

# **Tax Code Area (TCA) Management Portal User Guide**

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## Introduction

The Boundary Management Portal is the Department of Revenue's (DOR) secure online site for partnering organizations to submit land data for proper assignment, calculation and distribution of taxes for these areas.

### What is required for annexations?

#### For each annexation, you will need to provide the following:

- A copy of the ordinance, resolution, ballot, or judgment, including the legal description of the annexed area or new territory.
- A detailed color map highlighting the annexed area.
  - Be sure the map(s) include the section, township, range, and parcel numbers (if available). For a city annexation, include the previous adjacent city boundary line.
- Maps in a GIS shapefile or feature class format.
  - We use ArcGIS (digital mapping software) to update the state TCA map with maximum accuracy. If your office does not have access to GIS capabilities, then detailed paper maps are acceptable.
- A description of each TCA change.
  - For example: Annexation moves property from TCA 0315 to TCA 0020. If the annexation creates a new TCA number, include a list of all taxing districts in the new TCA.

#### If merging TCAs, list them and what they will be merged into. For example:

The following TCAs have been merged into existing TCAs:

- TCAs 520 (0131) and 530 (0137) have been merged into TCA 400 (0128)
- TCA 420 (0127) has been merged into TCA 410 (0125)
- TCA 1650 (0221) has been merged into TCA 1640 (0217)

### Formatting .zip files

When you have everything gathered, please create a .zip file. To do so, create a single folder with the title of your submission and then place all supporting documents inside. Make sure you label and differentiate the files before creating the .zip.



Please Note: If you have already received an email like the one below, you can skip ahead and accept the invite.

Access to the secure portal goes through the Washington State Executive Branch Agencies MyApps portal. To have an account created, please email the following information to DOR's partner coordination staff at [dorpartner@dor.wa.gov](mailto:dorpartner@dor.wa.gov):

1. First and last name
2. Email address (from your partnering organization's domain)
3. Preferred email for correspondence with DOR (if different than your organizational email)
4. Phone number
5. Partnering organization name

Once the partner coordination staff receives your information, you should receive an email invitation within 48 business hours. It will look like something like this:

Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. **If you were not expecting this invitation, proceed with caution.**

Sender: Doe, Jane (DOR) (DOEJ@DOR.WA.GOV)  
Organization: Washington State Executive Branch Agencies  
Domain: [StateofWA.onmicrosoft.com]StateofWA.onmicrosoft.com

If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=11d0e217-264e-400a-8ba0-57dcc127d72d>.

[Accept invitation](#)

Click **Accept invitation**.

You will use this unique link to access ArcGIS going forward. The first time you click the link, you will see a prompt that looks like this:

Sign in

Email, phone, or Skype

Can't access your account?

Next

Welcome to the State of Washington's Microsoft Office 365 tenant service, managed by Washington Technology Solutions (WaTech). If you require assistance, please contact your agency's IT support desk.

Sign-in options

Enter your organizational email address and click **Next**.

If your organization does not use Microsoft Exchange Online, you will then see a screen that asks for a One Time Password code. It looks like this:

← david@

Enter code

We just sent a code to david@

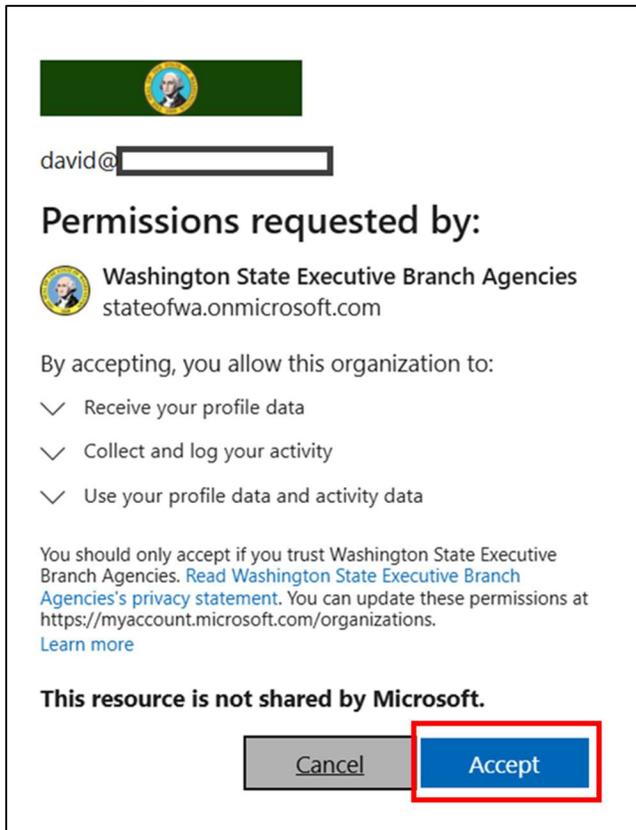
Enter code

Sign in

Check your email and **enter the code** that was sent.

Click **Sign in**.

After you enter the code, or if your organization uses Microsoft Exchange Online, you will see the following prompt during your very first attempt to connect:



Click **Accept**. This allows the WA State system to use this email address to authenticate you, and record your WA State login activity.

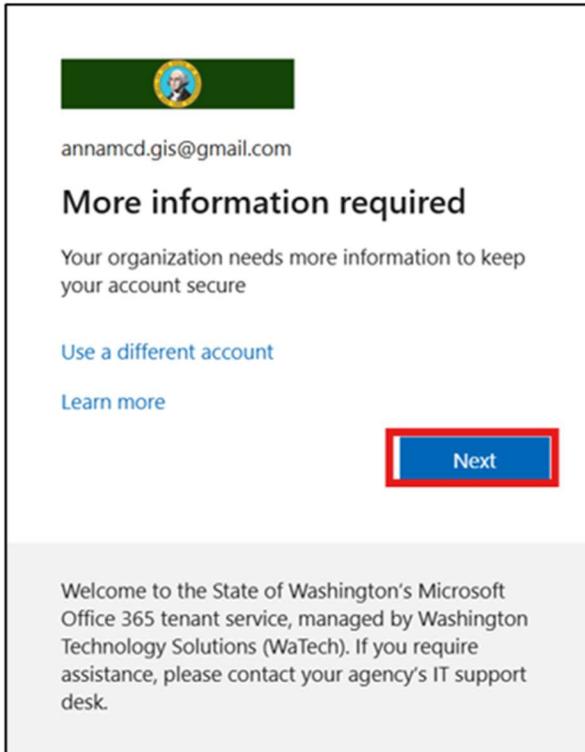
You will be taken to the MyApps Portal, where you can access the ArcGIS application.



## Logging In

Once you click on the appropriate ArcGIS application link (in the MyApps portal), you'll need to set up multi-factor authentication (MFA).

1. Click **Next** to continue.



annamcd.gis@gmail.com

### More information required

Your organization needs more information to keep your account secure

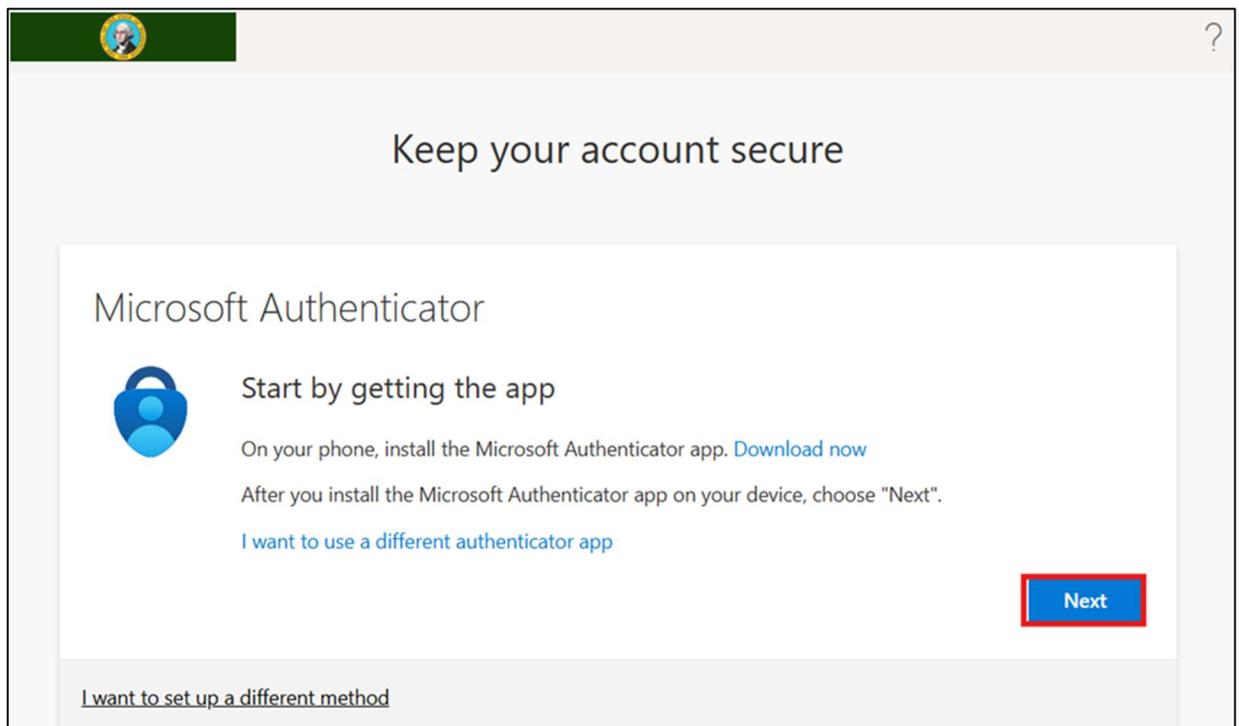
[Use a different account](#)

[Learn more](#)

**Next**

Welcome to the State of Washington's Microsoft Office 365 tenant service, managed by Washington Technology Solutions (WaTech). If you require assistance, please contact your agency's IT support desk.

2. Clicking **Next** will allow you to set up MFA through the Microsoft Authenticator app. **Please note:** The following instructions are based on the desktop/laptop flow. You can also use Android or iPhones, but the flow will look slightly different.



Keep your account secure

### Microsoft Authenticator

 Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

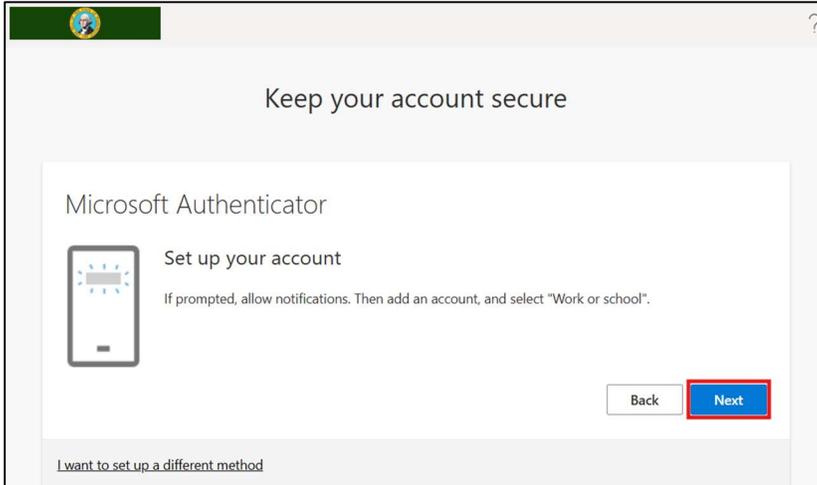
[I want to use a different authenticator app](#)

**Next**

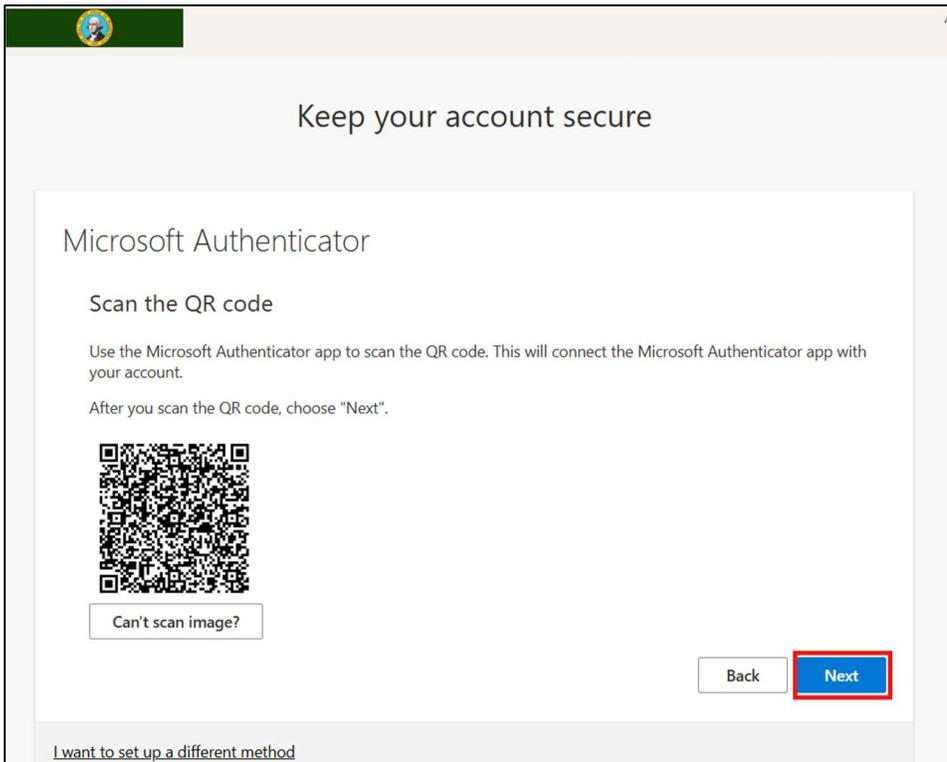
[I want to set up a different method](#)

- a. If you don't already have the app installed on your device, you can click **Download Now**.

3. Click **Next** to continue.



4. Scan the QR code with the Microsoft Authenticator app on your phone, then click **Next**.



5. A number will be generated on your computer. Enter this into the authenticator app on your phone, then click **Next**. Please note that 29 below is just an example.

Keep your account secure

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

**29**

Back Next

[I want to set up a different method](#)

6. Click **Next**.

Keep your account secure

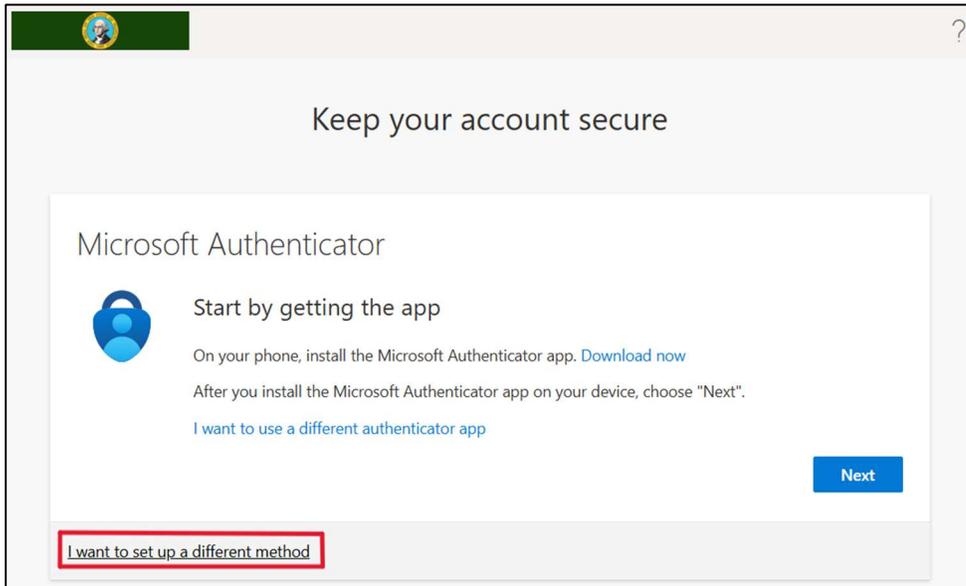
Microsoft Authenticator

Notification approved

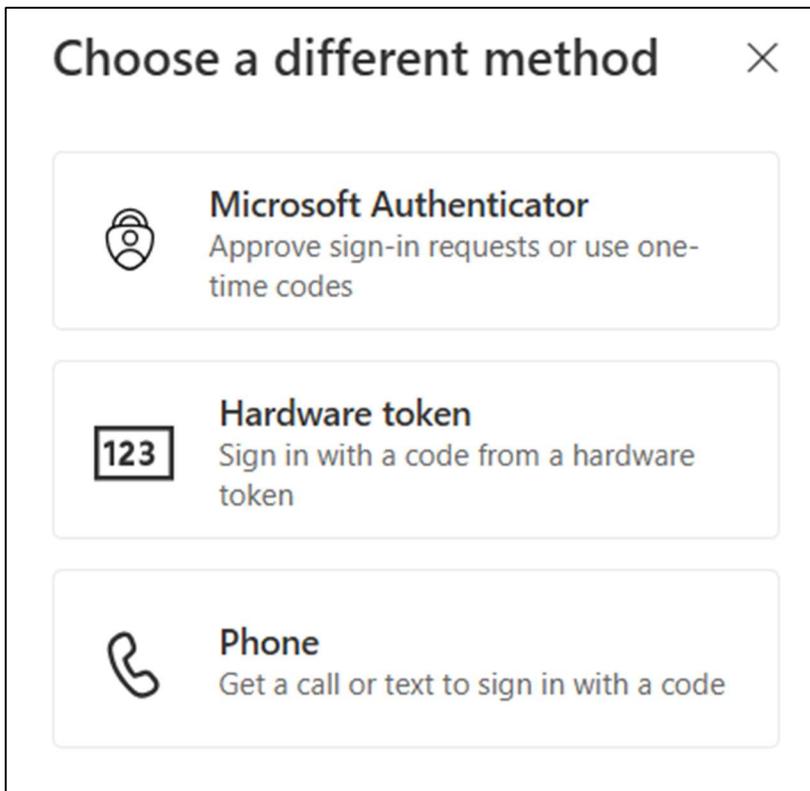
Next

[I want to set up a different method](#)

7. You can alternatively click **I want to set up a different method.**



8. Here are the options you can choose from.



9. Microsoft Authenticator is explained above. If you have and would like to use a hardware token, choose that method. Otherwise, click **Phone**.

10. Enter a phone number and click **Next**.

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

United States (+1) Enter phone number

Receive a code  
 Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

Next

[I want to set up a different method](#)

11. Enter the code that was sent to your phone and click **Next**.

Keep your account secure

Phone

We just sent a 6 digit code to +1 xxx-xxx-xxxx Enter the code below.

Enter code

[Resend code](#)

Back Next

[I want to set up a different method](#)

12. Click **OK**.

Access your Secure Area

---

Selecting the "Groups" menu item will allow you access to the Group/Section you are granted rights to.

---

**OK**

13. Click **Accept**. This will take you to the GIS portal.

**WARNING!**

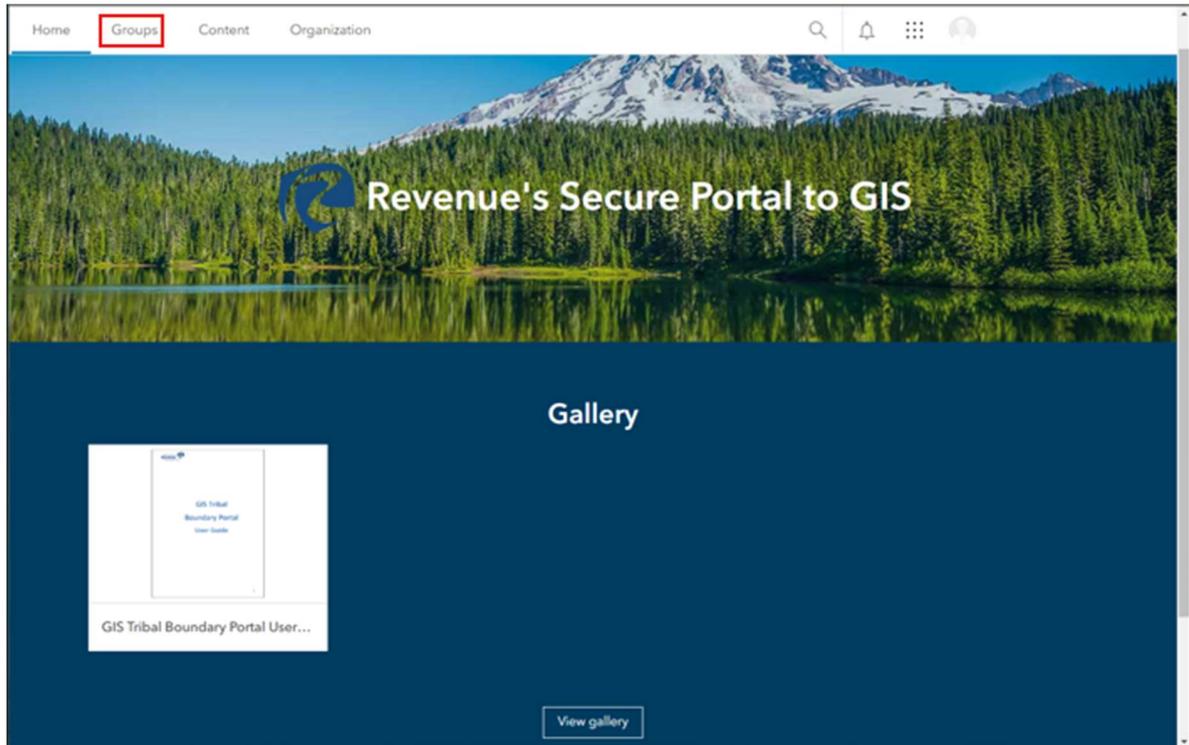
---

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431., This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel., ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING!

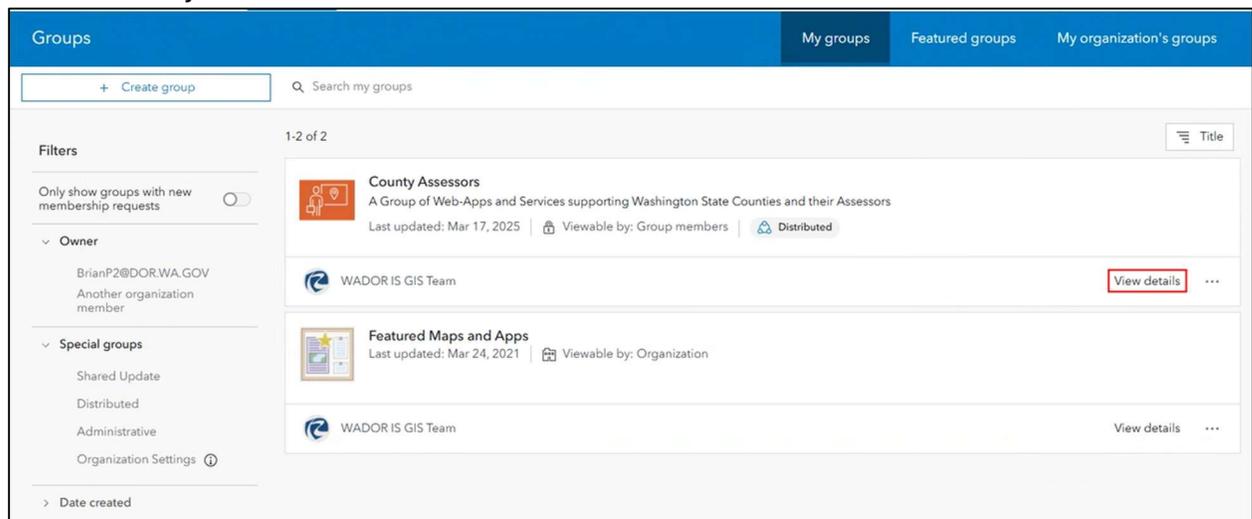
---

**Decline** **Accept**

1. Click **Groups** from top menu.



2. Select County Assessors from the list.



o Click View Details

### 3. Landing Page

County Assessors ✎

A Group of Web-Apps and Services supporting Washington State Counties and their Assessors owned by sec\_siteadmin

Distributed

Description

Add an in-depth description of the group.

Recently added content

Tax Code Area Review and A...

Web Experience

Created: Nov 4, 2024  
Updated: Mar 13, 2025  
View count: 199

BrianP2@DOR.WA... 📄 ☆ ⋮

Tax Code Area Management

Web Experience

Created: Oct 31, 2024  
Updated: Mar 13, 2025  
View count: 250

BrianP2@DOR.WA... 📄 ☆ ⋮

View all group content

- **Click Tax Code Area Management**

### 4. Click the icon or View.

Tax Code Area Management ✎

View

Overview

Settings

Add a brief summary about the item.

Web Experience by BrianP2@DOR.WA.GOV

Item created: Oct 31, 2024   Item updated: Mar 13, 2025   View count: 250

☆ Add to Favorites

Description

Add an in-depth description of the item.

Terms of Use

Add any special restrictions, disclaimers, terms and conditions, or limitations on using the item's content.

Item Information 🔗 Learn more

Low High

💡 Top Improvement: Add a summary

Details

Size: 15.286 KB  
ID: 6f18b7ff16174596a8949a574f282561

☆☆☆☆☆

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## Tax Code Area Management Portal

**Tax Code Area Management**

**Tax Code Area Management Portal**

Use this map to review the current Tax Code Areas or select an action below:

- [Download Current Data](#)
- [Upload data to be included in the Tax Code Area.](#)
- [View the current status of submitted updates.](#)

### Download Current Data

Click **Download Current Data** to see any data user has uploaded.

**Tax Code Area Management**

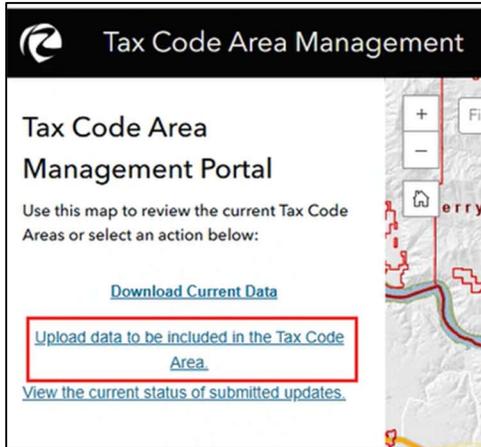
**Tax Code Area Management Portal**

Use this map to review the current Tax Code Areas or select an action below:

- [Download Current Data](#)**
- [Upload data to be included in the Tax Code Area.](#)
- [View the current status of submitted updates.](#)

## Upload Data

Click **Upload data to be included in the Tax Code Area.**



**Tax Code Area Management**

**Tax Code Area Management Portal**

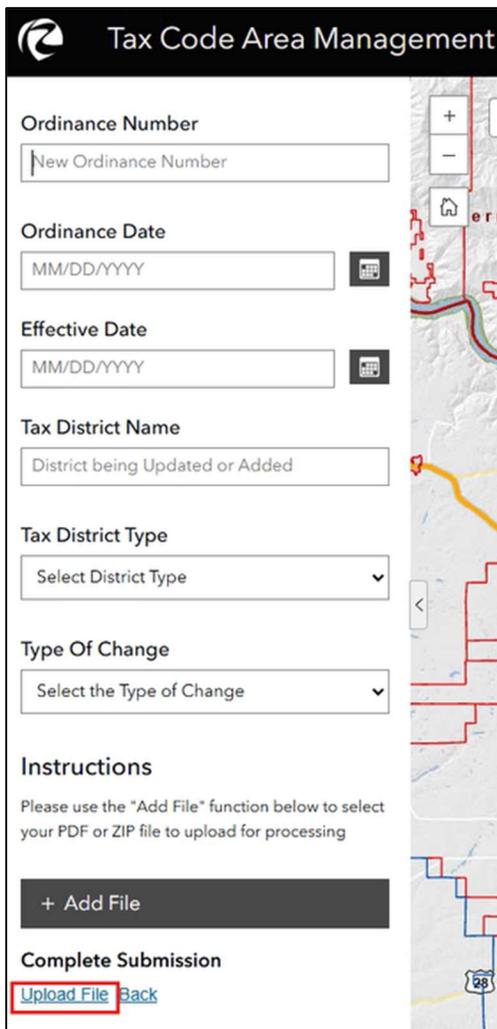
Use this map to review the current Tax Code Areas or select an action below:

[Download Current Data](#)

[Upload data to be included in the Tax Code Area.](#)

[View the current status of submitted updates.](#)

Complete all fields.



**Tax Code Area Management**

**Ordinance Number**

**Ordinance Date**

**Effective Date**

**Tax District Name**

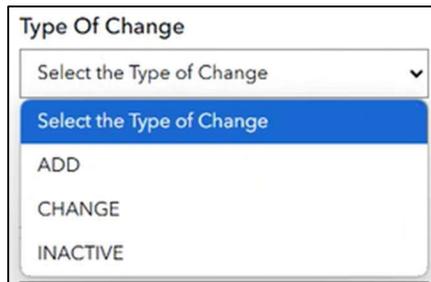
**Tax District Type**

**Type Of Change**

**Instructions**  
Please use the "Add File" function below to select your PDF or ZIP file to upload for processing

**Complete Submission**  
[Upload File](#) [Back](#)

### Type of Change



The image shows a screenshot of a web form. At the top, it says "Type Of Change". Below that is a dropdown menu with the text "Select the Type of Change" and a downward arrow. The dropdown is open, showing three options: "ADD", "CHANGE", and "INACTIVE". The "ADD" option is highlighted with a blue background.

There are three types of possible changes:

- ADD
  - Add a new submission
- CHANGE
  - Change an existing submission
- INACTIVE
  - Inactivate an existing submission.

Click **Upload File** to complete submission.

## Email Status Updates

The submission will go through several steps before it is successfully completed. Note that at each step you will receive an email with the status of your submission.

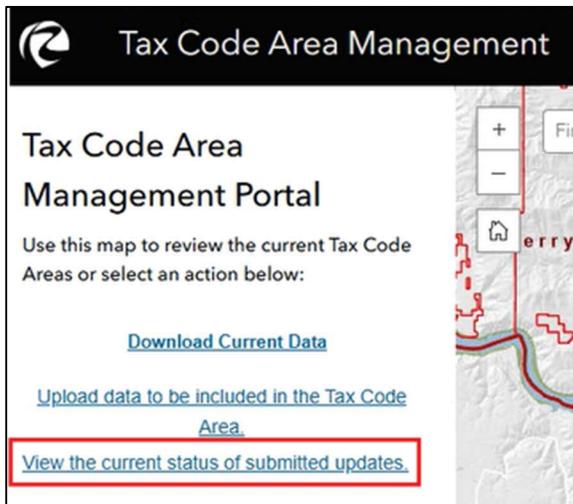
If the submission fails a step, you must correct the error, re-upload, and re-submit.

Email	Description	Full Emails
<b>Step 1: Submission</b>	In this step, a work-item is created for your requested annexation/change, and it queues to an Analyst/Cartographer for review and processing.	<a href="#">Click for more details.</a>
<b>Step 2: Validation</b>	<p>After your submission has been assigned to an Analyst/Cartographer, validation will begin.</p> <p>In this step, the analyst reviews the full ordinance and supporting documentation to confirm it can be properly drafted to ensure implementation of the district boundary change.</p>	<a href="#">Click for more details.</a>
<b>Step 3: Processing</b>	After your submission passes validation, ordinance processing begins. In this step, the analyst begins making the required cartographic and tabular changes for your submitted district boundary change.	<a href="#">Click for more details.</a>
<b>Step 4: QA/QC Review</b>	<p>After your submission has been processed, you will receive an email with a link for you to review the change that you submitted to ensure the cartography matches what is expected.</p> <p>You are responsible for approval or denial at this step. If you deny the change, please provide a detailed explanation in the comment field so the cartographer can make the appropriate corrections.</p>	<a href="#">Click for more details.</a>

	Please note: If no action is taken within 7 days, the change will be automatically accepted.	
<b>Step 5: Completed</b>	After you have approved the changes, they are committed and your work for this submission is completed.	<a href="#">Click for more details.</a>
<b>Error</b>	Your submission is incomplete. Please look things over and make the necessary corrections and re-submit.	<a href="#">Click for more details.</a>

## View the Current Status of Submitted Updates

Click **View the current status of submitted updates.**



## Tax Code Area Management

**Status:** Submitted

**Last Updated:** 2/20/2025 11:44:32 AM

---

**User Login:** DOEJ@EXAMPLE.ORG

**File Name:** SampleUpload.zip

**Status:** Approved and Completed

**Last Updated:** 2/6/2025 1:07:23 PM

---

**User Login:** DOEJ@EXAMPLE.ORG

**File Name:** SampleUpload.zip

**Status:** Submitted

**Last Updated:** 1/24/2025 3:13:50 PM

---

**User Login:** DOEJ@EXAMPLE.ORG

**File Name:** SampleUpload.zip

**Status:** Approved and Completed

**Last Updated:** 1/22/2025 8:54:48 AM

---

[Back](#)



Wright, David

## Team Quality Assurance/Quality Control (QA/QC)

Click **Tax Code Area Review and Approve**

County Assessors

A Group of Web-Apps and Services supporting Washington State Counties and their Assessors  
owned by sec\_siteadmin

Distributed

**Description**  
Add an in-depth description of the group.

**Recently added content**

**Tax Code Area Review and A...**  
Web Experience  
Created: Nov 4, 2024  
Updated: Mar 13, 2025  
View count: 199

BrianP2@DOR.WA...

**Tax Code Area Management**  
Web Experience  
Created: Oct 31, 2024  
Updated: Mar 13, 2025  
View count: 252

BrianP2@DOR.WA...

[View all group content](#)

Click the **icon** or **View**.

Tax Code Area Review and Approval 
Overview
Settings

**Review and Approval of TCA Changes**  
Web Experience by BrianP2@DOR.WA.GOV  
Item created: Nov 4, 2024   Item updated: Mar 13, 2025   View count: 199

Add to Favorites

**Description**  
Add an in-depth description of the item.

**Terms of Use**  
Add any special restrictions, disclaimers, terms and conditions, or limitations on using the item's content.

View

Edit

Share

**Item Information**  Learn more

Low High

Top Improvement: Add a longer summary

**Details**

Size: 18.815 KB  
ID: a0621a5eab7a4eba803b1d93358c4fb8  
☆☆☆☆

Click **Continue**

**Tax Code Area Review and Approval**

**Tax Code Area Management Review**

Use this application to **Approve** or **Deny** the proposed Tax Code Area Changes.

If you **Deny** the changes, you must provide an explanation for how to resolve the issue(s).

**Continue**

## APPROVE OR DENY

### APPROVE

Select **Approve** and click **Submit**.

**Tax Code Area Review and Approval**

Is the change complete and acceptable?

Approve

Deny

**Submit** **Back**

Click **OK**.

Approved

Your feedback has been sent. You can now safely close this browser.

**OK**

Click **OK**.

### DENY

Select **Deny**, enter **Denial Details** and click **Submit**.

## Tax Code Area Review and Approval

Is the change complete and acceptable?

Approve

Deny

**Denial Details**  
Provide details needed to resolve the error(s).

Why was this change not approved?

Click **OK**.

**Denial**

Your feedback has been sent. You can now safely close this browser.

## Appendix I: Email Correspondence Key

Throughout the processes above you will receive emails confirming your progress through the steps and possibly prompting further actions. These are outlined below:

### Step 1: Submission

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX has been Successfully Submitted to DOR



**Notice:**

Upload successfully submitted. You'll receive updates as we validate and process the annexation.

**Submitter:** Chris  
**County Name:** King

**Ordinance Number:** 2024-11

**Ordinance Date:** 02/01/2024

**District Type:** Park

**Change Type:** ADD  
**Submitted Files:** Test.zip  
**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

The submission will go through several steps before it is successfully completed. Note that at each step you will receive an email with the status of your submission.

If the submission fails a step, you must correct the error, re-upload, and re-submit.

**Step 1 – Submission**

In this step, a work-item is created for your requested annexation/change, and it queues to an Analyst/Cartographer for review and processing.

**Step 2 – Validation**

After your submission has been assigned to an Analyst/Cartographer, validation will begin.

In this step, the analyst reviews the full ordinance and supporting documentation to confirm it can be properly drafted to ensure implementation of the district boundary change.

**Step 3 – Processing**

After your submission passes validation, ordinance processing begins. In this step, the analyst begins making the required cartographic and tabular changes for your submitted district boundary change.

**Step 4 – Review**

After your submission has been processed, you will receive an email with a link for you to review the change that you submitted to ensure the cartography matches to what is expected.

You are responsible for approval or denial at this step. If you deny the change, please provide a detailed explanation in the comment field so the cartographer can make the appropriate corrections.

After the adjustment you will be asked again to review the change.

**Step 5 – Completed**

After you have approved the changes, they are committed and your work for this submission is completed.

**Need help?**

If you have questions or need additional assistance, please contact:

Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)  
(360) 534-1420  
Manager, Valuation and GIS Programs

## Step 2: Validation

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX is being validated.



**Notice:**

Your submission is under review for completion and acceptance by our Analyst/Cartographer.

---

**Submitter:** Chris  
**County Name:** King

**Ordinance Number:** 2024-11  
**Submitted Files:** Test.zip  
**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

**What to do:**

Processing may take several hours depending on complexity. You will receive an email with the status of your submission.

**Need help?**

If you have questions or need additional assistance, please contact:  
Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)  
(360) 534-1420  
Manager, Valuation and GIS Programs

## Step 3: Processing

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX is being processed.



**Notice:**

Your submission is being drafted/processed by our Analyst/Cartographer.

---

**Submitter:** Chris

**County Name:** King

**Ordinance Number:** 2024-11

**Submitted Files:** Test.zip

**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

---

**What to do:**

Drafting and cartography may take several hours based on potential complexities. Please wait for an email that will tell you the status of your submission.

**Need help?**

If you have questions or need additional assistance, please contact:

Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)

(360) 534-1420

Manager, Valuation and GIS Programs

## Step 4: QA/QC Review

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX ready for Review (due within 7 days).



**Notice:**

Your annexation has been drafted and is ready for your approval. You have **7 calendar days** to complete your review.

After that, the change will be automatically accepted, and the work-item closed.

[URL FOR REVIEW](#)

---

**Submitter:** Chris

**County Name:** King

**Ordinance Number:** 2024-11

**Submitted Files:** Test.zip

**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

---

**What to do:**

Click the link above to log into the secure site to review your submission.

You will be asked to **approve** or **deny** the change. If you **deny** the change, you must provide a detailed explanation in the comment field for the Analyst/Cartographer.

**Need help?**

If you have questions or need additional assistance, please contact:

Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)

(360) 534-1420

Manager, Valuation and GIS Programs

## Step 5: Completed

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX  
Completed Successfully.



**Notice:**

Your annexation has been processed and accepted. You are done!

---

**Submitter:** Chris  
**County Name:** King

**Ordinance Number:** 2024-11  
**Submitted Files:** Test.zip  
**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

---

**What to do:**

No further work is required; this submission is complete, and the submission is closed.

**Need help?**

If you have questions or need additional assistance, please contact:  
Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)  
(360) 534-1420  
Manager, Valuation and GIS Programs

## Error

Email Title: DOR Notification – Tax Code Area Intake System: Ordinance: XXXX-XX  
Submission is Incomplete.





**Notice:**  
Your submission is incomplete.

---

**Submitter:** Chris  
**County Name:** King

**Ordinance Number:** 2024-11  
**Submitted Files:** Test.zip  
**Submission Date:** Thursday, February 1, 2024 12:00:00 AM

---

**Submission Issues:**  
Sorry, we have found a number of errors in your submission. Please look things over and make the necessary corrections and re-submit. If further assistance is needed please contact your DOR representative.

---

**What to do:**  
Please resolve the issues and re-upload file(s).

**Need help?**  
If you have questions or need additional assistance, please contact:  
Frank Dudley - [frankd@dor.wa.gov](mailto:frankd@dor.wa.gov)  
(360) 534-1420  
Manager, Valuation and GIS Programs