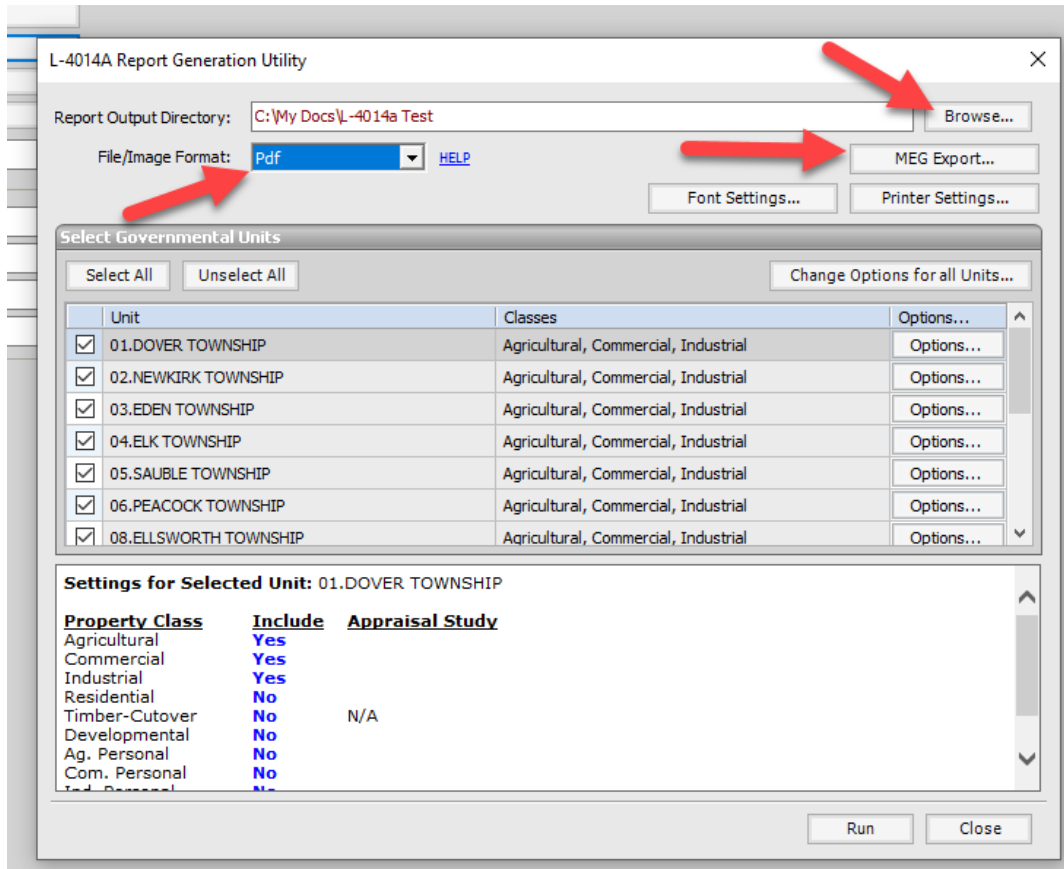
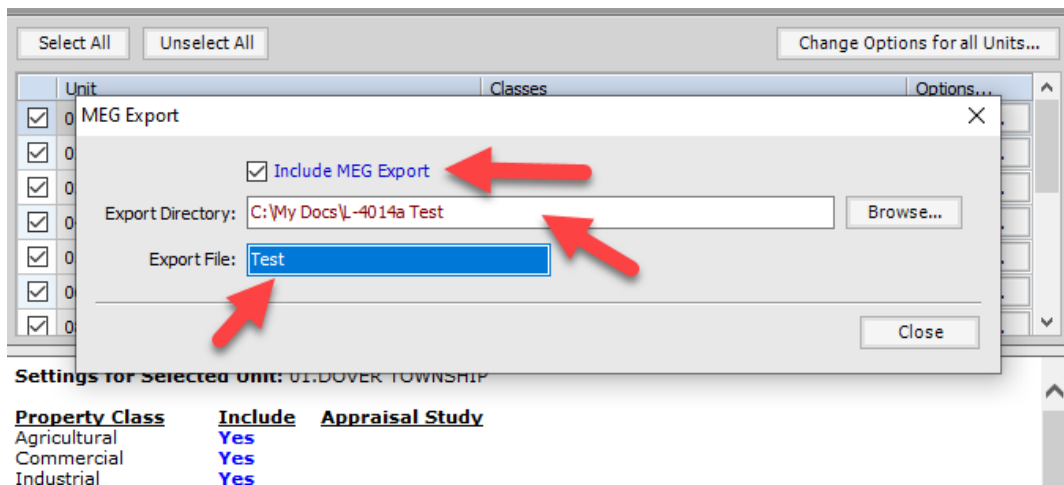


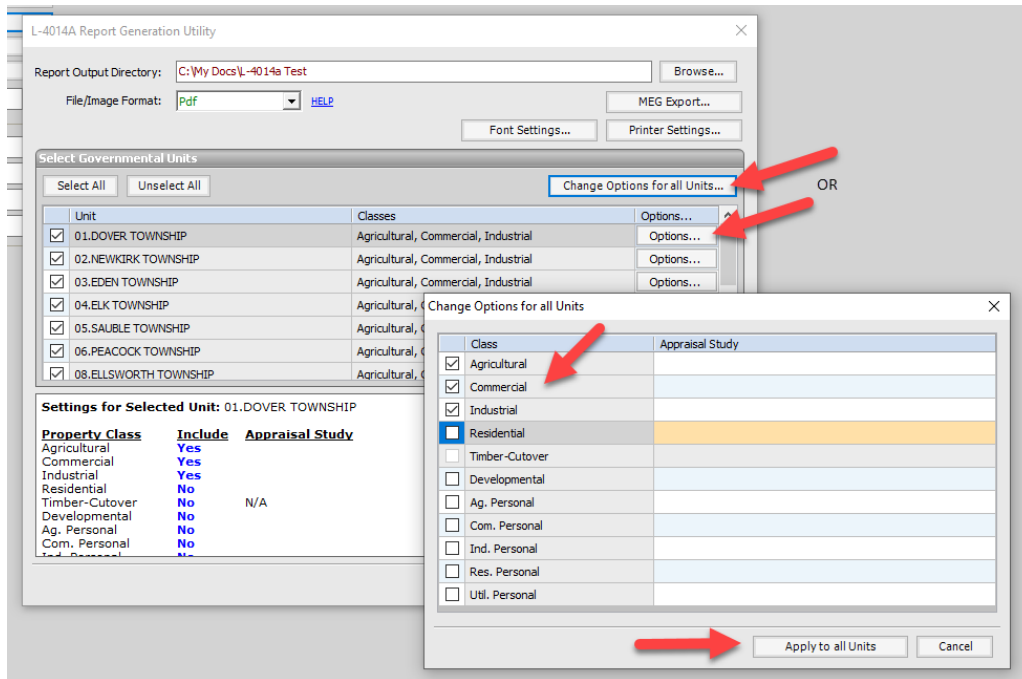
Once all the parcels have been selected for study go to 'Utilities' then 'Equalization/MEG Reporting Tools'. Select the L-4014a Utility and browse to the path that the .JSON file and PDF's will be saved to. Under 'File/Image Format' select PDF.



In the MEG Export button check 'Include MEG Export', verify the path is correct, name the export file and the click 'Close'.



Select all local units that have an appraisal study in at least one classification and then under 'Options' select the classifications that should be exported. 'Change Options for all Units' will allow all options to be the same for all classifications if they are the same for each unit.



Click Run.

Once the .JSON file has been produced in BSA a county upload can now be completed in MEG.

Sign into MEG (<https://sso.misuite.app/login>) and in the County Dashboard click on the L-4014a module. In the module click on 'County Import' and then browse the folder where the .JSON file was saved and select 'Import'. After the import is complete click 'Save' then 'Submit'.

This import can be done multiple times during the equalization year to track data. If any parcel is manually changed in the system, that data will be overwritten if another county import is completed and the data has not been changed in the database.

If you have any questions, please e-mail equalization@michigan.gov.