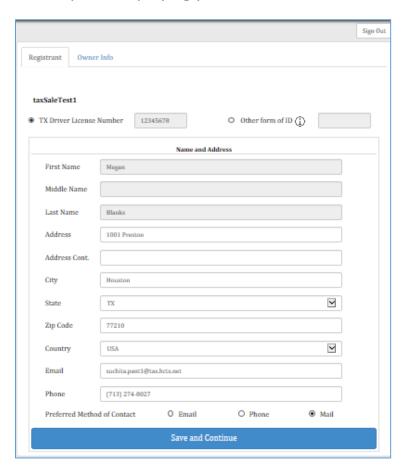


## How to Renew your Tax Sale Bidder Registration Online

## **Login to Your Account**

If you used the Tax Office website to record your original Tax Sale bidder registration information, you can renew your registration in a few easy steps.

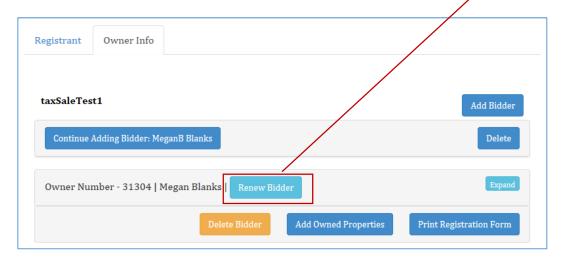
- 1. Log on to www.hctax.net.
- 2. Select Property Tax, then Delinquent Property Tax Sales.
- 3. Click on the blue Registration of Bidders bar.
- 4. When the page displays, scroll to the bottom and click on the Log-In button.
- 5. Enter your **User ID** and **password** on the **Login** screen and click Continue
- 6. The **Registrant** tab opens, displaying your **name and address** information.



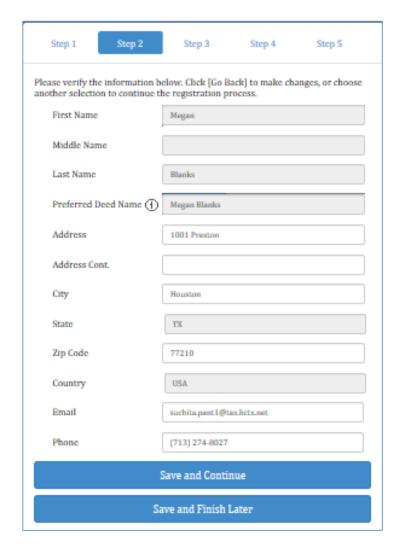
7. Click on Save and Continue.

## **Renew Your Registration**

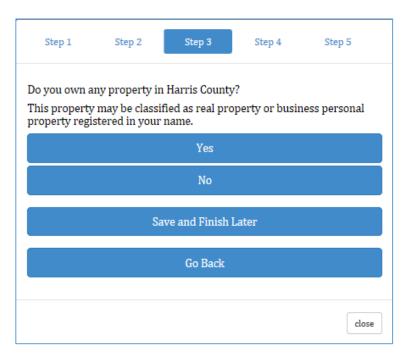
1. **Step 1:** Click on the **Owner Information** tab, click on



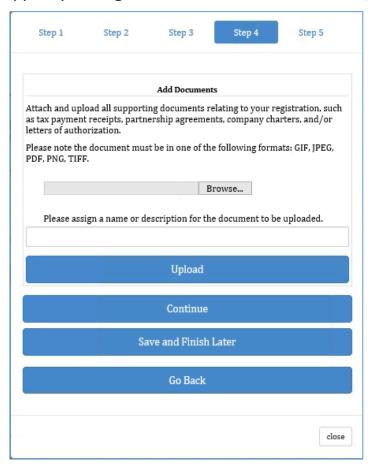
2. **Step 2:** When your **name and address** information displays, verify the information is correct or make any necessary changes, then click on Save and Continue



3. **Step 3**: Click **Yes** to verify your **property information** (if any) is correct, add any new properties obtained since you last registered or delete any that are no longer owned. If you do not own any properties, click **No**.

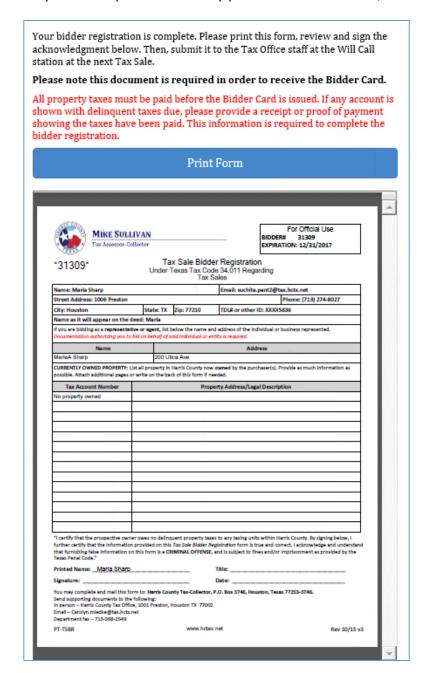


4. **Step 4:** Use the **Browse** button to select any file with additional information required to support your registration and click Upload. Then, click Continue.



**Print Form** 

5. **Step 5:** When your completed form appears on the screen, click



- 6. Once your registration form has printed, click on the **Close** button at the bottom of the screen.
- 7. When the **Owner Info** screen displays again, click on Sign Out

Don't forget to sign the form and bring it with you to the Tax Sale to complete the renewal process and receive your Bidder Card.

If you have questions or need additional assistance regarding the bidder registration process, please refer to the information available on our **website** or contact us at 713-274-8120.