



QuickFile Instructions

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The first step in using the QuickFile system is to create an account. To create an account click **Register** located in the Secure QuickFile Log In box. **If you previously filed online using our former eFile system, your login information will not work, you will need to create a new account.**

QuickFile Enrollment

- Enter your name, address information, phone number and email address where indicated.
- Enter a user name of your choice. The user name is not case sensitive and must be at least 8 characters.
- Enter a password, then confirm password. Passwords must be a minimum of 8 characters and can be either numbers, letters or symbols, or a combination of those for added security. Passwords are case sensitive.
- Answer the security question by entering your favorite food. Be sure to write it down as this information is required for account retrieval should you forget your login information.
- Enter your Account ID number and Verification Code, which are located on the listing form that was mailed to you (See sample below) then click **Add**.

THURSTON COUNTY ASSESSOR - Steven J. Drew
 2000 LAKERIDGE DRIVE SW OLYMPIA, WA 98502 - (360) 867-2200

Thurston County Personal Property Listing Due April 30, 2018
 For assets owned or held on January 1, 2018 for taxes payable in 2019

QUICK FILE
 File online now using Thurston County's new QuickFile system
 QuickFile is a faster, more efficient way to file your listing online.
 www.co.thurston.wa.us/assessor

If you QuickFile, please do not mail a paper listing.

FOR ASSESSOR'S USE ONLY

SAMPLE BUSINESS, LLC
 123 RD NW
 OLYMPIA WA 98501

UBI is required.
 If left blank, filing is incomplete and subject to penalty.

BUSINESS INFORMATION (If incorrect please update) UBI # - 123456789 Tax Code Area - 110

Account ID - 99000000000	Verification Code - 123456	Location Parcel ID -
Location Address - OLYMPIA (TCA 110) THURSTON COUNTY, WA 98501		
<input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLP <input type="checkbox"/> LLC <input type="checkbox"/> PLLC <input type="checkbox"/> Non Profit <input type="checkbox"/> Trust <input type="checkbox"/> Other		
<input type="checkbox"/> Sole Proprietor		

- If you have multiple accounts to file, enter the Account ID and Verification Code associated with the next account, then click **Add**. Follow this process until all accounts you wish to file have been added.
- Verify your list of added accounts is correct. If you've entered an account in error, simply click on the account to highlight it, then click **Remove**.
- Once you have completed this process, click **Create User** at the bottom of the page.
- Check your registered email account to complete the registration process. The confirmation email will contain a link to verify your email address and confirm your registration. The link will direct you back to the QuickFile site containing a notification that your account is approved.
- If you do not receive a confirmation email, check your junk mail folder and/or contact our office at (360) 867-2200.
- You are now ready to log in and file your listing.

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Secure QuickFile Login

- Once you have completed the enrollment process, enter the user name and password you used to register your account, then click **Log in**. This will bring you to the QuickFile Home page.

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Forgot Login Information

- If you have forgotten your login information, click **Forgot Login**. This will take you to the Account Retrieval screen.
- Enter the email address and the "favorite food" you used to register your account, then click submit. You will receive temporary log in credentials.
- Click **Log in**, then enter your username and the temporary, case-sensitive, password provided in the Secure QuickFile Login box.

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Change Password

- To change your password, choose **Change Password** from the menu on the left of the screen. Enter your user name, then enter your password. Choose a new password (minimum 8 characters in length), confirm your new password and click **Change Password**.
- You will see a confirmation message that your password change was successful.
- You will now be able to log in with the updated information.

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Update Profile

- If you need to add any accounts or make changes to the information you provided during account registration, such as name, phone number, or email address, click **Update Profile**.
- *Note - If you are updating your email address you will need to reconfirm your email address.*
- Select the field you wish to change, then click **Update** when finished.
- You can also add or remove accounts from the list. To add an account, enter the Account Number and the Verification Code located on the paper listing form for that account, then click **Update**. To remove an account, select the account you wish to remove, then click **Remove**.
- If you did not receive or have misplaced your listing form, please contact our office to retrieve your account verification code.

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QuickFile Home – Downloading and Updating Your Listing

- From the QuickFile Home screen, download your spreadsheet by clicking on the Account ID next to the business name you would like to view and file.
- Update your spreadsheet by:
 - Adding any equipment the business purchased in past year
 - Adding missing items purchased in previous years
 - Removing items disposed of prior to January 1st
- Make sure to fill in a description, the original cost (less sales tax), and the year of purchase for each added item.
- You must also provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, stored fuel, spare parts and expensed small tools.
 - To list those items:
 - Description will be either, Supplies, Small Tools, Spare Parts or Fuel on Hand
 - Year will be last year
 - Cost will be the average monthly cost
- **Do not** change the format of the spreadsheet. **Do not** add any columns or change the headings.

- Save all changes.
- You are now ready to upload your updated Excel listing to our system.
- To add additional accounts, click **Update Profile**, enter the Account ID and Verification Code, then **Update**.

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Uploading and Filing Your Listing

- Click **Form Upload** from the menu to the left.
- From the Account ID drop-down, select the account you wish to file.
- Enter your name and your email address.
- Review the business information we have on file.
- If there have been changes to any of the fields, indicate **yes** next to the field you wish to change, and type in the new information. If there are no changes to your information, indicate **no**. You must either click yes or no or you will not be able to proceed.
- If your business was closed, sold, or is bankrupt, indicate **yes**. Choose which of the three applies to you and enter the requested information in the box to the right. There is also a box below this field for any addition information, questions, or concerns.
- Once you have updated your information, attach your Excel listing by clicking on **Choose File**.
- Be sure to certify that the information you have given is correct by checking the box next to the certify statement.
- Click **Submit**.
- A confirmation that your listing was successfully submitted will be displayed
- To file another listing, click **QuickFile another File**.

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QuickFile Status & Revising Your Listing – Upload History

- If you are finished and you'd like to print, check, or revise the status of your filing, click **Upload History**.
- Click **revise** if you need to make changes to your file.
Note - making changes to your previously submitted form and clicking submit will replace your previous filing for this account.
- Once our office has reviewed and processed your listing, it will show as approved. Due to the large number of accounts to process, it may take up to 2 months for our office to process your listing.

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If you have further questions or need additional assistance, please contact our office at 360-867-2200 or personalproperty@co.thurston.wa.us