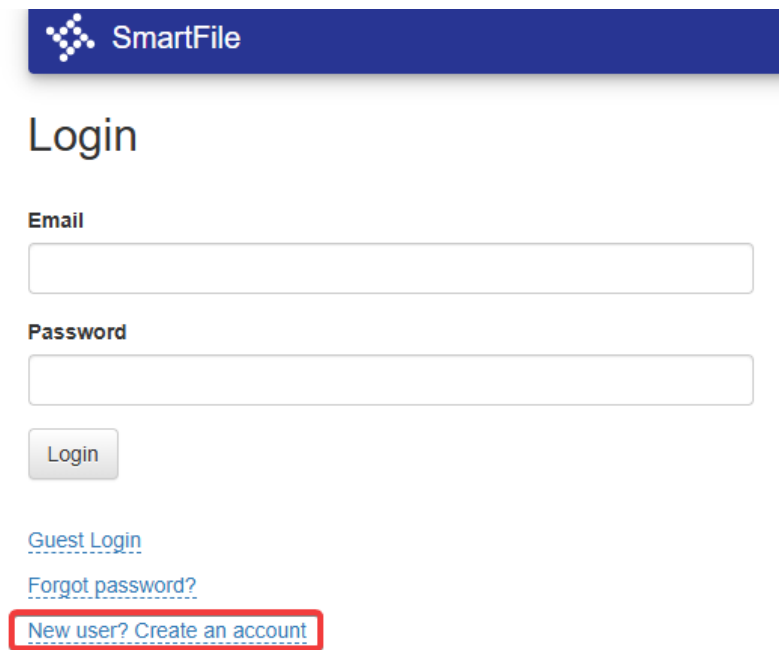


Data Mailers - QR Code Method – Filing Corrections

- If you have yet to make an account, select, '**New user? Create an account**' as noted in the screenshot below.



The screenshot shows the SmartFile login interface. At the top is a dark blue header with the SmartFile logo. Below the header, the word 'Login' is displayed in a large, dark font. Underneath 'Login', there are two input fields: one labeled 'Email' and one labeled 'Password'. Below the password field is a 'Login' button. At the bottom of the form, there are three links: 'Guest Login', 'Forgot password?', and 'New user? Create an account'. The 'New user? Create an account' link is highlighted with a red rectangular border.

- You will use your personal email and create a password of your choosing, filling out the fields as shown as an example in the screenshot below; *It must be 8 characters and is case-sensitive*

 SmartFile

Account Registration

To register for a new account, complete the information below and click the Register button.

Email



Password



8-character minimum; case-sensitive

Register

- Once you receive your email, it will prompt you to activate your account through a link within the email. From there, login with the credentials you set in registration
- Upon login, you will see available filings, you should select, **‘Union County, PA’** as your option from the list of selections.

Available Filings

To create a new filing, click on a filing type below:

[Lycoming County, PA](#)
Response form to correct residential information on the data mailer form.

[Mercer County, PA](#)
Submission form for supporting documents for value appeals

[Northumberland County, PA](#)
Response form to correct residential information on the data mailer form.

[Union County, PA](#)
Response form to correct residential information on the data mailer form.

[Village of Hempstead, NY](#)
Response form to correct residential information on the data mailer form.

- Once you’ve selected the Union County, PA filings, you will see the prompt as shown in the screenshot below, select, **‘Begin Filing’**

Union County Data Mailer Form

The Union County Assessor's Office seeks your assistance in verifying data regarding your property. The Assessor's Office and Tyler Tech staff will use this corrected data as we prepare to update assessed values for the January 1, 2028 property revaluation. Please review this information carefully. If you feel that any of the data is incorrect, correct the information directly on the form. Please fill out the sales questionnaire portion if your property was sold after January 1, 2024.

Prompt attention to this request will help ensure that your assessment is based on the most accurate information available. Thank you for your prompt attention in this important matter.

[Begin Filing](#)

- To search for your property, and to ensure accurate search results, enter only your Parcel Number (which is provided in the top right-hand corner of the letter you received) and select, **'Search'**.

 SmartFile

[My Filings](#) [Available Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

Search for the Owner/Property

Please search for your parcel using any of the search options below. Once you find your parcel, click the corresponding *Start Filing* link.

Parcel Number:

* Do not include dashes in Parcel #

Street Number

Street Name

Unit #:

Street Type

Street Direction

[Search](#)

Search Results

	Parcel #	Property Address
◀ ◀ 0 ▶ ▶	No items to display	

- Your parcel will show in Search Results, if there is more than one parcel result, make sure to confirm you selecting the parcel that has your property address in the **‘Property Address’** field. You should click, **‘Start Filing’**, as highlighted in the screenshot below.

 SmartFile

[My Filings](#) [Available Filings](#) [Message Center](#) [Account](#) [Sign Out](#)

Search for the Owner/Property

Please search for your parcel using any of the search options below. Once you find your parcel, click the corresponding *Start Filing* link.

Parcel Number:

TEST2

* Do not include dashes in Parcel #

Street Number

Street Name

Unit #:

Street Type

Street Direction

Search

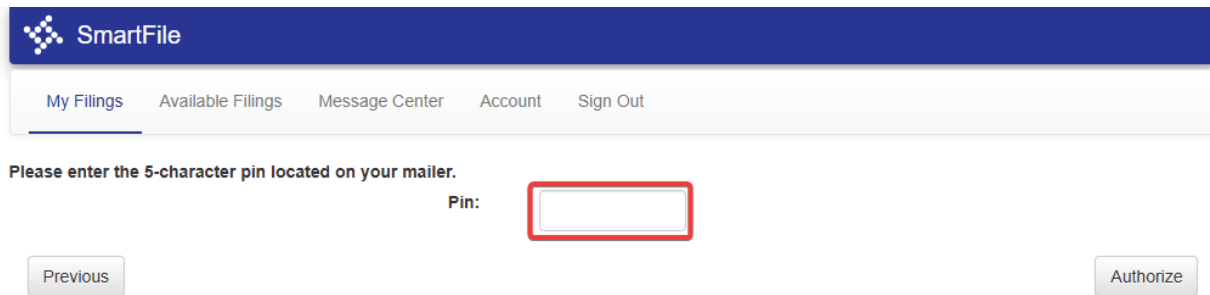
Search Results

	Parcel #	Property Address	
Start Filing	TEST2	399 STADIUM DR	

1

1 - 1 of 1 items

- The following pin prompt will appear, which you can input the pin listed on the letter you received and click **'Authorize'**. This will open your correctible form.



The image shows a web interface for SmartFile. At the top is a dark blue header with the SmartFile logo and name. Below this is a light gray navigation bar with links: 'My Filings' (underlined), 'Available Filings', 'Message Center', 'Account', and 'Sign Out'. The main content area has a prompt: 'Please enter the 5-character pin located on your mailer.' followed by 'Pin:' and a red-outlined input box. At the bottom are two buttons: 'Previous' on the left and 'Authorize' on the right.

- Make sure to select, **'Next'** on the **'Verify Property Information'** tab, **'Data Mailer Form'** tab and select, **'Submit'** on the 'Legal Notice' tab once you've completed each section of the filing.