is displayed, new questions have been posed to the user.*

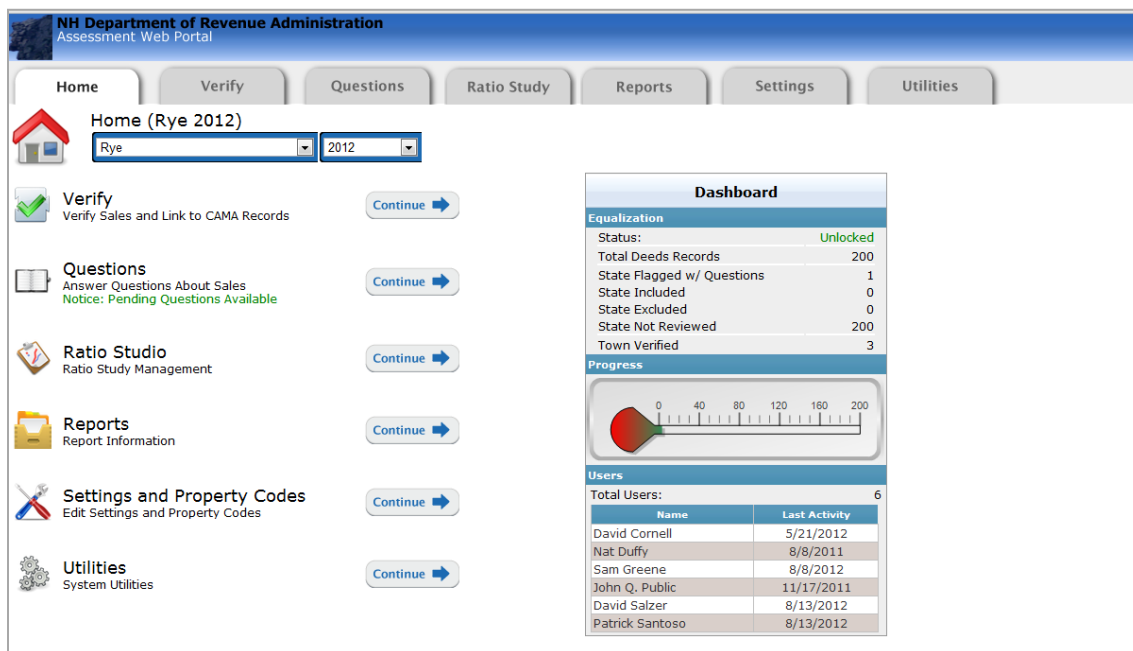
3. Ratio Studies (RATIO STUDIO)-Location where users can perform Ratio Studies and view results.

4. Reporting Interface (REPORTS)-Location where all reports can be viewed from. *Note: reports can be downloaded as PDF, MS Word and MS Excel.*

5. Settings (SETTINGS AND PROPERTY CODES)-Location where users can enter general information about the municipality. Municipal Administrative users can create subaccounts from this location.

6. Utilities Interface (UTILITIES)-Location where users can upload municipal CAMA files

The six (6) major program functions can be found on the home screen. Users are automatically taken to the home screen upon successful login to the system.



Verification of Real Estate Transactions (Verify)


The verification process is broken down into four basic steps:

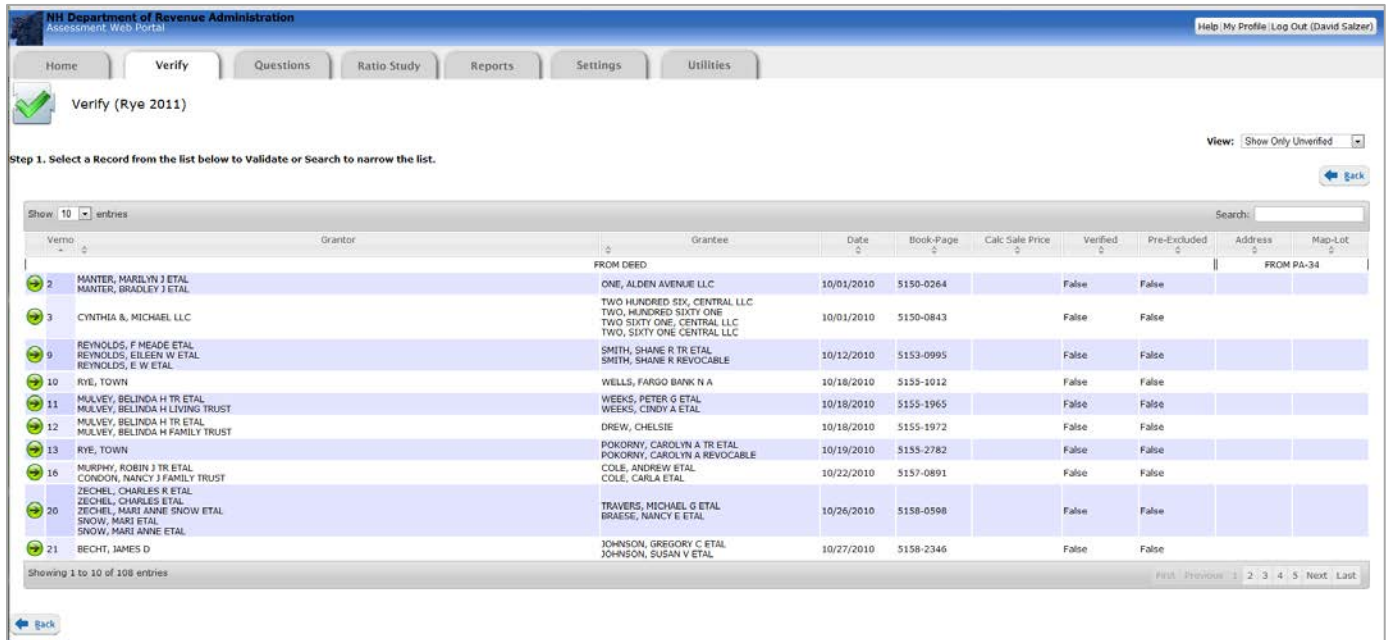
1. Select a real estate transaction to verify
2. Assign a CAMA record to the transaction
3. Verify CAMA information, include or exclude sale
4. Review and document attachment

These four steps quickly and logically take the municipal user through the entire process of record verification. Once the user finishes the four step process sales are placed in a “holding bin”. Once in the

“bin” they can be edited by the municipality. Once the sales are completed municipal users can “empty the holding bin”, thereby releasing sales to DRA.

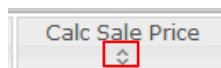
Verification Step 1-Select a Transaction

Verification Step 1 is the initial process in verifying real estate transaction records. All transaction to be verified by the municipality are displayed in Verno order. Basic information is presented from the County Registry of Deeds Grantor/Grantee Index and PA-34 forms (when available). To select a record to validate click the green arrow button to the left of each record. 



The screenshot shows the 'Verify (Rye 2011)' interface. At the top, there are navigation tabs: Home, Verify, Questions, Ratio Study, Reports, Settings, and Utilities. Below the tabs, there's a 'Verify (Rye 2011)' header with a green checkmark icon. A 'View: Show Only Unverified' dropdown is on the right. The main area contains a table with the following columns: Verno, Grantor, Grantee, Date, Book-Page, Calc Sale Price, Verified, Pre-Excluded, Address, and Map-Lot. The table lists 21 entries, each with a green arrow icon to its left. The first entry is Verno 2, Grantor MANTER, MARLYN J ETAL, Grantee ONE, ALDEN AVENUE LLC, Date 10/01/2010, Book-Page 5150-0264, Calc Sale Price, Verified False, Pre-Excluded False, Address FROM PA-34, and Map-Lot. Other entries include Cynthia B. Michael LLC, Reynolds, F Meade Etal, Rye, Town, Mulvey, Belinda H Tr Etal, and others.

Sorting Columns-Columns are sortable in ascending and descending order by selecting the arrows at the top of each field.



Searching for Records-The search field in the upper right hand corner will query all records for the criteria entered. It is not necessary to qualify your search with the type of item you are searching on. For example: To search by “Book & Page” simply begin entering the value in the search bar, and results will automatically come up based on what is entered.

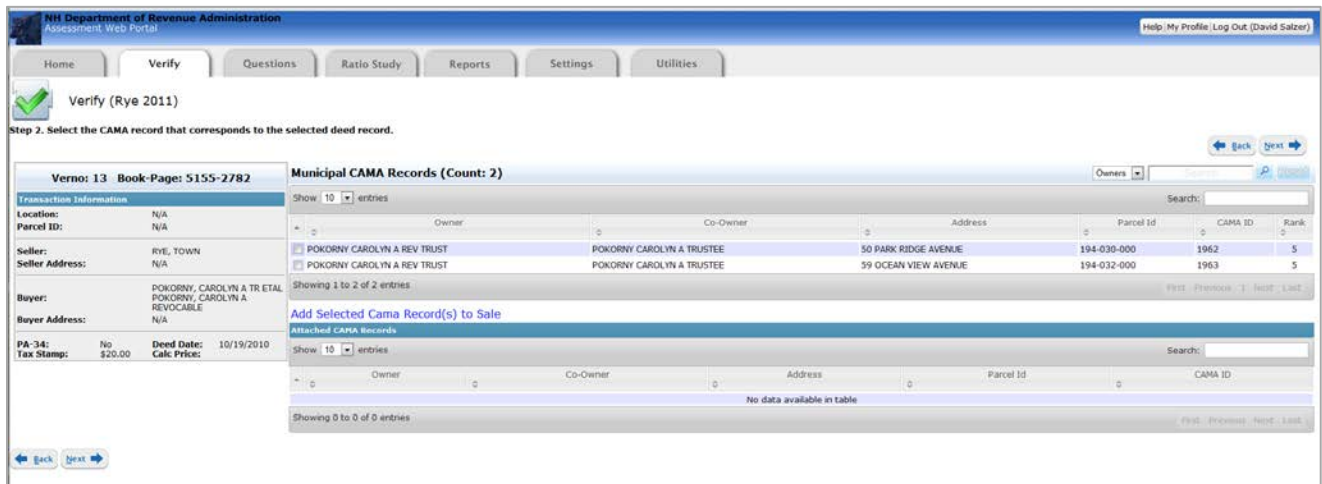
Changing Views-In addition to records ready for verification, users can view “Verified Records” or “Pre-excluded records”.

Note: Sales are pre-excluded if they have no consideration or minimum consideration. Additionally the following deed types are pre-excluded: CEM DEED, COLL DEED, COMMISNRS DEED, CON EASE, CONFIRM DEED, CONFIRM DEED ETC, CONFIRM FORECLOSE, CONFIRM QUIT, CONSRVATN EASEMENT, CORR

DEED, CORR FID DEED ETC, CORR FORECLOSE, CORR MFG HOUSING, CORR QUIT, CORR QUIT ETC, CORR QUITCLAIM, CORR WTY, CORRECT QUITCLAIM, CORRECT WARRANTY, DEED RELEASE, DEED/UN MTGE, EASE, EASEMENT, EASEMENT & AGREE, EASEMENT AGRT, EASEMENT DECLARATN, EASEMENT ETC, EASEMENT RELEASE, EXR DEED, FID & QUIT, FID & QUIT ETC, FID DEED, FID DEED ETC, FIDUCIARY, FORCLSRE, FORE DEED, FORECLOSE, FORECLOSE ETC, LICENSE, NOTICE CONDEMN, NOTICE LEASE, NOTICE OF LEASE, NOTICE OF TRANSFER, R OF WAY, REFUND NOTICE, REL DEED, RELEASE DEED, R ELEASE EASEMENT, RELEASE R O W, REVENUE NOTICE, RIGHT & EASEMENT, SELECTMAN DEED, TAX DEED, TAX LIEN, TAX REDMT, TR DEED, TRUSTEES DEED.

Verification Step 2-Assigning a CAMA Record

Verification Step 2 is the process of correlating the real estate transaction to a specific record(s) in the municipalities CAMA data. This process allows the system to prepopulate CAMA and land use code information in the next step.



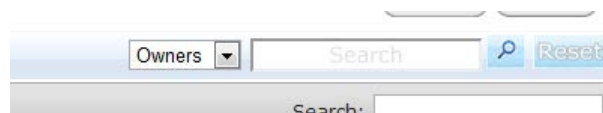
CAMA Matching-The system uses a series of algorithms to find the best possible match for the transaction in the CAMA database. Matches are ranked in the rightmost column. To select a CAMA record, simply select the checkbox to the left of the record and select the next button.



Selecting Multiple CAMA Records-To select multiple CAMA records for a multi-parcel sale select the desired records by clicking the checkboxes to the left of each record. Then click the blue text below the CAMA records screen that reads “Add selected Cama Record(s) to Sale”. The records will appear in the panel below. When the correct records have been chosen select the next button.

Add Selected Cama Record(s) to Sale

Manually Locating a CAMA Record-If the correct CAMA record does not appear in the table, users can search by either the *Owners Name* or *Address* in the search bar at the top of the screen.



Verification Step 3-Verify CAMA Information, Include or Exclude

Verification Step 3 allows users to enter critical information about the property; Assessed Value (current and previous year), Selling Price, Land Use Code(s) and Current Use information. Additionally users can make notes about the sale. Values displayed on this page are pre-populated from deed and CAMA information. Users can overwrite any values that are pre-populated. Once all information about the sale has been entered and exclusion codes have been selected (if applicable) select the next button.

The screenshot shows the 'Verify (Rye 2011)' form in the NH Department of Revenue Administration Assessment Web Portal. The form is titled 'Step 3. Verify information about this transaction.' and includes navigation buttons for 'Save & Last Sale', 'Save & Next Sale', 'Back', and 'Next'.

Transaction Information:

- Verno: 13 Book-Page: 5155-2782
- PA-34: No Tax Stamp: \$20.00 Deed Date: 10/19/2010 Calc Price:

CAMA Information:

- Owner: POKORNY CAROLYN A REV TRUST
- Address: 50 PARK RIDGE AVENUE 194-030-000
- Parcel ID: 1962

Transaction Information:

- Location: N/A
- Parcel ID: N/A
- Seller: RYE, TOWN
- Seller Address: N/A
- Buyer: POKORNY, CAROLYN A TR ETAL POKORNY, CAROLYN A REVOCABLE
- Buyer Address: N/A

Field	Listed Value	Enter Validated Value
Current Year Assessed Value	\$330,200.00	330200
Previous Year Assessed Value	\$330,200.00	330200
Selling Price		
Property Code	11-Single Family Home	11-Single Family Home R
Modifier Code		00-No Modifier Code
Special Code		00-No Special Code
Current Use		0-No
Current Use Value		

Exclusion Codes:

Exclusion Code	Explanation
-- Select --	
-- Select --	

Exclusion Codes-Users have the ability to add up to two exclusion codes for each transaction. Some codes require explanations, if one of these codes is selected and additional comments are not added the system will not allow the user to move forward with the process.

Note: The following exclusion codes require an explanation; 21, 25, 47, 52, 56, 66, 67, 68, 69, 70, 77, 89, 99.

Multi Parcel Sales-If a multi parcel sale the assessed value displayed will be a summation if the selected CAMA records.

Note: The selling price is back calculated from the Tax Stamp Amount provided by the County Registry. The value provided is rounded to the nearest dollar; therefore any calculations based on that value might deviate slightly from the actual selling price.

Verification Step 4-Review and Document Attachment

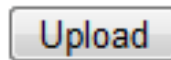
Verification Step 4 allows users review the information that has been entered about the transaction and provides an opportunity for the attachment of documents and photos. If the users has no attachments, simply review the information and select Finish to return to *Validation Step 1*. Selecting Finish will place the validated record in the “Bin” which means it can be opened and re-edited. Sales in the bin cannot be reviewed by DRA.

The screenshot shows the 'Verify (Rye 2011)' screen in the NH Department of Revenue Administration Assessment Web Portal. The page title is 'Verify (Rye 2011)' and the subtitle is 'Step 4. Confirm all information about this transaction.' The page includes a navigation menu with buttons for Home, Verify, Questions, Ratio Study, Reports, Settings, and Utilities. The main content area is divided into several sections:

- Transaction Information:** Verno: 13, Book-Page: 5155-2782.
- CAMA Information:** Owner: POKORNY CAROLYN A REV TRUST, Address: 50 PARK RIDGE AVENUE, Parcel ID: 194-030-000, CAMA ID: 1962.
- Location Information:** Location: N/A, Parcel ID: N/A.
- Seller:** Seller Address: RYE, TOWN, N/A.
- Buyer:** Buyer Address: POKORNY, CAROLYN A TR ETAL, POKORNY, CAROLYN A REVOCABLE, N/A.
- PA-34:** No, Deed Date: 10/19/2010.
- Tax Stamp:** \$20.00, Calc. Prices.
- Field List:** A table with columns 'Field', 'Listed Value', and 'Enter Validated Value'. It includes rows for Current Year Assessed Value, Previous Year Assessed Value, Selling Price, Property Code, Modifier Code, Special Code, Current Use, Current Use Value, and Notes.
- Sales Attachments:** A section with a 'Choose file to upload...' button, a 'Choose File | No file chosen' button, a description field, and an 'Upload' button.
- Exclusion Code:** A table with columns 'Exclusion Code' and 'Explanation'. It includes a row for '33-Government Agency as Grantor/Grantee' with the explanation 'Sale From Town'.

Attaching Documents and Photos-To attach documents and photos:

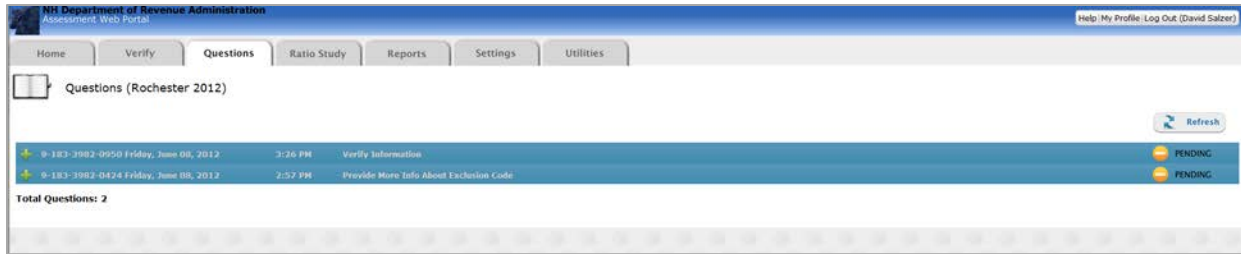
1. “Choose File” button which will allow users to browse there computer for the desired file.
2. After browsing for the correct file and selecting “open” the file name will appear to the right of the “Choose File” button.
3. Provide a short description of the file you are uploading. Please note that files cannot be uploaded without a description.
4. Select the upload button to complete the process.




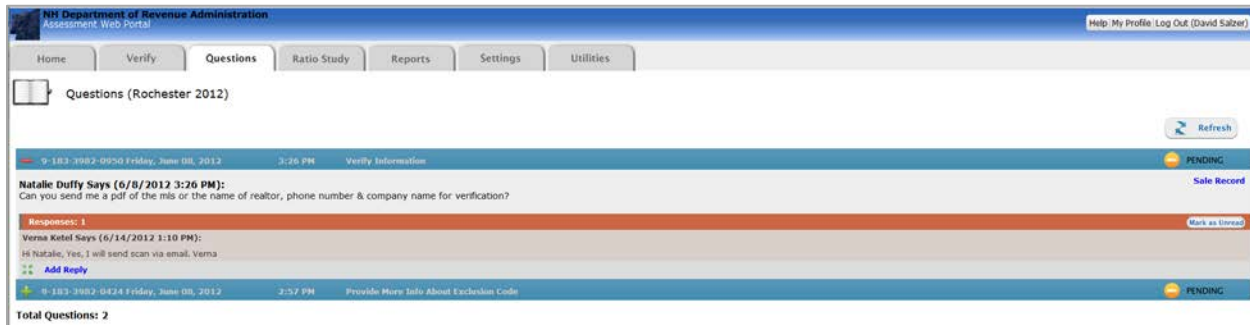
Questions

The Questions Interface was designed as a tool for DRA and municipalities to correspond about specific transactions. This section of the program works much like a message board. A notification in green on the home screen stating “Pending Questions Available” will be visible if DRA has posed questions to the municipality regarding certain vernos. To view the questions users can select the Questions button or tab to go to the Questions Home Screen.

Mosaic Property Tax Equalization Reference Guide



By default questions are minimized. To expand a questions select on the green plus sign to the far left of each record. 



After expanding the record, the questions posed by DRA will be visible. To respond simply select the “Add Reply” link on the bottom right of the question.

Jump to Sales Information-To view the data about the sale select the “Sale Record” link in blue on the far right of the record.

Mark as Unread-To leave the question in an “unread” status, select the “Mark as Unread” button at the bottom right of the record.

Question Status- Questions can have two different types of statuses; Pending and Complete. A pending status means that DRA has not concurred that the question has been answered fully. Once a question is answered to DRA’s satisfaction they will change the status to Complete.

Ratio Studio

The Ratio Studio is the location where users can create and view the results of ratio studies. After selecting the Ratio Studio button or tab users will be presented with two options; *Create a Ratio Study* or *View the Results of an Existing Study*.

Creating a Ratio Study

When creating a ratio study users are presented with numerous options. Once the options have been chosen, select the Next button.

The screenshot shows the 'Ratio Create (Rye)' form in the NH Department of Revenue Administration Assessment Web Portal. The form is divided into two main sections: Step 1 and Step 2.

Step 1: Select Study Type & Time Frame

- Study Type: Trial (dropdown menu)
- Study Name: (text input field)
- Study Description: (text input field)
- Equalization Year: --- None Selected --- (dropdown menu)
- State Date: (text input field)
- End Date: (text input field)
- What data to include in study:
 - State Included
 - State Excluded
 - Town Verified Only

Step 2: Statistical Parameters

- Trim Factor: 3 (text input field)
- Median CI: .90 (text input field)
- Mean CI: .90 (text input field)
- COD CI: .90 (text input field)
- PRD CI: .90 (text input field)
- Wt Mean CI: .90 (text input field)
- Ratio Override: 0 (text input field)

At the bottom of the form, there are 'Back' and 'Next' buttons.

Study Type-This is either a “Trial” or “Scratch”. There is no true difference between the types of studies. The monikers are provided as an indicator to the user whether the study has validity or not.

Study Name-The desired name for the Ratio Study.

Study Description-A brief description of the Ratio Study.

Study Time Range-Users can either select a full Equalization year (10/1-9/30) or define a *Start* and *End date* for the study.

Following the selection of Ratio Study parameters, users are brought to the “Strata Screen”. The strata screen provides users with the opportunity to select which specific property Strata’s they would like included in the study.

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions **Ratio Study** Reports Settings Utilities

Ratio Create (Hampton)

Ratio Study Strata

	Code	Code Type	Description	Total	State Included	State Excluded	Town Verified Only	Using
<input checked="" type="checkbox"/>	AA	All	Any & All	559	0	0	276	276
<input checked="" type="checkbox"/>	11	Property	Single Family Home	159	0	0	130	130
<input checked="" type="checkbox"/>	12	Property	Multi Family 2-4 Units	10	0	0	9	9
<input checked="" type="checkbox"/>	14	Property	Single Res Condo Unit	114	0	0	105	105
<input checked="" type="checkbox"/>	18	Property	Mfg Housing Without Land	5	0	0	5	5
<input checked="" type="checkbox"/>	22	Property	Residential Land	7	0	0	6	6
<input checked="" type="checkbox"/>	33	Property	Commercial L&B	10	0	0	9	9
<input checked="" type="checkbox"/>	GC1	Group	Area Improved Res	295	0	0	256	256
<input checked="" type="checkbox"/>	GC2	Group	Area Improved Non-Res	15	0	0	14	14
<input checked="" type="checkbox"/>	GC3	Group	Area Unimproved	8	0	0	6	6

Uncheck to exclude from ratio study.

[Back](#) [Finish](#)

By default, all strata are selected for the ratio study. To deselect strata, select the checkbox on the far left of the table. Once the correct strata have been chosen, select the *Finish* button to run the study.

Clicking finish will put the ratio study in the queue for processing and move you to the ratio study results page automatically. Because each strata requires 20,000+ iterations it may take up to 5 minutes to complete your ratio study. You will be notified via e-mail when your ratio study is complete. Alternately just refresh on the ratio study results page by pressing F5 every few minutes until your results appear. In the event that your results do not appear please contact T2 to see if there was an error in processing.

Viewing an Existing Ratio Study

To view an existing ratio study click the ratio study tab and select the continue button to the right of results:

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions **Ratio Study**

Ratio (Rye)

Create
Create a new ratio study. [Continue](#)

Results
View results of existing ratio studies. [Continue](#)

Mosaic Property Tax Equalization Reference Guide

From here you will see all available studies in the results screen. Simply click on the green plus to expand the study and “Print Report to view the report for each strata. Clicking on the magnifying glass will expand

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions **Ratio Study** Reports Settings

Ratio Results (Rye)

Actions	Type	Name	Time Period	Description	
	Trial	David's	2012	test for eq 20121	Cre
	Trial	test study	2011		Cre
	Final	Test	2010	Test	Cre

Actions	Code	Type	Description	Valid Sales
Print Report	11	Property	Single Family Home	5
Print Report	AA	Group	Any & All	5
Print Report	GC1	Group	Area Improved Res	5

Back

Reports

The reports section of the program is where all data can be exported into reports that can be saved as a PDF, MS Excel or MS Word. To go to the Reports Home users can select the Reports button or tab.

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions Ratio Study **Reports** Settings Utilities

Reports (Rochester)

Parameters

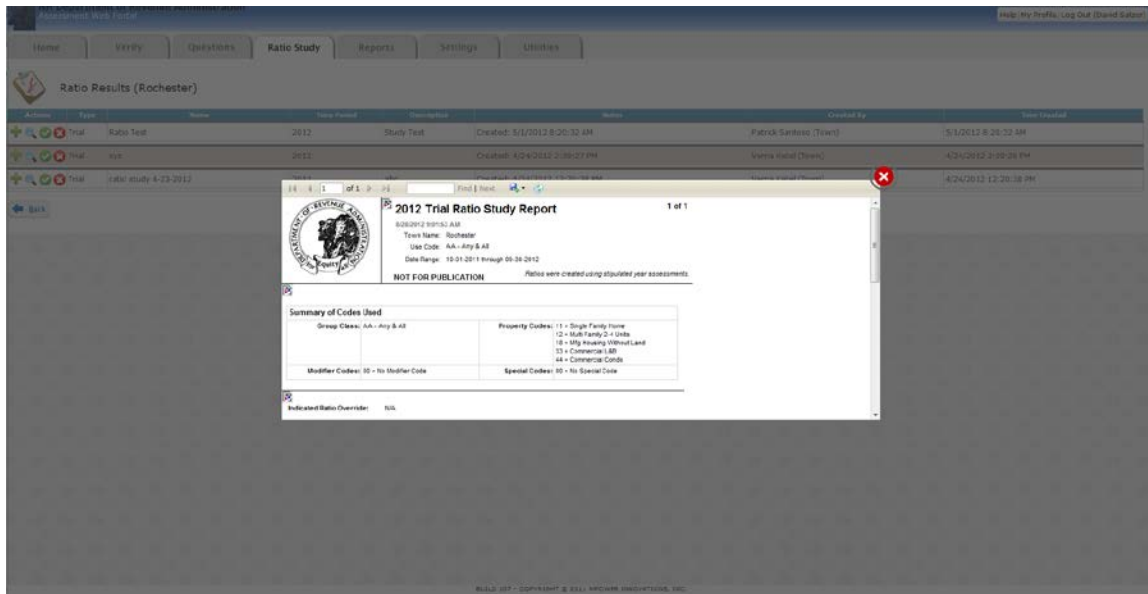
Equalization Years:


Towns:

Available Reports

Municipal users cannot select different Equalization Years of Municipalities. The only available option for municipal users is to select the desired report. Note: When selecting a ratio study report, users will be re-directed to the Ratio Study Home to view results. All reports will open in a modal (black out) window.

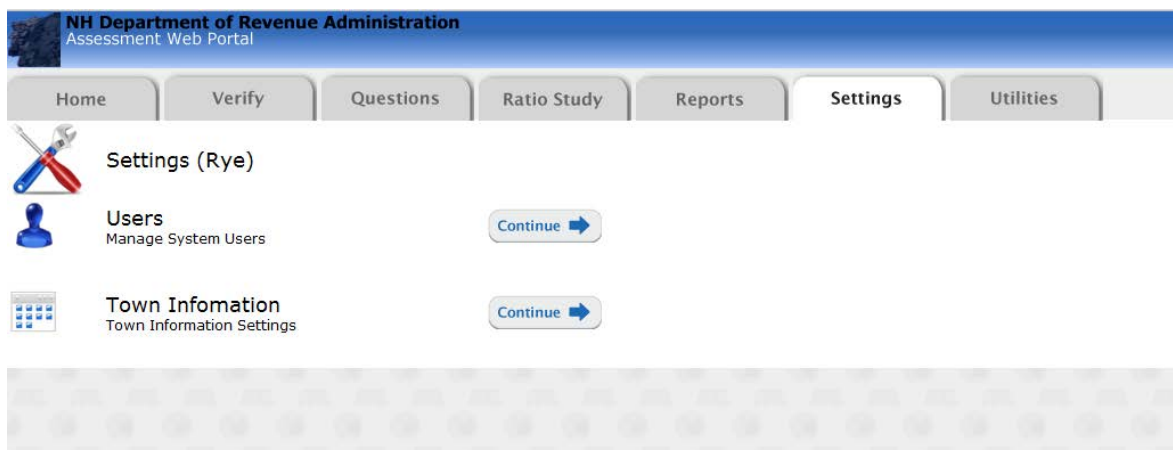
Mosaic Property Tax Equalization Reference Guide



Users can view the report in the modal window, and export by selecting the Disc key at the top of the report.  After selecting the button the option for export to PDF, Excel or Word will be displayed. To close the report select the red circle with a white “X” in the upper right hand corner.

Settings

The settings tab is where new town users may be added. It is also is where towns are required to annually update their town information.




Managing Town Users

To begin click continue to the right of the user’s label. You will now be looking at a list of all users which have access to your town. You should see your DRA monitor listed as an active town user as well. This is so they may assist you with the Equalization process as needed.

Mosaic Property Tax Equalization Reference Guide

Actions	Name	User Name	Assigned	Email	User Level	Last Activity	Status
	Craig Nichols	cnichols	Rye...	craig.nichols@rev.state.nh.us	Town Administrator	8/15/2012	Active
	Cindy Paige	cpaige	Rye	cpaige@rev.state.nh.us	Town Administrator	8/15/2012	Active
	Chuck Reese	creese	Rye	creese@rev.state.nh.us	Town Administrator	8/15/2012	Active
	David Cornell	dcornell	Rye	David.Cornell@rev.state.nh.us	Town Administrator	8/21/2012	Active
	Diane Frechette	dfrechette	Rye...	dfrechette@rev.state.nh.us	Town Administrator	8/28/2012	Active
	Debbie Gage	dpage	Rye	dpage@rev.state.nh.us	Town Administrator	8/15/2012	Active
	David Salzer	dsalzer	Rye...	dsalzer@gmail.com	Town Administrator	8/28/2012	Active
	Elizabeth McGill	emcgill	Rye	emcgill@rev.state.nh.us	Town User	8/15/2012	Active
	Greg Heyn	gheyn	Rye	greg.heyn@rev.state.nh.us	Town User	8/15/2012	Active
	Sam Greene	hadley	Alexandra...	srgreene@rev.state.nh.us	Town User	8/23/2012	Active

Managing existing users:

- Users use the icons to the left of the user's name to edit the user settings 
- To Modify a user's information click the magnifying glass and make edits as appropriate
- To delete the user click the red X
- To reset the users password click the lock with arrows icon. *Note: this will send an e-mail to the user with their current password.*
- *Note: You may switch a town user's status to inactive to restrict them from accessing the system, but saving their user account to be reactivated at a later time.*

Adding a New User

DRA will provide you with a town administrator account which is capable of creating additional town accounts. You may add users as appropriate to give your staff the required access.

User Levels: Town administrators within the program may upload CAMA data and create additional users. Town users may not upload CAMA data or create new users.

To create a new user click the new add new user button to bring up the add new user menu



User Profile
All Fields Required *

User Name* Password*
.....

Challenge Question
- Select Challenge Question -

Challenge Answer

Email*

First Name* Last Name*

Address*

City* State* Zip*

Phone* Position*

User Level User Status
Town User Active

Save

You will be prompted to provide all of the required contact information for each new user. Remember passwords must be 8 characters long; contain a capital letter, a number, and a symbol. (Example password that meets requirements: Password99!)

NOTE: You do not need to assign a challenge question and answer during account creating – they will be prompted to give one at first login.

Remember to write down the password and username to provide your new user.

Utilities

The utilities section allows town users to upload their CAMA database export. Clicking on the continue button will bring up a file upload interface. Click “Select File” and browse for your CAMA export file and click OK

NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions Ratio Study Reports Settings Utilities

Utilities (Rye)

Upload Data
Upload a CAMA Database Export

Continue → Choose file to upload... Select File