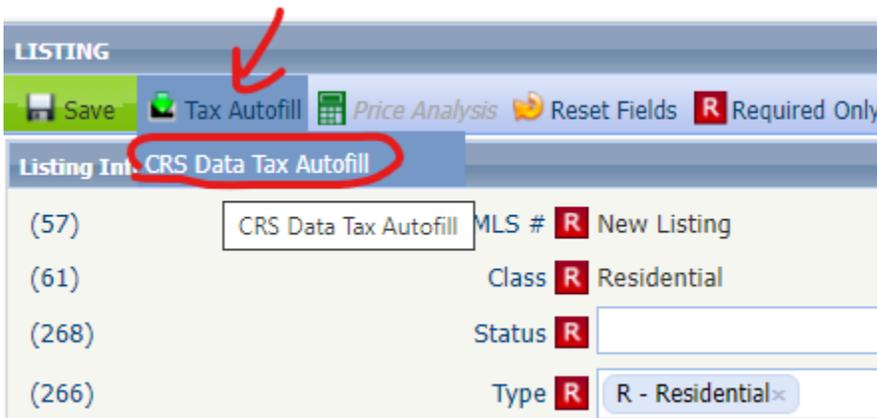


1. Once logged into Paragon, click on Listings and Add Listing (Residential, Condo, Multi-Family, Vacant Land, or Commercial). You must have [Listing Input and Maintenance](#) abilities to add/maintain a listing in Paragon.



2. In your new listing screen, click on Tax Autofill>CRS Data Tax Autofill.

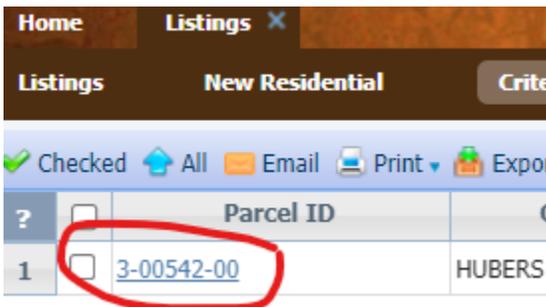


3. The following criteria screen will appear. Type in any information you have (Owner name, parcel ID, or other) to find the tax record.

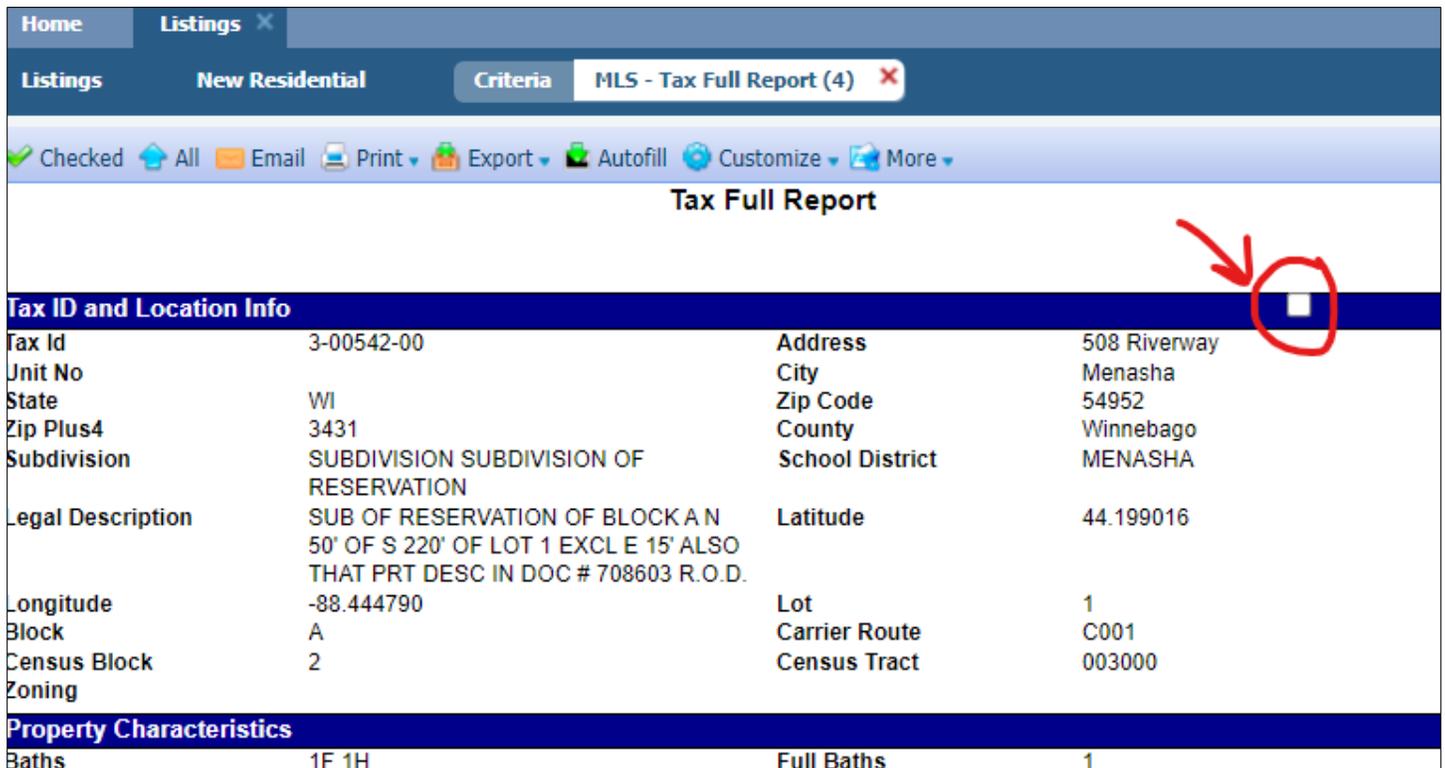
- Once your criteria is entered, find the count/search box on the upper right of your screen. Click count, then search.



- In your search results, click on the Parcel ID you want auto-filled into your new listing.



- A Full Report will come up in blue and white. If this is the correct info, click on the box circled in red on the example below.



7. Now click Auto-Fill.

The screenshot shows a web application interface with a navigation bar at the top. The 'Listings' tab is active, and a sub-tab 'New Residential' is selected. A criteria filter 'MLS - Tax Full Report (4)' is applied. Below the navigation bar, there are several action buttons: 'Checked', 'All', 'Email', 'Print', 'Export', 'Autofill', 'Customize', and 'More'. The 'Autofill' button is circled in red. Below the buttons, the title 'Tax Full Report' is displayed. A table titled 'Tax ID and Location Info' is shown with a blue header and a checkmark in the top right corner. The table contains the following data:

Tax ID and Location Info			
Tax Id	3-00542-00	Address	508 Riverway
Unit No		City	Menasha
State	WI	Zip Code	54952

8. The Auto-Fill Data will appear. You can select to include or not include any of the information in your new listing. Click Save when complete. This information then populates into your new listing.

The screenshot shows a dialog box titled 'Autofill Data' with 'Save' and 'Cancel' buttons. The dialog contains a table with columns for 'Include', '#', 'Description', and 'Values'. The 'Include' column has checkboxes, some of which are checked. The data in the table is as follows:

Include	#	Description	Values
<input checked="" type="checkbox"/>	(649)	County	CITY_MENASHA
<input checked="" type="checkbox"/>	(90)	Improvmnt	72100.00
<input checked="" type="checkbox"/>	(91)	Land	21300
<input checked="" type="checkbox"/>	(95)	LglDesc	SUB OF RESERVATION OF BLOCK A N 50' OF S 220' OF LOT 1 EXCL E 15' ALSO THAT PRT DESC IN DOC # 708603 R.O.D.
<input checked="" type="checkbox"/>	(88)	Taxes	2629.86
<input checked="" type="checkbox"/>	(87)	TaxID	3-00542-00
<input checked="" type="checkbox"/>	(82)	SchDist	MENASHA
<input checked="" type="checkbox"/>	(83)	St Num	508 RIVERWAY
<input checked="" type="checkbox"/>	(80)	Munic	MENASHA, CITY OF
<input checked="" type="checkbox"/>	(89)	Tax Yr	2018
<input type="checkbox"/>	(308)	Acre Est	0.00
<input checked="" type="checkbox"/>	(92)	AssmntTtl	93400
<input type="checkbox"/>	(132)	EstYrBlt	