

## Electronic Filing Instructions for RPIE

1. Create a password for each Borough, Block and Lot. You can re-enter the system to amend and/or complete your RPIE using this password.
2. Enter the requested information on each screen.
3. You will be instructed to submit the application electronically. The application is available to print for your records. You must have completed and submitted your RPIE no later than **June 1, 2016**.
4. Each time the "Next" and "Back" buttons are used, data entered on the screen will be automatically saved.
5. To exit the system, close your browser.
6. Help screens and form instructions are accessible from the top right hand of every screen.

If you have already certified your RPIE form, use the original password to amend the information.

The Borough, Block and/or Lot information cannot be changed once you have started the filing. If you have made an error in the Borough, Block and/or Lot number, you must [Contact Us](#) in order for the information to be deleted. You will be advised by Finance when you can re-enter the correct Borough, Block and Lot number.

Real Property owners can also use the RPIE application to complete and print out your 2015 Tax Commission Income and Expense (TCIE) statement. The TCIE needs to be printed out and attached to your Tax Commission Application for Correction. These materials need to be submitted in paper form to the Tax Commission before the annual deadline. **TCIE CANNOT BE FILED ELECTRONICALLY.**

### Requirements

Internet Explorer Version 6.0 or higher

JavaScript Enabled

Attached Printer