

Dane County Treasurer's Login Help

To gain access to the secure portion of the Treasurer's website, you have to be an AccessDane user associated with a municipality.

Go to: <https://accessdane.countyofdane.com/Account/AccountCreate.aspx>

To request an account, you will have to know your municipality's authentication code to associate yourself. Please contact the AccessDane site administrator if there are problems

AccessDane@countyofdane.com

For Treasurer's Access, you are required to make your User Name the same as your Email Address.

If you are not a local municipal treasurer, DO NOT continue any part of this process. Any entry made will be voided.

You can manage your account including password on this site. Do not contact Dane County for password management as Dane County does not have access to them.

Upon successful verification of the entry received, the Deputy Treasurer will enable specific entitlements for the types of transactions that each user will need.

If you have any questions before you begin this process, please contact the Deputy Treasurer at (608) 266-9132.

If you have any questions as you enter your data, contact the Dane County Information Management at (608) 266-4267.

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How to Create an Account

To Begin click on the link highlighted in yellow show below found at www.countyofdane.com/treasurer/apps/login.aspx

COUNTY of DANE Dane County Government
Treasurer's Office

City County Building, Room 114
210 Martin Luther King Jr. Blvd
Madison, WI 53703
(608) 266-4151
treasurer@countyofdane.com

Login

Please login to your account to access the Treasurer.

Account Information

Username/Email:

Password:

[Log In](#)

Need Help?

- [Create an Account](#)
- [Reset your password](#)
- [Help with Login](#)

[Dane County Treasurer's Login Help](#)

Dane County Home Page • Treasurer's Office Website • Contact Us

After you click on the link you will be shown:



The screenshot shows the header of the Dane County Treasurer's Office website. On the left is the County of Dane seal. The header text reads "Dane County Government Treasurer's Office". On the right, contact information is provided: "City County Building, Room 114, 210 Martin Luther King Jr. Blvd, Madison, WI 53703, (608) 266-4151, treasurer@countyofdane.com".

The main content area contains the following text:

To gain access to the secure portion of the Treasurer's website, you will create a new user name and password on the next screen.

If you are not a local municipal treasurer, DO NOT continue any part of this process. Any entry made will be voided.

Your individual local municipal government e-mail address will be the user name. No other email address will be valid for this purpose.

You can manage your account including password on this site. Do not contact Dane County for password management as Dane County does not have access to them.

Upon successful verification of the entry received, the Deputy Treasurer will enable specific entitlements for the types of transactions that each user will need

If you have any questions before you begin this process, please contact the Deputy Treasurer at (608) 266-9132

If you have any questions as you enter your data, contact Dane County Information Management at (608) 266-4267

At the bottom of the content area are two buttons: "Continue" and "Cancel".

The footer of the page contains the following navigation links: "Dane County Home Page • Treasurer's Office Website • Contact Us"

If you are creating an account as a municipal official, click the Continue button, if not, click Cancel.

You will be shown the “Create an Account” page on the AccessDane site:

AccessDane
Geographic & Land Information

Passwords must follow the following rules:

- Be at least 6 characters in length
- Contain both upper and lower case letters
- Contain a number or special character (e.g. %, #, \$)

Create an account

Email *

Email Confirm *

Password *

Password Confirm *

Full Name

Address

City

State

Zip

Phone

Create Account

You must fill in the following:

Email Address – this must be your municipal email address and will be verified by the Treasurer’s Office

Confirm Email Address – this must match your Email Address

Password-Must be 6 or more characters, Contain Upper and Lowercase Letters and Must have a special character

Confirm Password- Must match Password

User Name – this must be your municipal email address and will be verified by the Treasurer’s Office

Email Address – this must be your municipal email address and will be verified by the Treasurer’s Office

Confirm Email Address – this must match your Email Address

Full Name-Your First and Last Name

Phone-Enter area code and number as follows (xxx)xxx-xxxx

Click Create Account

After you click Create Account you will see:

AccessDane
Geographic & Land Information

Verification Code

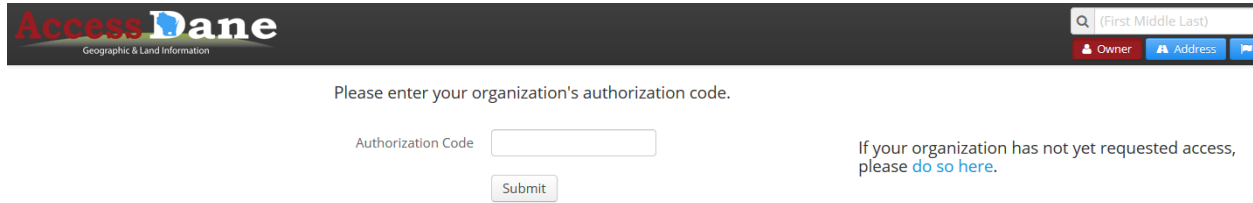
Please enter your 6 digit code

Verify

Resend Verification Code

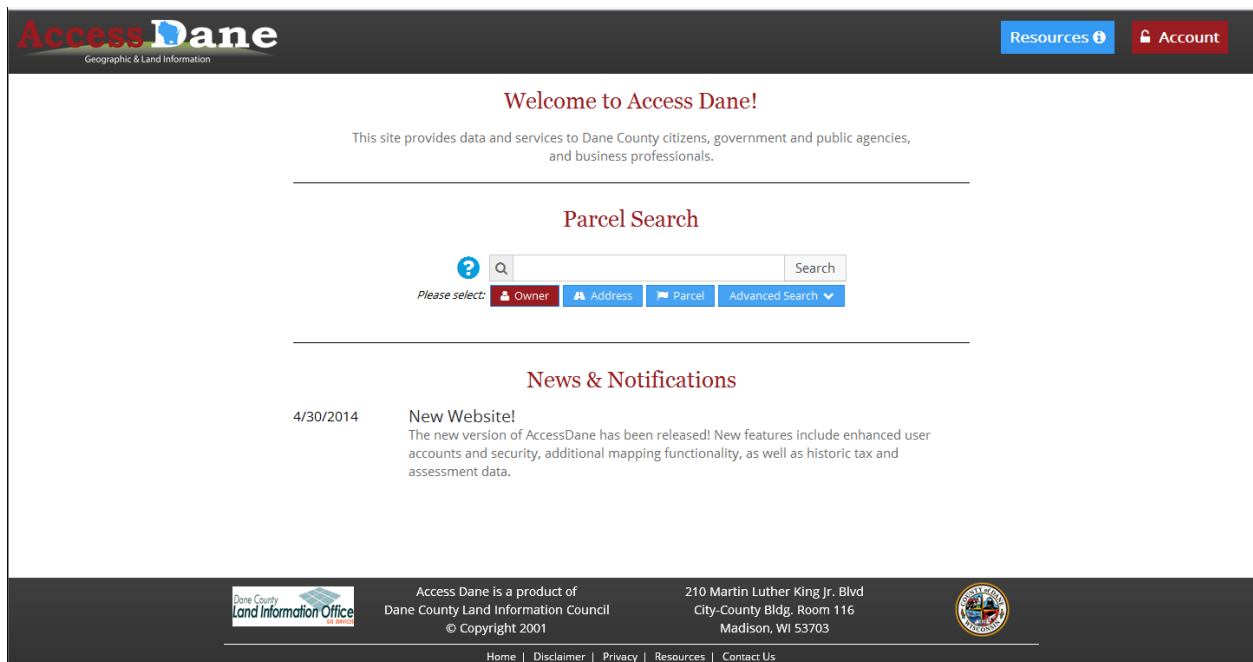
Enter the Verification Code that was sent to the email address that you provided.

Next Enter your municipality's Authentication Code. The AccessDane administrator for your municipality will have access to this code, if you do not. This will connect your userid with your municipality.



The screenshot shows the top navigation bar with the AccessDane logo and a search bar. Below the navigation bar, there is a prompt: "Please enter your organization's authorization code." A text input field labeled "Authorization Code" is followed by a "Submit" button. To the right, a message states: "If your organization has not yet requested access, please [do so here](#)."

You will now see the following:



The screenshot displays the AccessDane homepage. The top navigation bar includes the logo, "Resources", and "Account". The main content area features a "Welcome to Access Dane!" message, a brief description of the site's purpose, and a "Parcel Search" section with a search bar and filters for "Owner", "Address", "Parcel", and "Advanced Search". Below this is a "News & Notifications" section with a dated entry from 4/30/2014 about a new website version. The footer contains the Dane County Land Information Office logo, contact information, and a copyright notice.

You must now go to the Treasurer's Site and ask for authorization.

<https://treasurer.countyofdane.com/apps/login.aspx>



COUNTY of DANE Dane County Government
Treasurer's Office

City County Building, Room 114
 210 Martin Luther King Jr. Blvd
 Madison, WI 53703
 (608) 266-4151
 treasurer@countyofdane.com

Click the Request Treasurer's Access Button Below if you wish to have access to the Treasurer's Secure Site

If you are not a local municipal treasurer, no access will be processed, and the request will be voided.

Any assignment of entitlements will take up to six business days.

Verified users will receive an e-mail from the Deputy Treasurer confirming access and specific entitlements.

Do not attempt to use the site until you receive this confirmation.

Please Enter Your Phone Number including Area Code:

() -

Format (608)xxx-xxxx

Dane County Home Page • Treasurer's Office Website • Contact Us

Enter your phone number in the area provided.
 Click "Request Treasurer's Access" when you are done.

An email will be sent to the Treasurer's Office and you will see:



COUNTY of DANE Dane County Government
Treasurer's Office

City County Building, Room 114
 210 Martin Luther King Jr. Blvd
 Madison, WI 53703
 (608) 266-4151
 treasurer@countyofdane.com

The account access to the Treasurer's Secure Site you requested is in pending status.

If you are not a local municipal treasurer, no access will be processed, and the request will be voided.

Verification of the information you have entered, and any assignment of entitlements will take up to six business days.

Verified users will receive an e-mail from the Deputy Treasurer confirming access and specific entitlements.

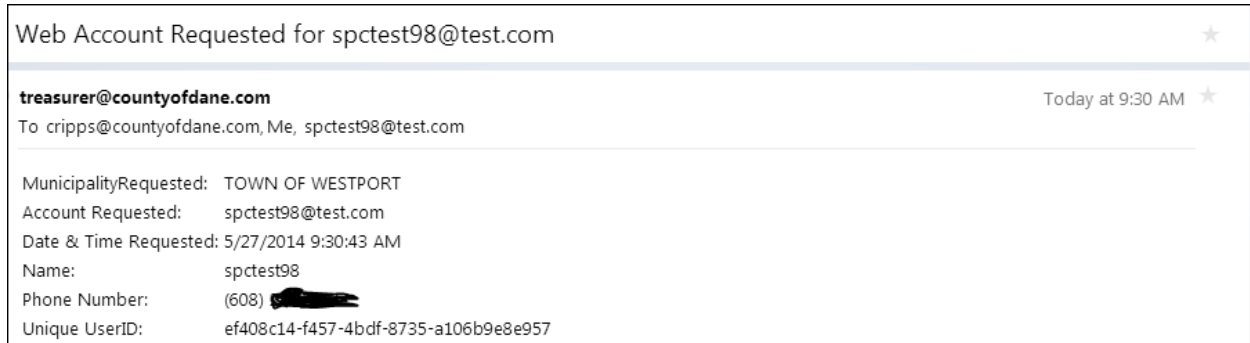
Do not attempt to use the site until you receive this confirmation.

Dane County Home Page • Treasurer's Office Website • Contact Us

You will receive an email from the Treasurer's Office, when the account has been set up. The email will go to the email provided in the Account Creation process.

Click **Log Out** and you will be taken back to the Treasurer's site.

The email will look something like the following and it will come from tresurer@countyofdane.com:



There is additional login help at http://www.countyofdane.com/web_help/login_create.aspx

Resetting An Account

If your account is disabled, you will need to enter a new password to enable it. Click on the “Reset your password” link from the Login screen.



The screenshot shows the login page for the Dane County Treasurer's Office. At the top left is the Dane County logo. The header includes the text "Dane County Government" and "Treasurer's Office". On the top right, contact information is provided: "City County Building, Room 114, 210 Martin Luther King Jr. Blvd, Madison, WI 53703, (608) 266-4151, treasurer@countyofdane.com". The main content area is titled "Login" and contains the instruction "Please login to your account to access the Treasurer." Below this is a form labeled "Account Information" with two input fields: "Username/Email:" and "Password:". A "Log In" button is positioned below the form. Underneath the form, there is a "Need Help?" section with three links: "Create an Account", "Reset your password", and "Help with Login". A link for "Dane County Treasurer's Login Help" is also present. The footer contains navigation links: "Dane County Home Page", "Treasurer's Office Website", and "Contact Us".

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Please login to your account to access the Treasurer.

Account Information

Username/Email:

Password:

Log In

Need Help?

- [Create an Account](#)
- [Reset your password](#)
- [Help with Login](#)

[Dane County Treasurer's Login Help](#)

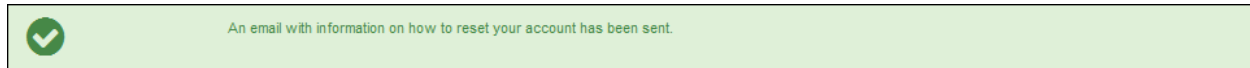
Dane County Home Page • Treasurer's Office Website • Contact Us

After you click the link you will see:

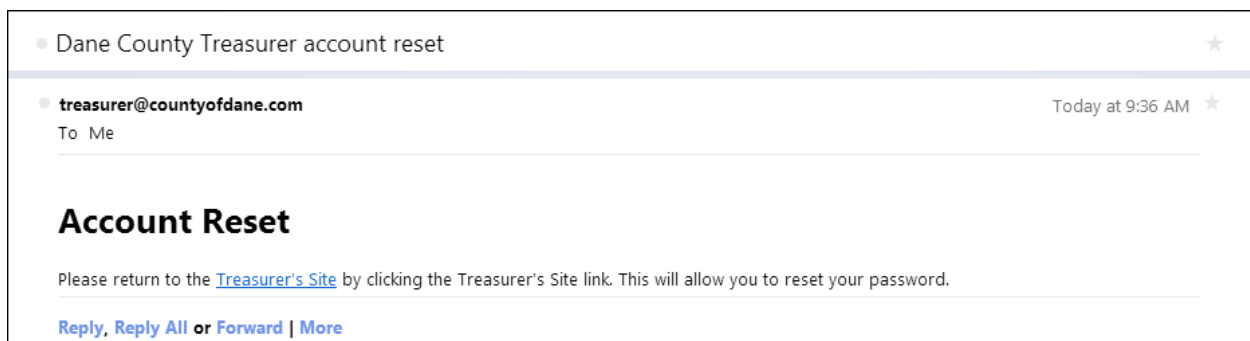
Enter your email address in the area where it asks for it.

Click Send Reset Email

If your account was found, you will see a green box telling you that an email has been sent:



You should receive an email in your mailbox in a few minutes.



Click on the "Treasurer's Site" link when you receive the email.

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Recover Account

Please Note: your password must be 5 characters or longer.

Reset Code:

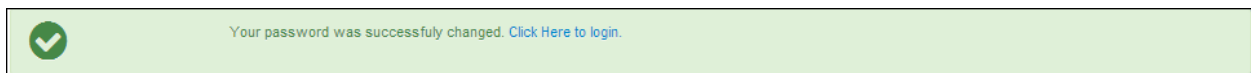
New Password:

Confirm Password:

Dane County Home Page • Treasurer's Office Website • Contact Us

Enter your new password, twice and click Submit.

You should see



Try logging in with the password you just set.

Updating an Account

After you log in to the Treasurer's site or AccessDane site, you can update your account by clicking on the Update Account menu option (highlighted in yellow below)



The screenshot shows the top navigation bar of the Dane County Treasurer's Office website. The header includes the County of Dane logo, the text "Dane County Government Treasurer's Office", and contact information for the City County Building. The navigation menu contains "Home", "Omitted Tax Bill", "Update Account" (highlighted in yellow), and "Log Out". Below the navigation bar, the page content reads "Welcome to the Dane County Treasurer's Office Secure Site" and "Your Account is Associated with the TOWN OF ALBION". It then prompts the user to "Please select a link below:" and provides two links: "Process Documentation" and "Log Out". A footer at the bottom contains links to "Dane County Home Page", "Treasurer's Office Website", and "Contact Us".

City County Building, Room 114
210 Martin Luther King Jr. Blvd
Madison, WI 53703
(608) 266-4151
treasurer@countyofdane.com

Home Omitted Tax Bill ► **Update Account** Log Out

Treasurer Apps : Home

Welcome to the Dane County Treasurer's Office Secure Site


Your Account is Associated with the TOWN OF ALBION

Please select a link below:

- [Process Documentation](#)
- [Log Out](#)

Dane County Home Page • Treasurer's Office Website • Contact Us

After you click on Update Account you will see:



Dane County Government
Treasurer's Office

City County Building, Room 114
210 Martin Luther King Jr. Blvd
Madison, WI 53703
(608) 266-4151
treasurer@countyofdane.com

Home Mill Rate ▶ Omitted Tax Bill ▶ Split Tax Bill ▶ **Update Account** Log Out

Treasurer Apps : **Update Account**

Update your Account

Personal Info

Email Address *

Full Name *

Address

City, State, Zip Wisconsin

Country

Phone *

Additional Comments

Login Info

ⓘ Your password must be at least 5 characters long.

Change Your Password

Password

New Password

Confirm New Password

Dane County Home Page • Treasurer's Office Website • Contact Us

You can update your account information including Phone Number and Name. You can also change your password on this form. Click Update Personal Information if you want a change there or click Change password if that is what you want changed.