

Instructions for eServices Website

1. Create your account on <https://ind.lctcb.org/>.

2. In the upper right corner, click Sign In.



LCTCB [Home](#)

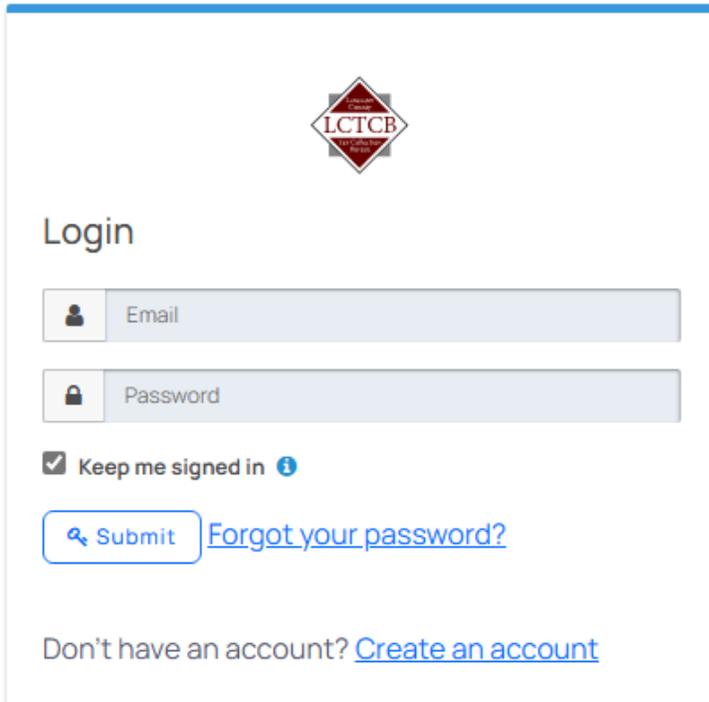
[Sign In](#)

Lancaster County Tax Collection Bureau

eServices Individual

Welcome to our new eServices System for individual taxpayers.

3. Click Create an account.

A screenshot of the LCTCB login page. At the top center is the LCTCB logo. Below it is the heading "Login". There are two input fields: "Email" with a person icon and "Password" with a lock icon. Below the fields is a checked checkbox labeled "Keep me signed in" with an information icon. There is a "Submit" button with a magnifying glass icon and a link "Forgot your password?". At the bottom, there is a link "Don't have an account? Create an account".



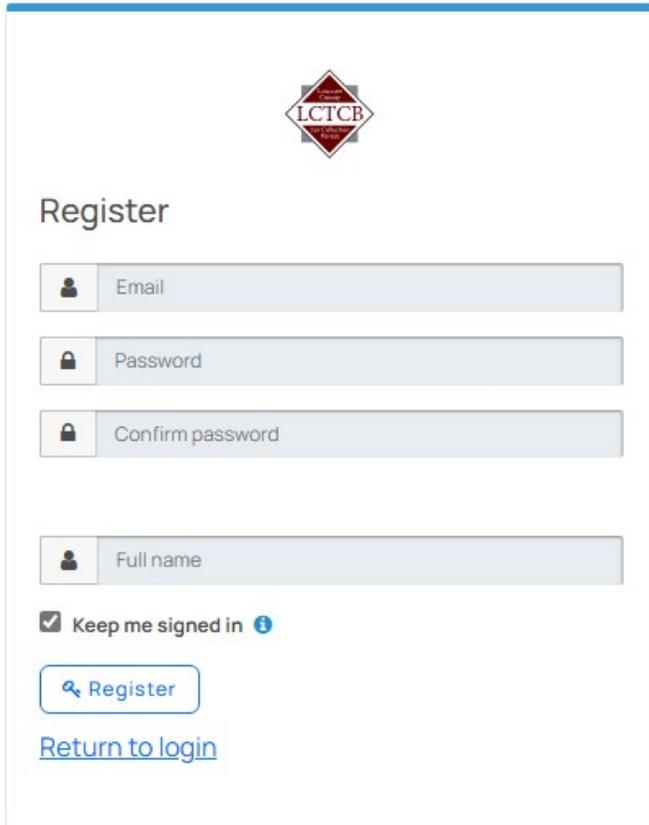
Login

Keep me signed in [i](#)

[Forgot your password?](#)

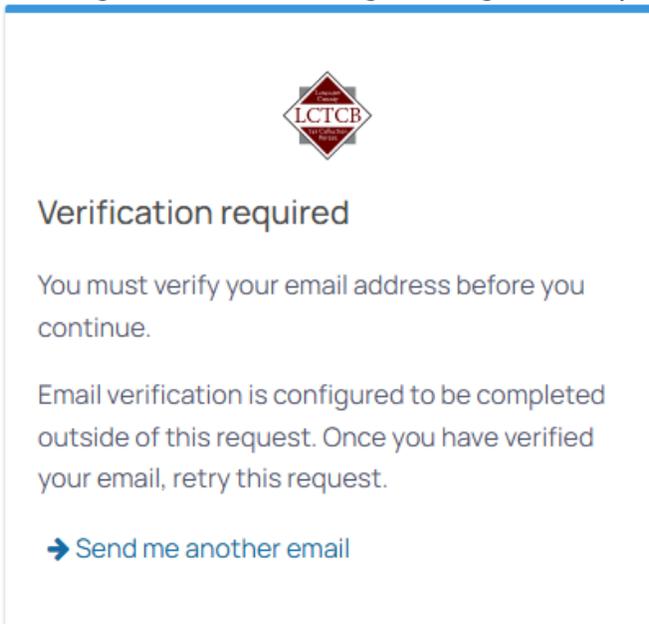
Don't have an account? [Create an account](#)

4. Enter requested information and create a password (Must be between 12 and 256 characters in length.)



The screenshot shows a registration form for LCTCB. At the top center is the LCTCB logo, a red diamond with white text. Below the logo is the heading "Register". The form contains four input fields: "Email" (with a person icon), "Password" (with a lock icon), "Confirm password" (with a lock icon), and "Full name" (with a person icon). Below the fields is a checkbox labeled "Keep me signed in" with an information icon. At the bottom left is a blue "Register" button with a magnifying glass icon, and below it is a blue link "Return to login".

5. Click register. The following message will display.



The screenshot shows a verification message from LCTCB. At the top center is the LCTCB logo. Below the logo is the heading "Verification required". The message text reads: "You must verify your email address before you continue." followed by "Email verification is configured to be completed outside of this request. Once you have verified your email, retry this request." At the bottom left is a blue link "Send me another email" with a right-pointing arrow icon.

6. Go to your email and click the link to verify your account.

Subject: Verify your LCTCB eServices email address

To complete your email verification click on the following link.

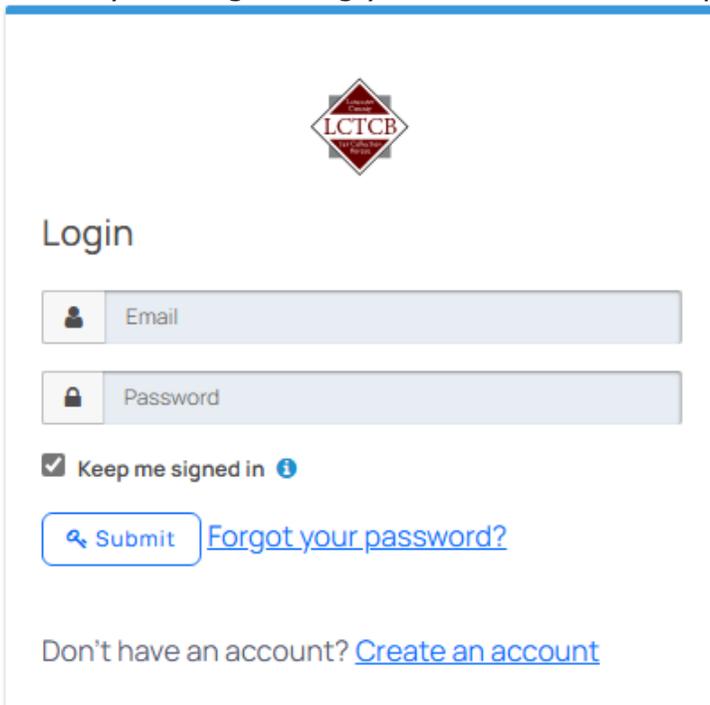
https://auth.localtax.online/email/verify/1UiRCw4GRqC2pzslhs4HouV4F9sq6dCwTd0rNtPphhg?client_id=b0d10ba1-958d-4829-ab93-

Lancaster County Tax Collection Bureau

1845 William Penn Way, Lancaster, PA 17601 | PH: 717.735.9620 | FX: 717.569.1623

www.lctcb.org

7. You may now login using your email address and password.



The screenshot shows the LCTCB login interface. At the top center is the LCTCB logo, a diamond-shaped emblem with 'LCTCB' in the center and 'Lancaster County Tax Collection Bureau' around the perimeter. Below the logo is the heading 'Login'. There are two input fields: the first is labeled 'Email' with a person icon, and the second is labeled 'Password' with a lock icon. Below these fields is a checkbox labeled 'Keep me signed in' with an information icon. A 'Submit' button with a magnifying glass icon is positioned to the left of a blue link 'Forgot your password?'. At the bottom of the form is the text 'Don't have an account?' followed by a blue link 'Create an account'.

8. Select your 2-factor method.

You must configure two-factor in order to continue.



Enable two-factor

Select a method *

Authenticator app

Open your authentication app and scan the QR code. Then enter the code from your authenticator app in the form below.



Verification code *

Enter the one-time code

Enable



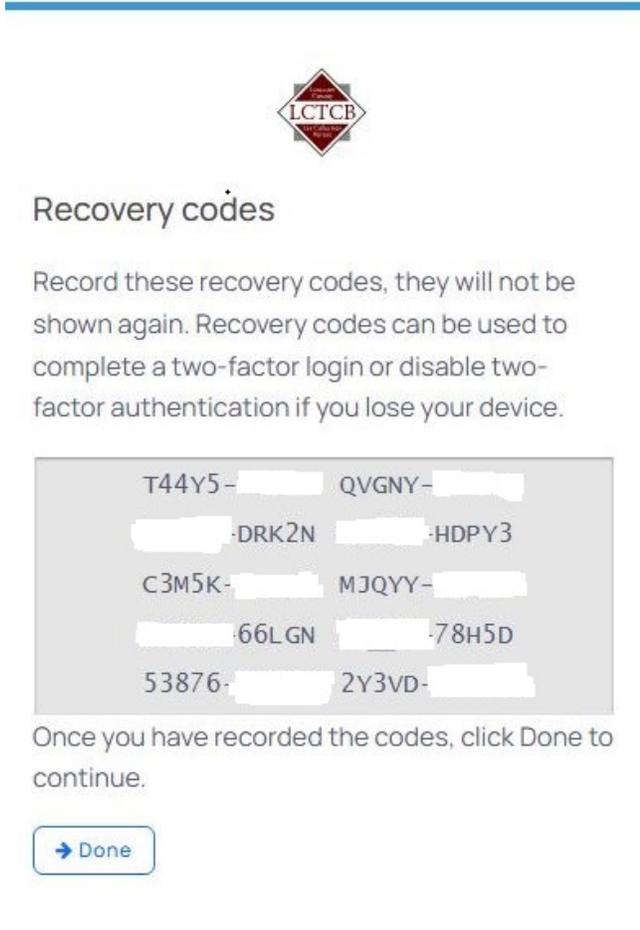
Microsoft Authenticator

Protects your online identity

Update



9. Save your recovery codes and click done.





Recovery codes

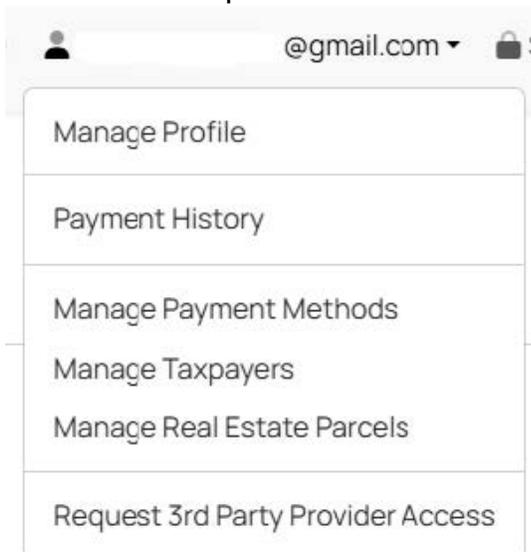
Record these recovery codes, they will not be shown again. Recovery codes can be used to complete a two-factor login or disable two-factor authentication if you lose your device.

T44Y5-	QVGNV-
-DRK2N	-HDPY3
C3M5K-	MJQYY-
-66LGN	-78H5D
53876-	2Y3VD-

Once you have recorded the codes, click Done to continue.

[→ Done](#)

10. Opening the drop down under your email will allow you to manage payments, taxpayers, and real estate parcels.



 @gmail.com

- Manage Profile
- Payment History
- Manage Payment Methods
- Manage Taxpayers
- Manage Real Estate Parcels
- Request 3rd Party Provider Access

11. Once you set up those accounts you can begin scheduling payments or filing extension requests.

