

**How to search by [Account Number](#):**

- Click on **Account Number**:
- Enter the 17 digit account number. The account number must match exactly to a DCAD property account.
- Click on the **Search** button or press the ‘Enter’ key on your keyboard.

*NOTE:* If you have already searched for a particular account number, it will be stored in computer memory within the **Account Number** box, and typing only part of the number will bring up a list of matching number from which you can select the one you want by pointing to it with the mouse and clicking on it. This can be activated by selecting Tools from the pull down list at the top of your browser. Then select Internet Options => Content => AutoComplete. Select the check box labeled Forms. Select OK on the two pop-up windows to close the Internet Options.

