

*Turn to Page 11 of this instruction manual to see how the Detailed Account Information is displayed.*

### How to search by **Street Address**: (Single Address)

- Click on **Street Address**
- If you know the **Address Number**, type it in the Address Number box. If you enter an Address Number that does not match DCAD records, the search will return “No Records Found”.
- For **Direction**, click on the pull down arrow and select the appropriate street direction from the list.
- Click in the box for **Street Name** and enter only the street name (**required**). Do not enter street type, like Lane, Circle, Drive, Road, etc.
- For **City** determine whether you want to limit the search to a particular city or search all cities. For a particular city, click on the pull down arrow and select the city name from the list of cities.
- Click on the **Search** button.

*NOTE:* If you have already searched for a particular street, it will be stored in computer memory within the **Street Name** box, and typing only part of the name will bring up a list of matching names. Select the one you want by pointing to it with the mouse and clicking on it. Additional information can be found by reading the “Hints” for this page. 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.