State Equalization Electronic Filing
Navigation Instructions

General assistance:
For all inquiries regarding electronic filing of your state equalization forms, please contact the Assessment and Certification Division at 517-373-3489.

Gaining entry to the site:
To enter the State Equalization link type the following URL into your web browser: http://www.michigan.gov/stateequalization. This will take you to the Michigan State Equalization page. On this page you will see a link titled "File or Review Equalization Form Now." Click on the link to enter the site.

The first screen you are presented with upon entry into the State Equalization e-filing website will be the sign-in screen. Type your username and Personal Identification Number (PIN) in the spaces provided. Your user name will be the name of your county, and your Personal Identification Number (PIN) will be the PIN assigned to you by the Assessment and Certification Division on form 4606 (Electronic Signature Declaration for Annual State Equalization).

Welcome:
The next screen you are presented with will be the welcome screen which includes a banner at the top indicating your county name and number. If you are a county that is not using the upload feature thru your software provider, you will begin your navigation of the site by clicking on the **<Review Forms/Enter Values>** button from the left hand column. This will take you to the primary navigation screen which will give you access to every local unit in your county and the related forms L-4023, L-4024, and L-4046. If you are using the upload feature thru your software provider, please contact your provider for further instructions.

Navigation Buttons in left hand column:
Along the left hand side of the screen, there are navigation buttons that take you to the various functions of the program. The **<Review Reports>** button allows you to review any of your county compilation reports as you are creating them. You may create and review your county forms as many times as you wish during the building stage. You will also notice a **"View County L-4023", "View County L-4024", and "View County L-4046"** at the top of the primary navigation sheet which are links that will allow you to view your county forms as you are creating them by entering each of the units in your county. **Whenever you are leaving any particular screen, the form will prompt you to save the data, and it is important to do so to avoid losing data that you have entered.**

Important: The forms do not recognize blank spaces. Every field must have a numeric value. If there is no value attributable to any particular field, enter a zero in that field.

"Jump to" links:
Whenever you are working inside a local unit in any of the 3 forms, you will notice **"jump to"** links at the top left of the worksheet which allow you to navigate between the various forms for any particular local unit. Simply click on the alternate form listed and it will take you directly to that form for whatever local unit you happen to be working on at the time.

Printing Reports from the online site:
When using an online reporting system, there can occasionally be issues related to printing that are dependent on several different factors, including but not limited to, the type of browser you have, the age of the software version you are using, and what kind of printer you have. For this reason, the program has been developed with several printing options for you to find the method that works best for your particular needs. You may use the printer function of your browsing program by choosing print from the toolbar at the top of your screen. You may also use the program print function by using one of the two print icons located at the top of the report page. One icon will allow you to print the entire document, and the other icon allows you to print a single page. We have found that choosing to view the reports in a PDF format by using the dropdown menu at the top of the report and choosing PDF, then printing this view by using the browser toolbar at the top of the screen, provides the cleanest report without any unnecessary header and footer data included. If after trying these different options you are still having difficulty, please feel free to contact our office at 517-373-3489 for assistance.