



## Assessment Community Request for Secure Access

### Applicant information

Name: \_\_\_\_\_

E-mail address (required): \_\_\_\_\_ Business \_\_\_\_\_ Personal \_\_\_\_\_

Position: Assessor \_\_\_\_\_ County Director \_\_\_\_\_ Local Staff \_\_\_\_\_ Contractor \_\_\_\_\_ ORPTS Staff \_\_\_\_\_

If applicant has an existing secure account, enter User ID: \_\_\_\_\_

### Municipal information

City / Town name: \_\_\_\_\_ SWIS Code: \_\_\_\_\_

County: \_\_\_\_\_ Village (if applicable): \_\_\_\_\_

### Secure access

**Basic access** will be the default security level automatically granted for all applicants and includes access to the following Web-based applications and content: Real Property Transfer Data, Parcel & Sales Inventory Data, School District Levy Distribution Simulator and the Training Portal.

**Elevated access** provides an additional level of security for the Web-based applications and content shown below:

Applications and content	Yes	No	List multiple SWIS Codes for STAR if applicable				
STAR Income Verification							
Online Sales Reports							
State-Owned Land Reports			<b>Note: Only for municipalities with State-Owned Land</b>				

### Terms of Use agreement

The New York State Department of Taxation and Finance - Office of Real Property Tax Services has designated these applications for *Secure Access*, meaning that they are available only to the Assessment Community for discharge of their duties as public employees. Registered users agree to restrict their use of this data to assessment purposes only. Any violation of this agreement will result in termination of privileges. Unauthorized disclosure of personal information may result in further legal penalties.

**I have read and agree to the terms of use for secure access to the ORPTS Assessment Community**

\_\_\_\_\_  
Signature of Applicant (required)

\_\_\_\_\_  
Date

### Local authorization

In addition to the applicant's signature, the assessor or county director's signature is required when the applicant is assessment staff, a contractor, or county staff requesting permission for secure access to municipal information. It is the responsibility of the assessor or county director to notify ORPTS when the applicant's secure access needs to be revoked.

**The signature below confirms that the applicant has my approval for secure access**

\_\_\_\_\_  
Signature of Assessor/County Director

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

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### Information and instructions

Upon receipt and processing of this form, ORPTS will send the applicant instructions, along with a unique user name and password for the secure access requested. This same user name and password is also required for access to the Assessment Administrators' Online Training program. To register for specific courses, visit the Training link on the Web site.

### Instructions for completing Form RP-5100

- 1) Complete and submit one form for each person requesting secure access.
- 2) The completed form **must be signed** and mailed to:

NYS TAX DEPARTMENT  
OFFICE OF REAL PROPERTY TAX SERVICES  
ATTN SOLUTIONS CENTER  
W A HARRIMAN CAMPUS  
ALBANY NY 12227

**Or** it may be faxed to: (518) 435-8633

If you have questions, call the ORPTS Solutions Center at (518) 591-5233 or send e-mail to: [ORPTS.solutionscenter@tax.ny.gov](mailto:ORPTS.solutionscenter@tax.ny.gov)

- 3) Each applicant is responsible for assuring conformance with the Terms of Use. User names and passwords are not to be shared.
- 4) Local authorization is a requirement in certain instances. In addition to the applicant's signature, the assessor or county director's signature is required when the applicant is assessment staff, a contractor, or county staff requesting permission for secure access to municipal information. It is the responsibility of the assessor or county director to notify ORPTS when the applicant's secure access needs to be revoked.\*

### Password reset policy

Please be aware that according to the NYS Office for Technology (OFT) security policies, each person with a secure account will be notified to change their password periodically.

**\*The assessor or county director must notify the ORPTS Solutions Center by phone, fax, e-mail or U.S. postal mail whenever a staff person or contractor with a secure access account has a change in status.**