Municipal Assessment Report (MAR) Filing Tips

1. **Why does the "Report type" show "Original" but I am filing an "Estimated" or "Final" report?**
   The Report type indicator on the initial MAR page is set by the system. An Original report type indicates it is the first report filed for the municipality. An Amended report type indicates the municipality previously filed a report. Assessors should select the report type on the Assessment Information page.

2. **How do I open and close the menu on the left side of the form?**
   The round symbol with three lines is a toggle button, which opens and closes the menu.

3. **How do I navigate between the pages in the MAR form?**
   Click "Next" or "Back" in the blue bar toward the top of each page.

4. **How do I quickly navigate to a specific page within the MAR form?**
   Click the navigation menu located in the center of the blue header bar (three bar symbol) to select the appropriate page.

5. **I only see the form's Annexation section for Class 1, 2, and 7. How do I enter other value changes for these classes?**
   - Scroll down the page to see other input fields for each class
   - You may use the "Tab" on your keyboard to advance to each input field as you progress through the form

6. **How do I find errors on the MAR?**
   Errors are listed on the bottom of the "Preparer/Signature Statement" page. Click the arrow by the error message to navigate to the field with the error.

7. **Whose name should be entered as the preparer?**
   The person who submits the MAR.

8. **How do I save a copy of the MAR?**
   To save a PDF of the MAR, click "Print" in the menu on the left of the page. Open the print dialog box to view the PDF and select "Save As." Then select a location on your computer, name the form, and click "Save."

9. **How do I save the submission confirmation number?**
   After submitting the form, print and/or save a copy with the confirmation number for future reference. This is the only way to capture the confirmation number. Once you exit the form, the confirmation number is no longer available.

10. **How do I save a partially completed form?**
    Select "Save" on the menu to save the form. We recommend saving the form periodically, as you complete it.

11. **I made a change to a previously submitted MAR, and have several error messages. Why?**
    - The MAR form requires the filer to review every page, each time it is submitted. View each page starting with Assessor Information by clicking "Next." Page through the entire MAR to clear the error messages.
    - The preparer information on the last page must be completed each time a MAR is submitted