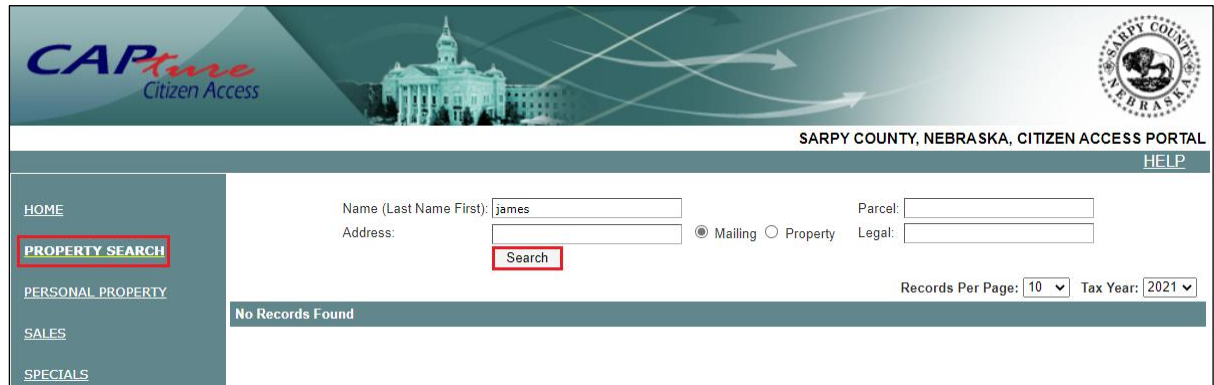


How to Search a Parcel

1. Open CA portal. Select Property Search tab, from the left side panel.
2. Enter Name (Last Name First) or Address (select any of the radio button Mailing or Property) or Parcel or Legal in respective fields and then click Search button.

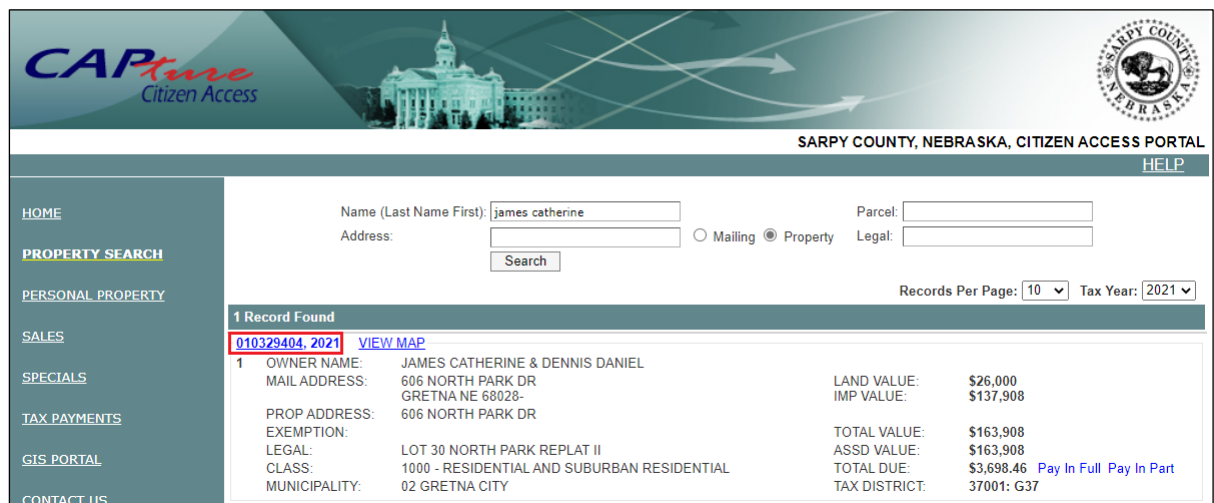


The screenshot shows the Sarpy County, Nebraska, Citizen Access Portal. The left sidebar has the 'PROPERTY SEARCH' tab highlighted with a red box. The main search area has the following fields: 'Name (Last Name First):' with the value 'james', 'Address:', 'Parcel:', and 'Legal:'. There are radio buttons for 'Mailing' (selected) and 'Property'. A 'Search' button is highlighted with a red box. Below the search fields, it says 'No Records Found'. On the right, there are dropdowns for 'Records Per Page: 10' and 'Tax Year: 2021'.

Figure 1

Note: Use Tax Year drop down to search parcel for required year.

3. The parcel information displays below.
4. To view parcel information, click on Parcel number link. Parcel information will be displayed.



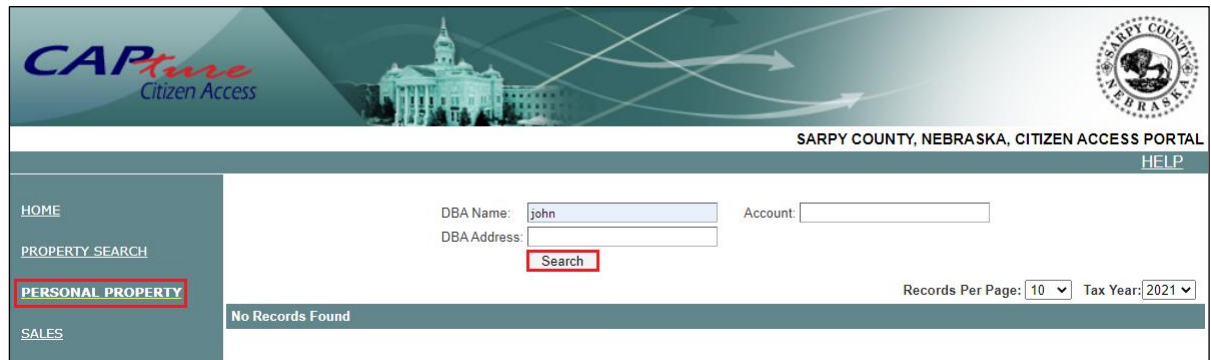
The screenshot shows the search results for the parcel 010329404, 2021. The 'VIEW MAP' link is highlighted with a red box. The search results table shows the following information:

1 Record Found																													
1	<table><tr><td>OWNER NAME:</td><td>JAMES CATHERINE & DENNIS DANIEL</td><td>LAND VALUE:</td><td>\$26,000</td></tr><tr><td>MAIL ADDRESS:</td><td>606 NORTH PARK DR GRETNA NE 68028-</td><td>IMP VALUE:</td><td>\$137,908</td></tr><tr><td>PROP ADDRESS:</td><td>606 NORTH PARK DR</td><td>TOTAL VALUE:</td><td>\$163,908</td></tr><tr><td>EXEMPTION:</td><td></td><td>ASSD VALUE:</td><td>\$163,908</td></tr><tr><td>LEGAL:</td><td>LOT 30 NORTH PARK REPLAT II</td><td>TOTAL DUE:</td><td>\$3,698.46 Pay In Full Pay In Part</td></tr><tr><td>CLASS:</td><td>1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL</td><td>TAX DISTRICT:</td><td>37001: G37</td></tr><tr><td>MUNICIPALITY:</td><td>02 GRETNA CITY</td><td></td><td></td></tr></table>	OWNER NAME:	JAMES CATHERINE & DENNIS DANIEL	LAND VALUE:	\$26,000	MAIL ADDRESS:	606 NORTH PARK DR GRETNA NE 68028-	IMP VALUE:	\$137,908	PROP ADDRESS:	606 NORTH PARK DR	TOTAL VALUE:	\$163,908	EXEMPTION:		ASSD VALUE:	\$163,908	LEGAL:	LOT 30 NORTH PARK REPLAT II	TOTAL DUE:	\$3,698.46 Pay In Full Pay In Part	CLASS:	1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL	TAX DISTRICT:	37001: G37	MUNICIPALITY:	02 GRETNA CITY		
OWNER NAME:	JAMES CATHERINE & DENNIS DANIEL	LAND VALUE:	\$26,000																										
MAIL ADDRESS:	606 NORTH PARK DR GRETNA NE 68028-	IMP VALUE:	\$137,908																										
PROP ADDRESS:	606 NORTH PARK DR	TOTAL VALUE:	\$163,908																										
EXEMPTION:		ASSD VALUE:	\$163,908																										
LEGAL:	LOT 30 NORTH PARK REPLAT II	TOTAL DUE:	\$3,698.46 Pay In Full Pay In Part																										
CLASS:	1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL	TAX DISTRICT:	37001: G37																										
MUNICIPALITY:	02 GRETNA CITY																												

Figure 2

How to Search an Account

5. Open CA portal. Select Personal Property tab, from the left side panel.
6. Enter DBA Name or DBA Address or Account in respective fields and then click Search button.

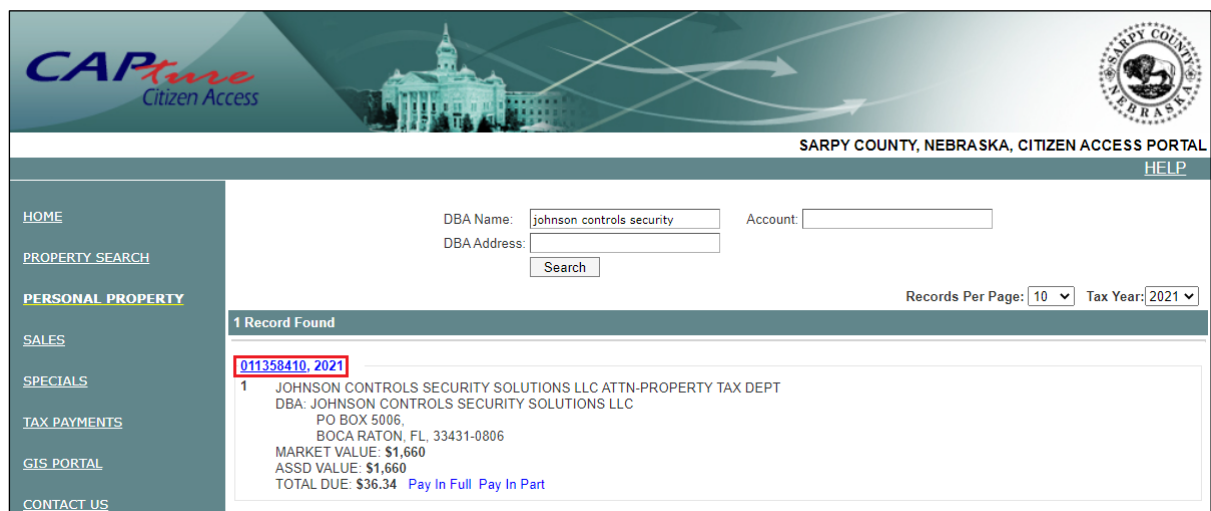


The screenshot shows the Sarpy County, Nebraska, Citizen Access Portal. The left sidebar has a menu with 'HOME', 'PROPERTY SEARCH', 'PERSONAL PROPERTY' (highlighted with a red box), 'SALES', 'SPECIALS', 'TAX PAYMENTS', 'GIS PORTAL', and 'CONTACT US'. The main content area has search fields for 'DBA Name' (containing 'john'), 'DBA Address', and 'Account'. A 'Search' button is highlighted with a red box. Below the search fields, it says 'No Records Found'. On the right, there are dropdowns for 'Records Per Page' (set to 10) and 'Tax Year' (set to 2021).

Figure 3

Note: Use Tax Year drop down to search account for required year.

7. The account information displays below.
8. To view account information, click on Account number link. Account information will be displayed.



The screenshot shows the Sarpy County, Nebraska, Citizen Access Portal with search results. The left sidebar is the same as in Figure 3. The search fields are now filled with 'Johnson controls security'. The 'Search' button is highlighted with a red box. Below the search fields, it says '1 Record Found'. A table displays the results:

Account Number	Year	Details
011358410	2021	JOHNSON CONTROLS SECURITY SOLUTIONS LLC ATTN-PROPERTY TAX DEPT DBA: JOHNSON CONTROLS SECURITY SOLUTIONS LLC PO BOX 5006, BOCA RATON, FL, 33431-0806 MARKET VALUE: \$1,660 ASSD VALUE: \$1,660 TOTAL DUE: \$36.34 Pay In Full Pay In Part

Figure 4

How to Search a Special Assessment

9. Open CA portal. Select Specials tab, from the left side panel.
10. Enter Name (Last Name First) or Address (select any of the radio button Mailing or Property) or Parcel or Legal in respective fields and then click Search button.



CAPtime
Citizen Access

SARPY COUNTY, NEBRASKA, CITIZEN ACCESS PORTAL

HOME
PROPERTY SEARCH
PERSONAL PROPERTY
SALES
SPECIALS

Name (Last Name First): Parcel:
Address: ☐ Mailing ☒ Property Legal:
Search

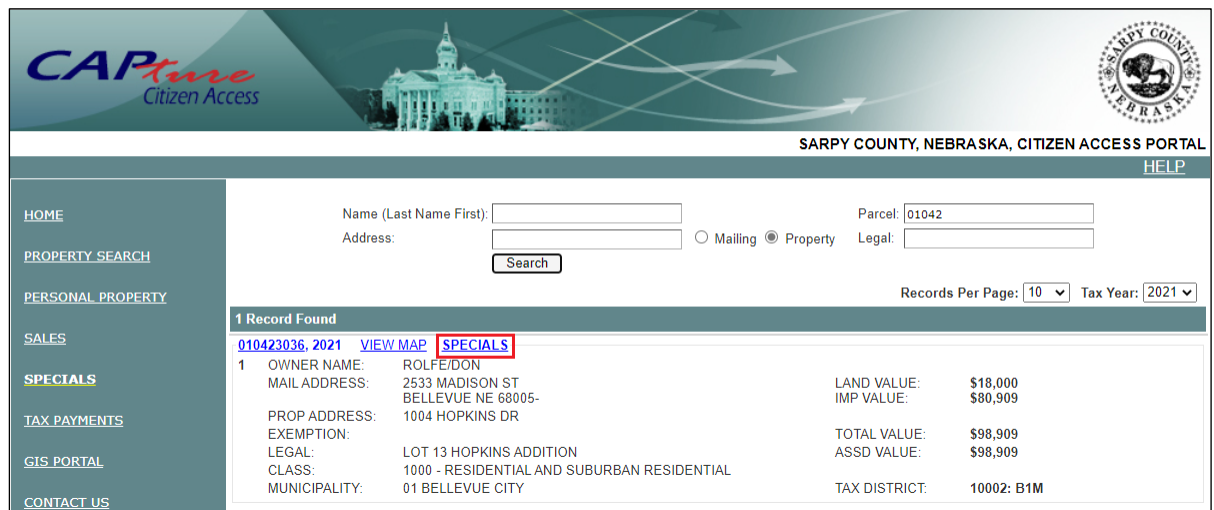
Records Per Page: Tax Year:

No Records Found

Figure 5

Note: Use Tax Year drop down to search parcel for required year.

11. The parcel information displays below.
12. To view parcel information, click on Parcel number link. Parcel information will be displayed.



CAPtime
Citizen Access

SARPY COUNTY, NEBRASKA, CITIZEN ACCESS PORTAL

HOME
PROPERTY SEARCH
PERSONAL PROPERTY
SALES
SPECIALS
TAX PAYMENTS
GIS PORTAL
CONTACT US

Name (Last Name First): Parcel:
Address: ☐ Mailing ☒ Property Legal:
Search

Records Per Page: Tax Year:

1 Record Found

[010423036, 2021](#) [VIEW MAP](#) **SPECIALS**

1	OWNER NAME:	ROLFE/DON	LAND VALUE:	\$18,000
	MAIL ADDRESS:	2533 MADISON ST BELLEVUE NE 68005-	IMP VALUE:	\$80,909
	PROP ADDRESS:	1004 HOPKINS DR	TOTAL VALUE:	\$98,909
	EXEMPTION:		ASSD VALUE:	\$98,909
	LEGAL:	LOT 13 HOPKINS ADDITION		
	CLASS:	1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL		
	MUNICIPALITY:	01 BELLEVUE CITY	TAX DISTRICT:	10002: B1M

Figure 6

How to Search an Invoice

13. Open CA portal. Select Tax Payments tab, from the left side panel.
14. Enter parcel's Invoice/Statement number or Parcel number in their respective fields and then click Search button.

CAPtime
Citizen Access

SARPY COUNTY, NEBRASKA, CITIZEN ACCESS PORTAL

HOME
PROPERTY SEARCH
PERSONAL PROPERTY
SALES
SPECIALS
TAX PAYMENTS
GIS PORTAL
CONTACT US

Invoice/Statement: Parcel:

Records Per Page: Tax Year:

No Records Found

Figure 7

15. The parcel/ receipt information displays below.

CAPtime
Citizen Access

SARPY COUNTY, NEBRASKA, CITIZEN ACCESS PORTAL

HOME
PROPERTY SEARCH
PERSONAL PROPERTY
SALES
SPECIALS
TAX PAYMENTS
GIS PORTAL
CONTACT US

Invoice/Statement: Parcel:

Records Per Page: Tax Year:

1 Record Found

010319549 - 2021-010319549RP, 2021				
1	OWNER NAME:	BREWER/ROGER & LISA	MUNICIPALITY:	02 GRETNA CITY
	MAIL ADDRESS:	107 WESGAYE ST GRETNA NE 68028-	TAX DISTRICT:	37001: G37
	PROP ADDRESS:	107 WESGAYE ST GRETNA	TOTAL VALUE:	\$171,304
	EXEMPTION:		ASSD VALUE:	\$171,304
	CLASS:	1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL	TOTAL DUE:	\$3,865.34 <input type="button" value="Pay In Full"/> <input type="button" value="Pay In Part"/>

Figure 8

Making Payments

1. Open CA portal. Select Tax Payments tab, from the left side panel.
2. Enter parcel's Invoice/Statement number or Parcel number in their respective fields and then click Search button.

The screenshot shows the Sarpy County, Nebraska, Citizen Access Portal. The left sidebar contains a menu with the following items: HOME, PROPERTY SEARCH, PERSONAL PROPERTY, SALES, SPECIALS, TAX PAYMENTS (highlighted with a red box), GIS PORTAL, and CONTACT US. The main content area has a header with the CAPtime logo and the Sarpy County seal. Below the header, there is a search form with fields for 'Invoice/Statement' (containing '2021-010319549RP') and 'Parcel'. A 'Search' button is highlighted with a red box. Below the search form, it says 'No Records Found'. At the bottom right of the search form, there are dropdown menus for 'Records Per Page' (set to 10) and 'Tax Year' (set to 2021).

Figure 9

3. The receipt information displays below.
4. To make the payment, click on Pay In Full/Pay In Part link.

The screenshot shows the Sarpy County, Nebraska, Citizen Access Portal. The left sidebar contains a menu with the following items: HOME, PROPERTY SEARCH, PERSONAL PROPERTY, SALES, SPECIALS, TAX PAYMENTS (highlighted with a red box), GIS PORTAL, and CONTACT US. The main content area has a header with the CAPtime logo and the Sarpy County seal. Below the header, there is a search form with fields for 'Invoice/Statement' (containing '2021-010319549RP') and 'Parcel'. A 'Search' button is highlighted with a red box. Below the search form, it says '1 Record Found'. The record is titled '010319549 - 2021-010319549RP, 2021'. The record details are as follows:

OWNER NAME: BREWER/ROGER & LISA		MUNICIPALITY: 02 GRETNA CITY	
MAIL ADDRESS:	107 WESGAYE ST	TAX DISTRICT:	37001: G37
	GRETNA NE 68028-	TOTAL VALUE:	\$171,304
PROP ADDRESS:	107 WESGAYE ST GRETNA	ASSD VALUE:	\$171,304
EXEMPTION:		TOTAL DUE:	\$3,865.34
CLASS:	1000 - RESIDENTIAL AND SUBURBAN RESIDENTIAL		

At the bottom right of the record details, there are two buttons: 'Pay In Full' and 'Pay In Part', both highlighted with red boxes.

Figure 10

5. The payment breakdown information displays. Click on Credit Card payment button.

6. Payment pop up window displays. Enter necessary customer Information and then Click Next Button.

NEBRASKA.GOV
Official Nebraska Government Website

FAQ

1 Payment Type > 2 Customer Info > 3 Payment > 4 Submit Payment

Payment

Payment Type ✓ [Edit](#)

Credit/Debit Card

Customer Information

Complete all required fields [*]

Country *
United States ✓

First Name *
james ✓

Last Name *
Patrick ✓

Company Name
✓

Address *
po box 543 ✓

Address 2
✓

City *
Beverly hills ✓

State *
NE - Nebraska ✓

ZIP/Postal Code *
90087 ✓

Phone Number *
765368927 ✓

Email *
Jameue@gmail.com ✓

[Next >](#)

Transaction Summary

Sarpy County Property Tax	\$3,865.34
Nebraska.gov Total	\$3,961.59

Need Help?

Enter customer information associated with the payment type selected.

Figure 11

Note: Fields with the () are mandatory to fill.*

Note: To modify the information of the previous page, click on Edit and then make the necessary changes.

7. Enter Credit card details, click Next button.

NEBRASKA.GOV
Official Nebraska Government Website

FAQ

1 Payment Type > 2 Customer Info > 3 Payment > 4 Submit Payment

Payment

Payment Type ✓ [Edit](#)

Credit/Debit Card

Customer Information ✓ [Edit](#)

Address: james Patrick, po box 543, Beverly hills, NE 90087
Phone Number: 765368927
Country: United States
Email Address: Jameue@gmail.com

Payment Information

Complete all required fields [*]

Credit Card Number * ✓

Credit Card Type ✓

Expiration Month * ✓

Expiration Year * ✓

Security Code * ?

Name on Credit Card * ✓

[Next >](#)

Transaction Summary

Sarpy County Property Tax	\$3,865.34
Nebraska.gov Total	\$3,961.59

Need Help?

Refunds may be processed up to the exact dollar amount of the statutory fee owed to the State. Refunds must be issued to the same credit card used to process the original transaction. Online fees are non-refundable.

Figure 12

8. Checkmark the Verification Checkbox and then click Submit Payment button.

9. Once the payment is successfully completed. Print Receipt button will be enabled. To print payment receipt, click Print Receipt button.

SARPY COUNTY, NEBRASKA, CITIZEN ACCESS PORTAL

Payment successful. **Print Receipt** Back PAY BY: Credit Card

#	Parcel No	Invoice No	Owner Name	Assd Value	Total Tax	Total Fee	Total Int	Total Paid	Balance Due
1	010319549	2021-010319549RP	BREWER/ROGER & LISA	\$171,304.00	\$3,865.34	\$0.00	\$0.00	\$3,865.34	\$0.00

Figure 13

Verification

2021 INVOICE 2021-010319549RP — 010319549
BREWER/ROGER & LISA
107 WESGAYE ST GRETN NE 68028-

COLLECTION RECORD - 2021 Receipt Print Print EX

General Info
Invoice: 2021-010319549RP
Parcel: 010319549 - REAL Decal
Account No: 010319549
Situa: 107 WESGAYE ST GRETN NE 68028

Invoice Breakdown

Millage	Fund	Tax
1: COUNTY LEVY		\$508.59
1003: ED SERVICE UNIT 3		\$25.70
137: GRETN SCHOOL		\$1,742.63
138: GRETN SCH BOND		\$659.62
139: GRETN SPECIAL BLDG		\$56.06
202: LEARNING COMM ELEM LEARNING		\$27.82
437: GRETN CITY		\$507.75
438: GRETN CITY BOND		\$292.86
501: PAPIO NATURAL RESRCE		\$50.71
502: PAPIO NRD BOND		\$10.39
801: METRO COMMUNITY COLL		\$162.74
901: AGRICULTURAL SOCIETY		\$4.71
Total:		\$4,049.58

Page 1 of 1 (12 items) [1] [All] Page size: 20

Invoice Info

ASSD. VALUE	\$171,304.00
EXEMPT VALUE	\$0.00
TAXABLE VALUE	\$171,304.00
GROSS TAX	\$4,049.58
OTHER TAX CREDIT	\$184.24
TOTAL TAX	\$3,865.34
GRAND TOTAL	\$3,865.34
AMT. PAID	\$3,865.34
BALANCE	\$0.00
CREDITS	\$0.00
REFUNDS	\$0.00

PAYMENT 1: DELQ 1: 04/01/2022 ✓ \$1,932.67
PAYMENT 2: DELQ 2: 08/01/2022 ✓ \$1,932.67
CURRENT DUE: \$0.00

ACTIVE: DEFAULT
ZERO OUT REQUEST: ☐ BLOCKED: ☐
TAX SALE: ☐ LITIGATION: ☐ INSOLVENT: ☐

Trans Id	Date	Invoice	Receipt	Code Paid By	Total	Principal	Int	Fees	Amt. Applied	Type
2542842	12/21/2021	2021-010319549RP	2021-1907479	3 JAMES PATRICK	\$3,865.34	\$3,865.34	\$0.00	\$0.00	\$3,865.34	CREDIT-CARD VOID

Reason:

Check Image:

Balance: \$0.00 Current Due: \$0.00

Figure 14