

## INSTRUCTIONS TO ACCESS DIGITAL PROPERTY CARDS

To access the digital property cards from the website click on either GIS located in the "Quick Links" table located at the lower right hand corner of our "Home" page; "Departments" at the top of our "Home" page then GIS; or "Commissioner of the Revenue" under "Departments" then GIS.

On the Geographic Information System (GIS) scroll down to the third (3<sup>rd</sup>) tile in the middle of the page "APP" "Parcel Viewer". This tile has a picture of the stone courthouse. Click on this tile.

You will have a map with the outline of Pulaski County in burgundy.

There is a "Search" engine box located at the upper left hand corner of the page. In this box you are able to search five (5) different ways.

1. Street (street name)
2. Account Number
3. Owner
4. Parcel Number
5. Address (street numbers)

Once your search comes up on the map your cursor will be on the structure (if there is one) on the parcel you are looking for. Move your cursor to the white area of the parcel, a dialogue box will appear with information about the parcel such as parcel #; owner; account number; etc. In the middle of the dialogue box you will see in **blue** letters "**Digital Property Card**". Click on the words and that will bring up the information for the property.

Tidbit: Some owners may own more than one parcel so if you do not see the dialogue box with the words "Digital Property Card" you may need to go to the "-" button located to the left of the "Search" engine box and click on it to zoom out. Click on the surrounding parcels to locate the "parent" parcel of the owner, and then you should have a dialogue box with the words "Digital Property Card".