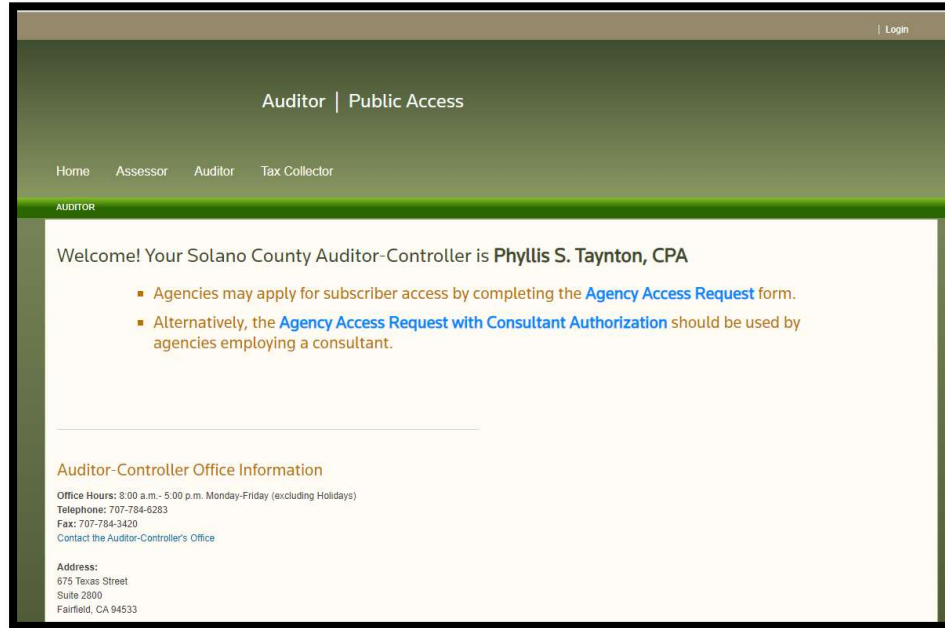
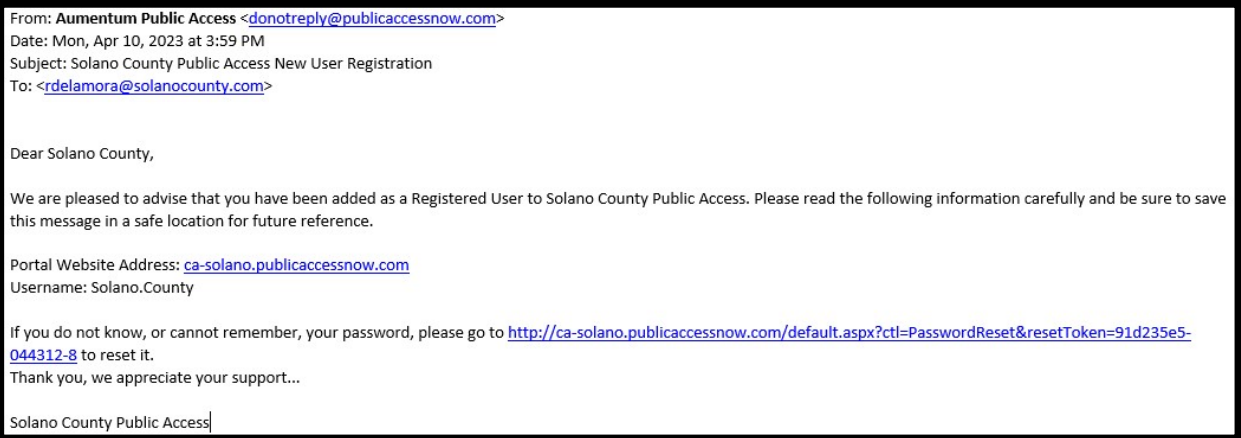


Access to Public Access Portal

All agencies are required to subscribe for access by completing the Agency Access Request form for access for the agency only or the Agency Access Request with Consultant Authorization form for access for both agency and consultant.

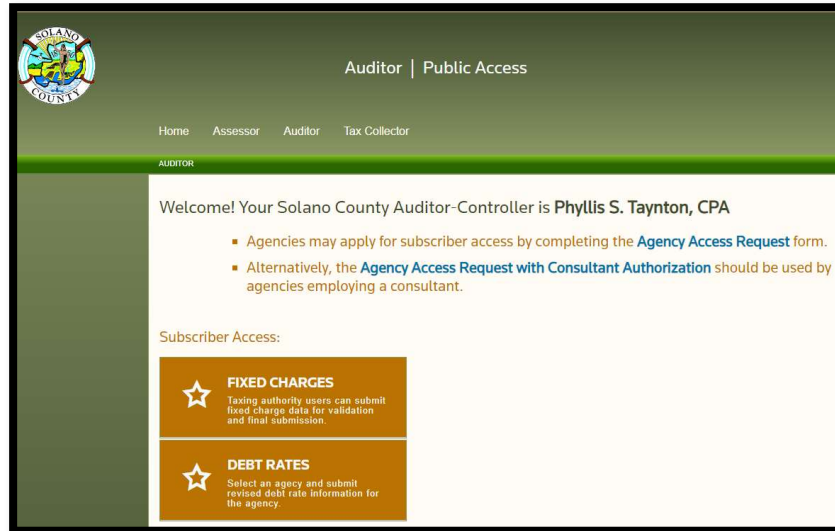


Please click on the appropriate link for access request. Once the form is submitted, allow 10 business days, to receive an email as shown below with log in information. Please follow the link in the email to access the portal and reset your password.

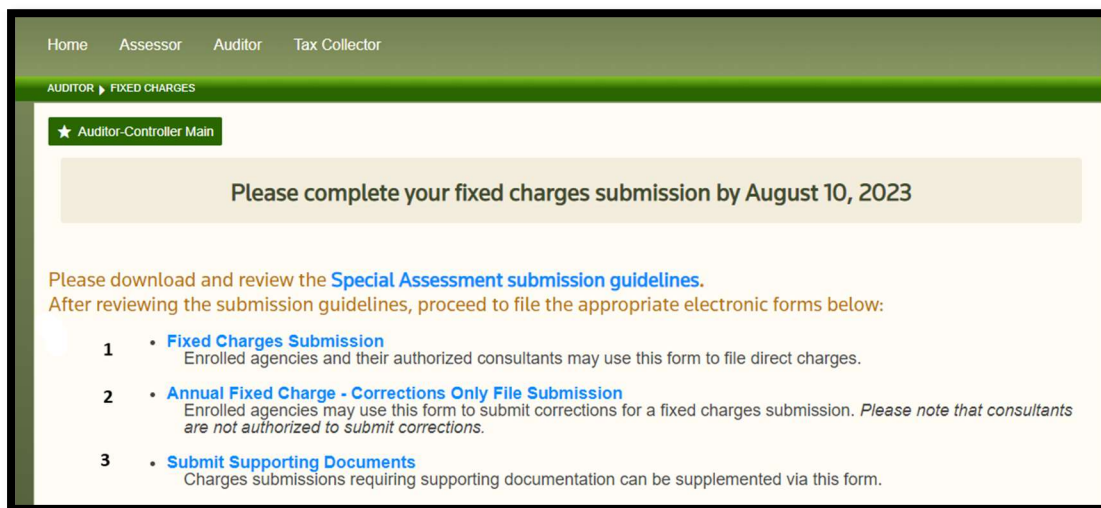


Uploading Special Assessments and Bonds

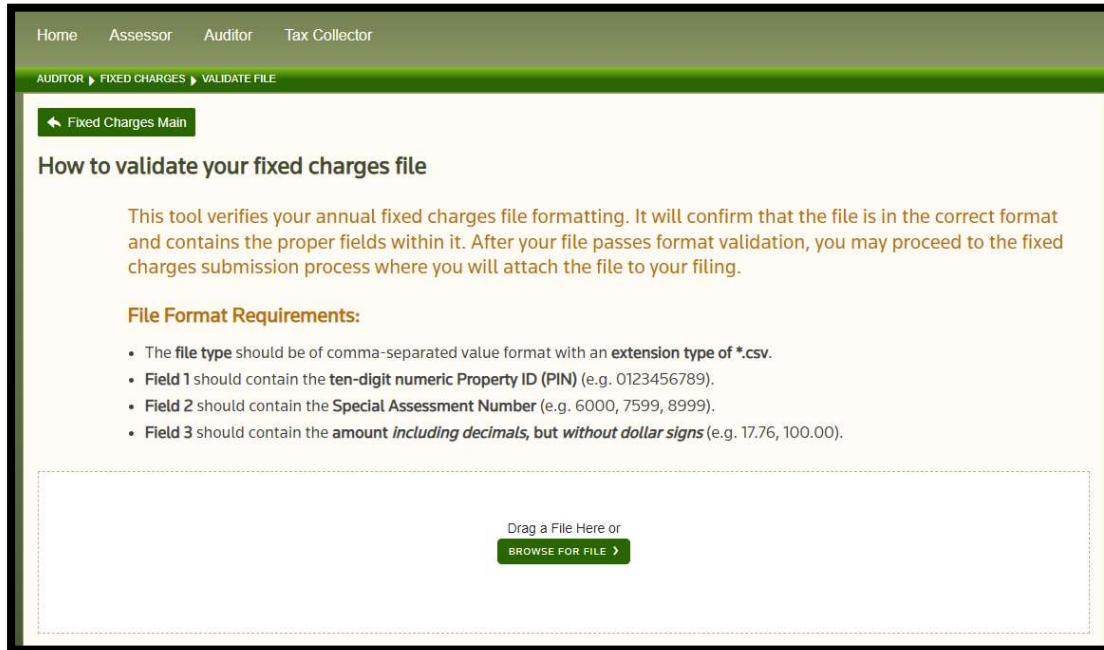
Click on the link to access the portal [Public Access](#). You will need to log in to see the Fixed Charges option. Please click on the FIXED CHARGES box to enter the application.



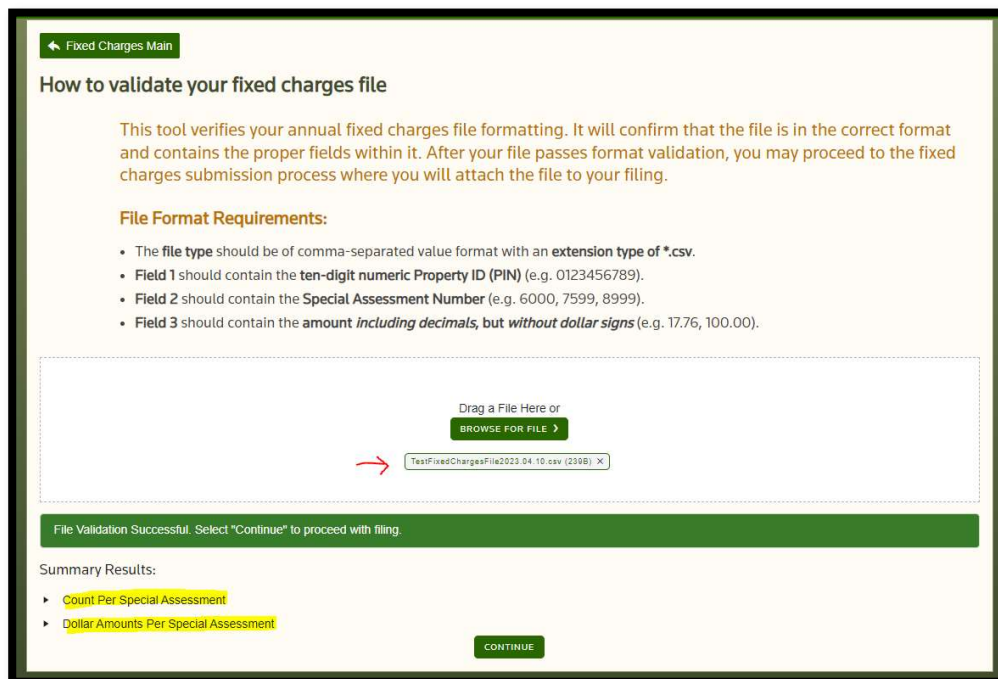
The first step would be to validate the PINs (Property Identification Number, formerly known as APN – Assessor Parcel Number). Click on the first link, Fixed Charges Submission.



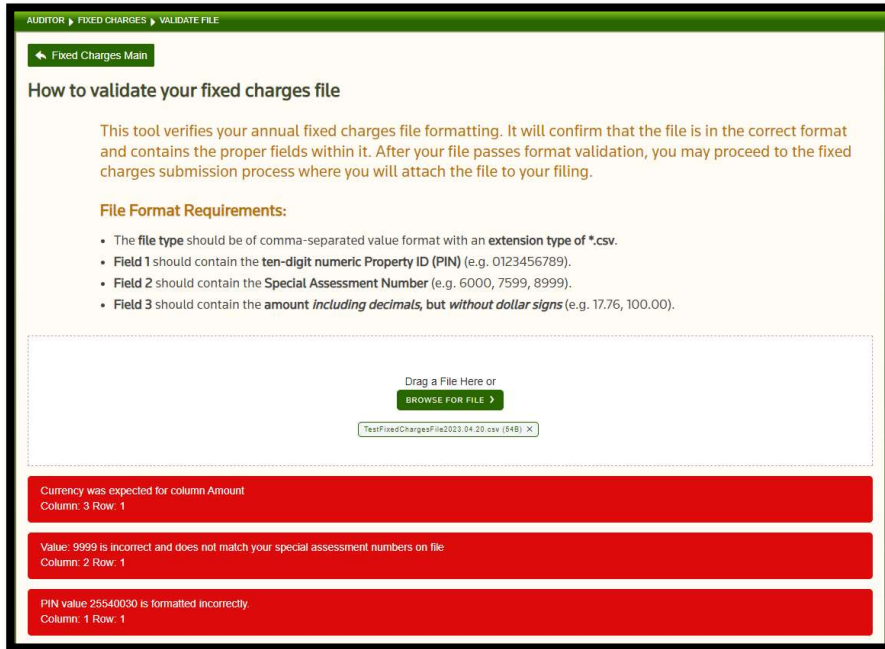
Here you either browse or drag the file formatted as instructed on the document **23-24_CATS (AT) Format-Bond & Non-Bonds** or the File Format Requirements shown on the screen.



Once your file is attached or dragged, you will see a Summary Results: Count Per Special Assessment and Dollar Amounts Per Special Assessment (message at the bottom). If your submission has no errors, you can then click on **Continue** to proceed with filing.

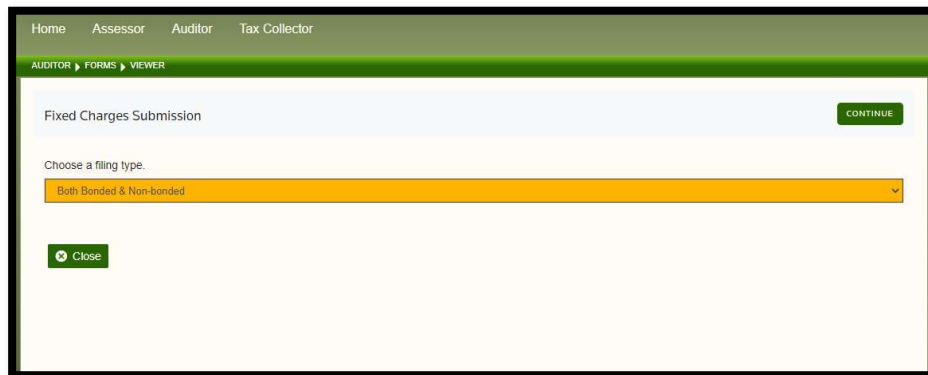


If your submission has errors, it will show red error messages as shown below and you will not be able to proceed.



To remove the file, simply click on the green X next to the file name that appears in the center of the white box. Open your previously saved file and fix any errors. Refer to the File Format Requirements message on the screen to properly correct for the errors. Click on **Browse for a file** to upload your now corrected file and if no errors you can then click on **Continue**.

The next screen will ask if your submission file contains Bonded, Non-Bonded or Both. Please select one from the drop-down menu and click on **Continue** to proceed.



The next page will be the official authorization form. Fill out and sign at the bottom. The date will auto populate with the actual submission date. Click **Continue** to go to the next screen to continue with the submission.

Home Assessor Auditor Tax Collector

AUDITOR FORMS VIEWER

Page 1 of 1 CONTINUE

OFFICE OF THE AUDITOR-CONTROLLER

PHYLLIS S. TAYNTON, CPA
Auditor-Controller

SHEILA D. TURGO
Assistant Auditor-Controller

875 Texas Street, Suite 2020
Fairfield, CA 94533-6338
(707) 794-6280
Fax (707) 794-3420
www.solanocounty.com

Fixed Charges Submission

Filing Type: Both Bonded & Non-bonded

Agency Name: [Redacted]

Agency Contact Name: Rosalba De La Mora

Agency Contact Email: rdellamora@solanocounty.com

Agency Contact Phone: [Redacted]

Agency Contact Mailing Address: [Redacted]

I am a consultant acting on behalf of the agency. An agency record is required with consultant authorization must be on file with the Office of the Auditor-Controller.

Tax Year: 2022

Expected Special Assessment Totals See attachment
If additional lines are required, please complete a spreadsheet instead and select "See attachment."

Special Assessment Number	Total Dollar Amount	Total Assessment Count

Additional Information:

[Redacted]

Name of authorized person submitting this filing: [Redacted]

Title of authorized person submitting this filing: [Redacted]

Verification (Signature) of authorized person submitting this filing: [Redacted]

Date of submission: MM/DD/YYYY

Document Revision: 2022
Page 1 of 1

Page 1 of 1 CONTINUE

After you click **Continue** it will bring you to the following screen. Here you will be asked to attach the validated Fixed Charges file. Upload the file here by clicking the **ADD FILES...** button. You have not uploaded until you click **START UPLOAD**. If you have added a file in error, you can click **CANCEL**, prior to clicking **PREVIEW**.

Home Assessor Auditor Tax Collector

AUDITOR FORMS VIEWER

Fixed Charges Submission PREVIOUS PAGE PREVIEW

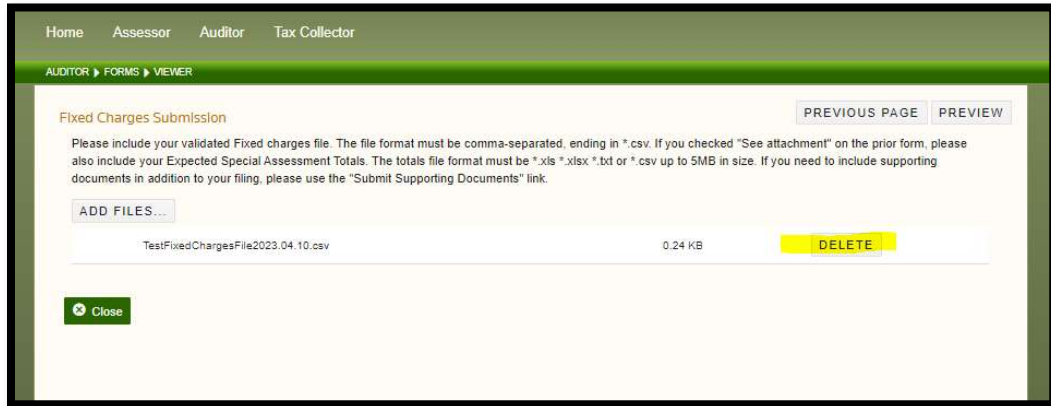
Please include your validated Fixed charges file. The file format must be comma-separated, ending in *.csv. If you checked "See attachment" on the prior form, please also include your Expected Special Assessment Totals. The totals file format must be *.xls *.xlsx *.txt or *.csv up to 5MB in size. If you need to include supporting documents in addition to your filing, please use the "Submit Supporting Documents" link.

ADD FILES...

TestFixedChargesFile2023.04.10.csv 0.24 KB START UPLOAD CANCEL

Close

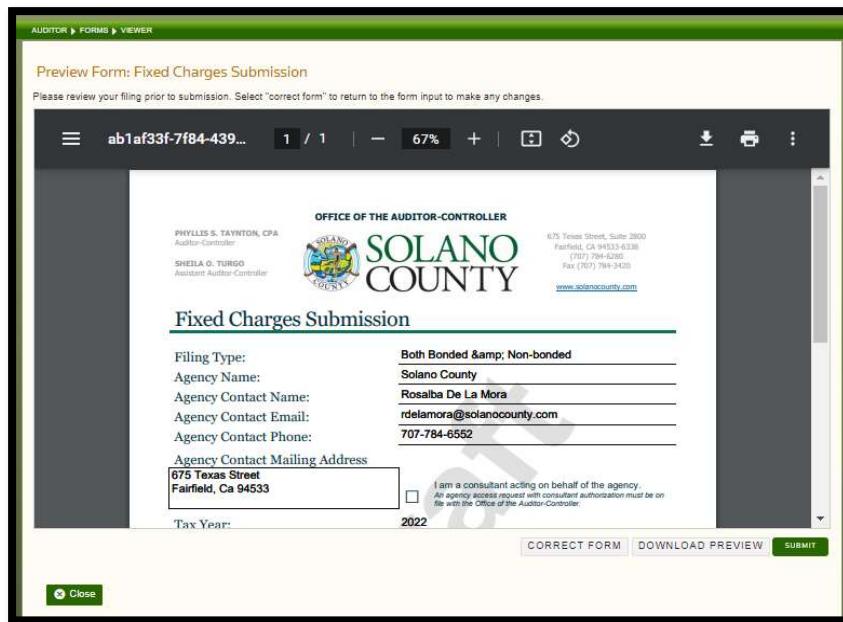
If the file has been uploaded in error, you can click on **DELETE** to remove it.



If you click on **PREVIOUS PAGE**, it will take you back to the form on the previous page and you will need to re-enter all the information and sign again.



If you click on **PREVIEW**, it will preview the form as shown here:



You can **CORRECT FORM** by clicking that button at the bottom, **DOWNLOAD PREVIEW** to obtain a copy or **SUBMIT** to continue with the submission.

Finally, once you have submitted you will see the screen below.

You can click on **SAVE A COPY** to obtain a receipt of submission as shown here:

PHYLIS S. TAVINTON, CPA
Auditor-Controller

SHEILA G. TURGO
Assistant Auditor-Controller

OFFICE OF THE AUDITOR-CONTROLLER

675 Texas Street, Suite 2800
Fairfield, CA 94533-6338
(707) 784-6200
Fax (707) 784-3420
www.solanocounty.com

SOLANO COUNTY

Fixed Charges Submission

Filing Type: Both Bonded & Non-bonded

Agency Name: Solano County

Agency Contact Name: Rosalba De La Mora

Agency Contact Email: rdelamora@solanocounty.com

Agency Contact Phone: 707-784-6552

Agency Contact Mailing Address
675 Texas Street
Fairfield, Ca 94533

I am a consultant acting on behalf of the agency.
An agency access request with consultant authorization must be on file with the Office of the Auditor-Controller.

Tax Year: 2022

Expected Special Assessment Totals See attachment
If additional lines are required, please complete a spreadsheet instead and select "See attachment."

Special Assessment Number	Total Dollar Amount	Total Assessment Count
9999	1000.00	5

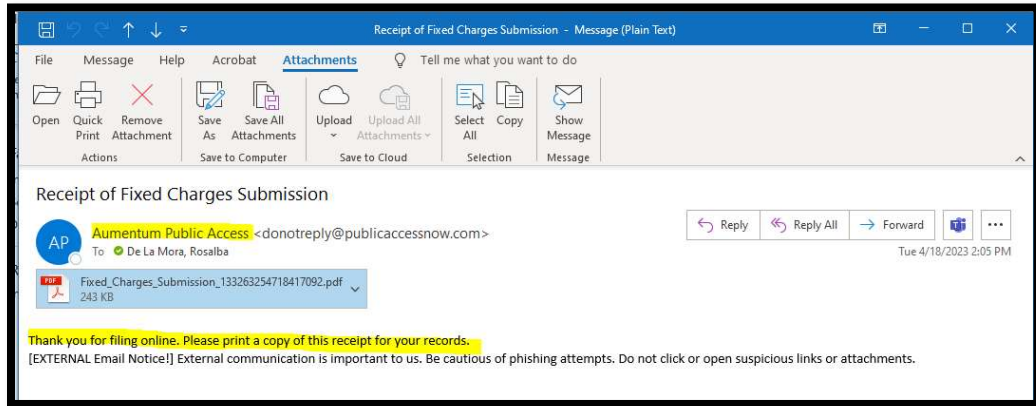
Additional Information:

Rosie De La Mora Accountant-Auditor I
Name of authorized person submitting this filing. Title of authorized person submitting this filing.

Rosie De La Mora 4/18/2023
Verification (Signature) of authorized person submitting this filing. Date of submission.

Document Revision: 2022
Page 1 of 1

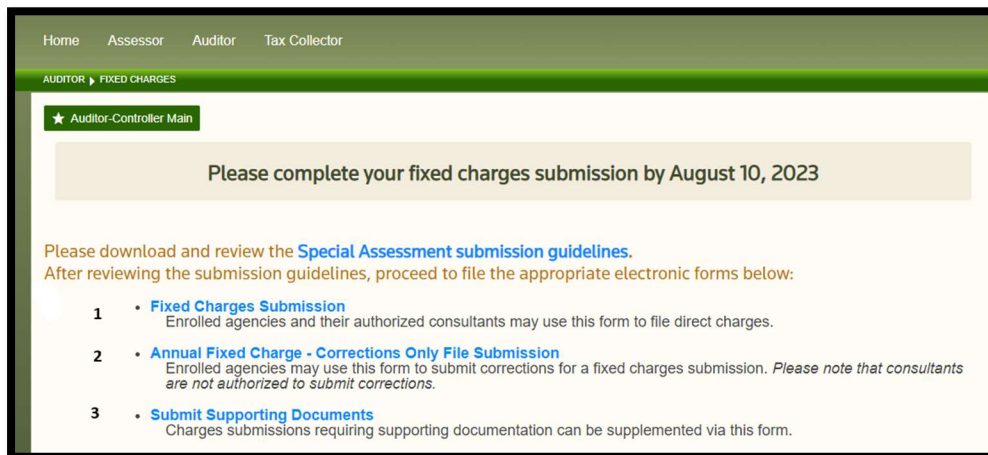
You can enter your email address to receive an email with receipt of submission (attachment shown above):



Once done uploading your fixed charges file and obtaining copies, you can click on **Close** at the bottom left corner. **(You are not done submitting. Remember, we need a copy of the Resolution, Summary Page with PIN count and total amounts, Contact Information for taxpayer queries and a brief narrative of the special assessment charge).**

Submitting Supporting Documents (i.e., Resolution, Summary Form, Narrative, Contact Information, etc.)

Go back to the main Auditor screen, click on **FIXED CHARGES** box, and then click on **Submit Supporting Documents**.



The next page will ask you to enter a Special Assessment Number which is the same as the Project Number, Agency Name and Agency Phone number. Enter all project numbers for which you are submitting supporting documents.

AUDITOR > FORMS > VIEWER

Submit Supporting Documents CONTINUE

Special Assessment Number
9999, 9998, 9997, 9996

Agency Name
Solano County

Agency Phone
707-784-6552

Close

Click on **Continue** at the top to proceed. This will take you to the screen shown below:

AUDITOR > FORMS > VIEWER

Submit Supporting Documents version: 1.0 CANCEL

Page 1 of 1 CONTINUE

Supporting Documentation for Direct Charges Submissions

Please review your entries and make any necessary changes before proceeding to attach supporting documents.

Special Assessment Number: 9999, 9998, 9997, 9996

District Name: Solano County

District Phone: 707-784-6552

Submitting User: Rosalba De La Mora

Submitter Email: rdelamora@solanocounty.com

Submission Date: MM/DD/YYYY ?

Here you can click on **CANCEL** if you wish to go back to the previous screen or you can click on **CONTINUE** to proceed. Be sure the information looks accurate before proceeding.

The next page allows you to attach all supporting documents in the specified formats as shown in the figure below.

Home Assessor Auditor Tax Collector

AUDITOR > FORMS > VIEWER

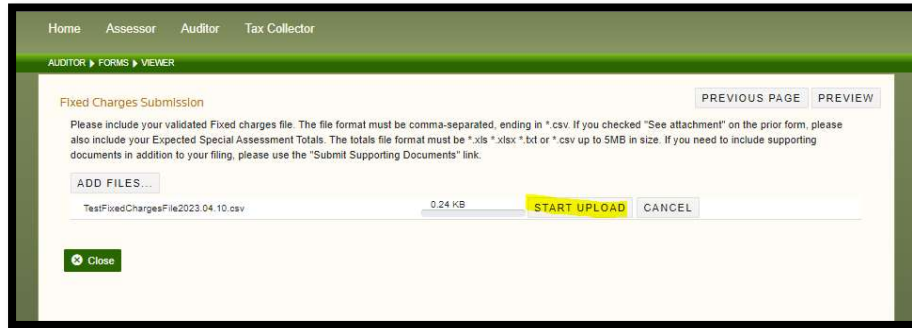
Submit Supporting Documents PREVIOUS PAGE SUBMIT

Include supplementary attachments up to 5MB in size. Supported document formats: *.txt, *.csv, *.pdf, *.doc, *.xls, *.docx, *.xlsx.

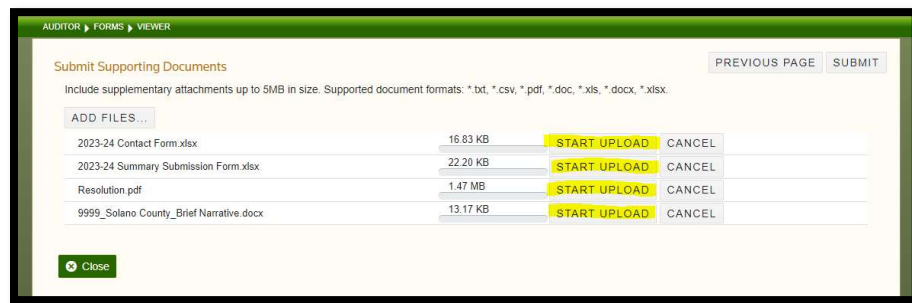
ADD FILES... 0 of 1 Minimum Attachments

Close

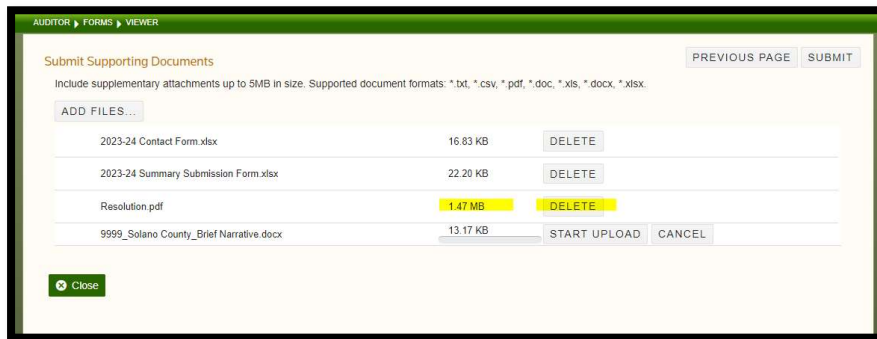
Click on **ADD FILES...** button to begin browsing for files. Remember you must **START UPLOAD** to attach the file.



Please attach the Contact Form, Summary Submission Form, Resolution and Brief Narrative.



If you have attached a document in error, you can remove it by clicking **DELETE** next to the incorrect file.



When done, click on **SUBMIT** to finalize the submission. You will see the screen below where you can enter an email address for a copy of the submission, or you can click on **SAVE A COPY** to save a copy for yourself.

AUDITOR > FORMS > VIEWER

SUBMIT SUPPORTING DOCUMENTS

The form has been successfully submitted

Thank you for your submission of supporting documents. Please print the copy of this filing for your records. You may now return to the Auditor-Controller main page or close this window.

SAVE A COPY

To receive an email with the information shown above, including the date and time of filing, please enter your email address below and click the "Email Confirmation" button. At this time only a single email address may be entered. You may share the information with others by forwarding the email.

Enter email

SEND EMAIL

Close

Here is a copy of the receipt for Supporting Documentation submission.

Electronic Filing Receipt
Supporting Documentation for Direct Charges Submissions

Special Assessment Number : 9999
District Name : Solano County
District Phone : 707-784-6283
Submitting User : Rosalba De La Mora
Submitter Email : rdelamora@solanocounty.com
Submission Date : 4/18/2023

Document Version 2021.08

Aumentum
TECHNOLOGIES

Your submission is now complete! You will receive a confirmation email from Solano County - Property Tax Division when your fixed charges have been added to the current fiscal year tax roll.

For questions, please contact Rosalba De La Mora at rdelamora@solanocounty.com or at 707-784-6552.

Thank you!