

# **Assessments of the Southwest, Inc.**

## **Website Instructions – Last Updated: 07/05/11**

**Before you begin, please gather the following information:**

- Account number
- Property address
- District name
- CAD number

Please have an account number or address ready when using the website. The account number can be found on last year's ASW tax statement or on a current ASW statement. You can also look up an account by using the County Appraisal District (CAD) number.

**Note: if you have the CAD number only you will need the 2 digit code in front of it also. You can get this by going to the "Districts" tab and clicking on the link to pull up the district list. The 2 digit code is listed beside each district on this page.**

### **How to view your MUD or LID tax statement:**

- Go to [www.aswtax.com](http://www.aswtax.com)
- Move cursor down the home page where it says the following,

"Please click on the following link to look up your tax statement: [Click here](#)"

- Left mouse click on, "[Click here](#)"

You should see two yellow boxes now.

- Left mouse click in the "MUD/LID" box where it says, "Please [Click here](#) to view your MUD or LID tax statement.



- You should see two blue boxes now.

<p>Enter your account number. include district code + account No.</p> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p>When typing in the account number please leave out the, "/" Example: ACCOUNT NUMBER: 65/1234000000 Enter as: 651234000000</p>	<p>Or enter a key word such as a street name</p> <input style="width: 100%; height: 20px;" type="text"/> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p>Address: <input checked="" type="radio"/></p> <p>Search by name has been disabled due to security reasons.</p>
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**How to enter your account number on our website:**  
(go to the following corresponding number)

- **1a.** If you have the account number and the two digit “lead in” number from ASW. An ASW Statement has this information on it.
- **1b.** If you have only the CAD number and require the two digit “lead in” number.
- **1c.** Any of the two above AND the number you have ends with -907 or 901.
- **1d.** If you have no account number.

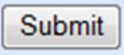
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**1a. If you have an account number from ASW’s office enter that number in the left blue box on the website.**

- Below is an example of the left box:

Enter your account number.  
include district code + account No.

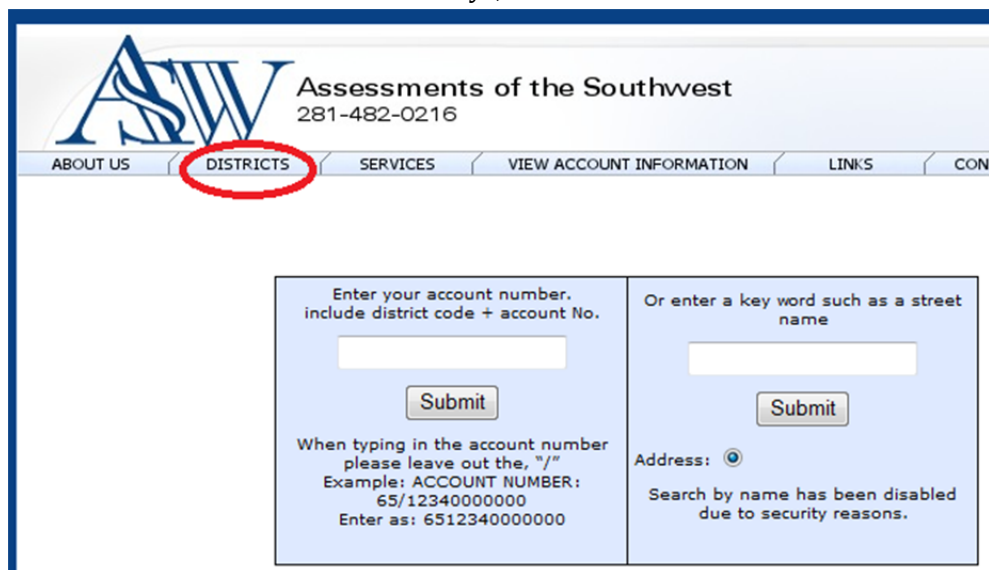
When typing in the account number  
please leave out the, "/"  
Example: ACCOUNT NUMBER:  
65/1234000000  
Enter as: 651234000000


- Enter all of the numbers as you see them including the ones before the “/” but do not enter the “/”.
- See example of how to do this in the blue box.
- After you enter your account number in the left blue box left mouse click on the,  button.
- You should see your information now.

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**1b. If you only have a CAD (County Appraisal District) account number and want to look up your statement you will have to first find the required two digit district code to put in front of that CAD account number.**

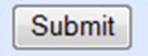
- To find the district’s two digit code go to the top of the page you are in on the ASW website where it says, “DISTRICTS”



- Left mouse click on the tab that say’s “  ”.
- Move your cursor down to where it says, “MUD - [Click here](#) to view a list of water districts (PDF document)”
- Now you will need to left mouse click on, “[Click here](#)”
- A list of Districts will appear. Find the district name for the account you are looking for and to the left will be its two digit district code.

- Under, “ASW DISTRICT CODE”

ASW DISTRICT CODE	DISTRICT NAME	20
50	ADDICKS UD	
52	BASTROP CO MUD #1	
73	BAY COLONY WEST MUD	
3	BAYBROOK MUD	
4	BRAZORIA CO. MUD #02	
24	BRAZORIA CO. MUD #03	
5	BRAZORIA CO. MUD #04	
39	BRAZORIA CO. MUD #06	
54	BRAZORIA CO. MUD #17	

- Once you have found this code close the Districts PDF page and go back to where you enter in the account number.
- Enter that 2 digit district code you found adding the CAD number behind it in the account number box.
- After you enter your account number in the left blue box left mouse click on the,  button.
- You should see your information now.


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**1c. Take off the’ “907 or 901” at the end of the account number.**

- Below is an example of the left box where you enter the 2 digit district code and the CAD number **WITHOUT** the 907 or 901:

Enter your account number.  
include district code + account No.

When typing in the account number  
please leave out the, “/”  
Example: ACCOUNT NUMBER:  
65/1234000000  
Enter as: 651234000000

- After you enter your account number in the left blue box left mouse click on the,  button.
- You should see your information now.

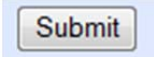
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**1d. If you do not have an account number you can look up the property by address.**

- To do this, left mouse click in the address box that looks like this:



The screenshot shows a search interface with a light blue background. At the top, it says "Or enter a key word such as a street name" above a white text input box. Below the input box is a "Submit" button. Underneath the button, it says "Address:" followed by a radio button icon. At the bottom, a message reads "Search by name has been disabled due to security reasons."

- When entering the address in the above box on the website do NOT type in the house number.
- Only type in the street name.
- Also, for better search results avoid using prefixes or suffixes such as DR, LN, ST, RD, or BLVD. For example, search for Stratford Road by using only "Stratford" as the street name.
- After you enter the street name in the right blue box left mouse click on the,  button.
- A list should appear. This list has account numbers to the left in blue. You will scroll down until you find the correct address you are looking for.
- Once you find it left mouse click on the blue account number that it lines up with.
- You should see your information now.