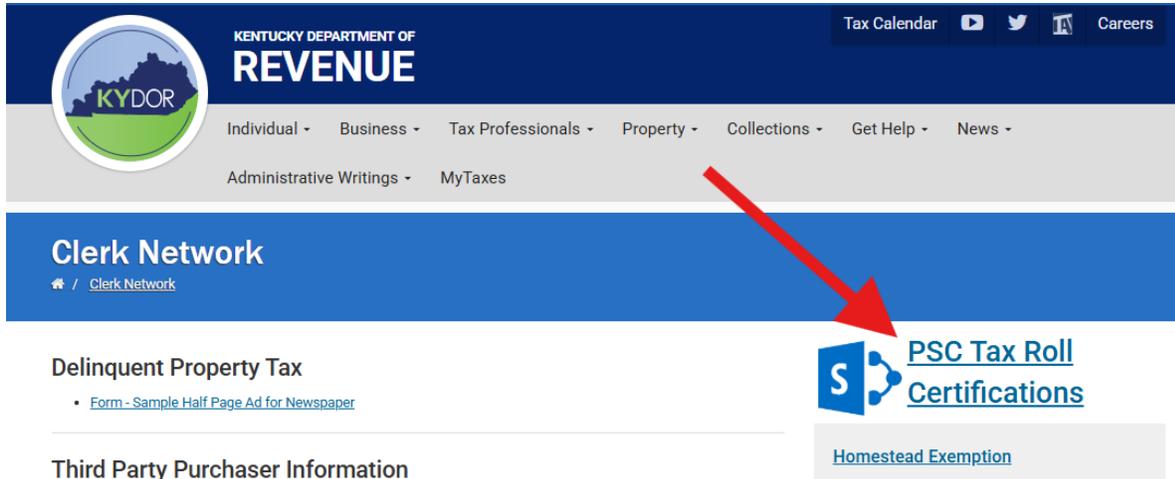


Accessing the Sharepoint Site for PSC Tax Roll Certifications

To access the Sharepoint site for PSC Tax Roll Certifications, the computer used **MUST** be on the State network, if not access will not be granted. If you are experiencing issues accessing the State network, please contact COT.

1. Accessing via the Clerk Network

(<https://revenue.ky.gov/ClerkNetwork/Pages/default.aspx>)



The screenshot shows the Kentucky Department of Revenue website. The header includes the KYDOR logo and the text "KENTUCKY DEPARTMENT OF REVENUE". Navigation links include "Tax Calendar", "YouTube", "Twitter", "Facebook", and "Careers". A main menu lists "Individual", "Business", "Tax Professionals", "Property", "Collections", "Get Help", and "News". A secondary menu lists "Administrative Writings" and "MyTaxes". The "Clerk Network" section is highlighted in blue, with a red arrow pointing to a "PSC Tax Roll Certifications" link. Below this link is a "Homestead Exemption" button. Other links visible include "Delinquent Property Tax" and "Third Party Purchaser Information".

This link will direct you to the Sharepoint site, the county folders are in the left panel. Clicking on your county will direct you to your county's folder.

2. Accessing via Initial Invite

Subject: Sheeks, Ashley (DOR) is inviting you to collaborate on PSC Tax Roll Certifications

Here's the site that Sheeks, Ashley (DOR) shared with you.

Go to [PSC Tax Roll Certifications](#)

A new user will receive the above email, clicking on the link will direct you to the Sharepoint site, the county folders are in the left panel. Clicking on your county will direct you to your county's folder.

3. Accessing via email notifications

Woodford - WOODFORD TEST 04-06-2023.pdf



PSC Tax Roll Certifications <no-reply@sharepointonline.com>
To

If there are problems with how this message is displayed, click here to view it in a web browser.

This Message Originated from Outside the Organization

This Message Is From an External Sender.



WOODFORD TEST 04-06-2023.pdf has been added



Sheeks, Ashley (DOR)

4/6/2023 3:26 PM

REMINDER!: Please do not forget to provide to your independent schools and cities, that do their own billing, a copy of these certifications.

[Modify my alert settings](#) | [View Woodford](#)

When email notifications are enabled, each time an upload occurs to your county's Sharepoint folder a notification will be emailed to each authorized user. This allows access to the file that has been uploaded. The pdf will open in your browser allowing you to print or save the file.



KENTUCKY DEPARTMENT OF
REVENUE