

## How to search by **Business Name**:

- Click on **Business Name**.
- If you know the exact **Business Name**, enter it in the Business Name box. If you enter part of a Business Name and use a wildcard (the % key on the keyboard), you will get a list of business names with that text in it. Use the check boxes to determine whether you want accounts returned for any of the available account types.
- Click on the **Search** button or press the 'Enter' key on your keyboard.

**NOTE:** If you have already searched for a particular Business Name, it will be stored in computer memory within the **Business Name** box. Typing only part of the name will bring up a list of matching names from which you can select the one you want by pointing to it with the mouse and clicking on it. This can be activated by selecting Tools from the pull down list at the top of your Internet Explorer browser. Select Internet Options => Content => AutoComplete. Then select the check box labeled Forms. Select OK on the two pop-up windows to close the Internet Options.

The screenshot shows the Dallas Central Appraisal District website with the search results for 'YMCA'. The search criteria are Business Name: YMCA and Account Type: COMMERCIAL and BPP. The results table is as follows:

#	Property Address	City	Owner Name / Business Name	Total Value	Type
1	333 NE 5TH ST	GRAND PRAIRIE (DALLAS COUNTY)	Y M C A DBA: YMCA	\$69,430	COMMERCIAL
2	4556 S CARRIER PKWY	GRAND PRAIRIE (DALLAS COUNTY)	YMCA OF METROPOLITAN DLS DBA: YMCA	\$615,800	COMMERCIAL
3	821 CUSTER RD	RICHARDSON	Y M C A DBA: YMCA	\$888,490	COMMERCIAL
4	3830 LATIMER ST	DALLAS	Y M C A DBA: YMCA	\$41,500	COMMERCIAL
5	907 E LEDBETTER DR	DALLAS	Y M C A DBA: YMCA	\$415,170	COMMERCIAL
6	146 TOWN CENTER BLVD	COPPELL (DALLAS COUNTY)	YMCA OF METROPOLITAN DBA: YMCA	\$870,120	COMMERCIAL
7	146 TOWN CENTER BLVD	COPPELL (DALLAS COUNTY)	YMCA OF METROPOLITAN DBA: YMCA	\$0	COMMERCIAL
8	4556 S CARRIER PKWY	GRAND PRAIRIE (DALLAS COUNTY)	YMCA OF METROPOLITAN DBA: YMCA	\$100	BPP
9	7301 GASTON AVE	DALLAS	YMCA DBA: YMCA	\$20,000	BPP
10	1636 W WALNUT HILL LN	IRVING	YOUNG MENS CHRISTIAN ASSN DBA: YMCA OF LAS COLINAS	\$493,320	COMMERCIAL

Page 11 of this instruction manual shows how the Detailed Account Information is displayed.