

BPP E-Filing with ORCATS

Detailed Instructions on how to register and
E-file with our new electronic filing system.

Crystal Flowers



Ways to file...

- **First time filer ONLY- you have never filed a return with our office**
 - Download a digital copy of the return from our website (Forms & Applications)
 - Fill out the tax return & digitally sign or print, sign and scan back to your computer.
 - Download the Excel asset addendum from our website (Forms & Applications)
 - List all your business tangible assets in the Excel spreadsheet.
 - If unable to use Excel, please find an acceptable way to detail your assets. You must include all required information from the tax return.

Email **both** the return and the spreadsheet to: personal.property@bentoncountyor.gov

If you do not receive a response, we did not receive your return!

At the end of the year, we will upload your account information to ORCATS so you too may file online next year! There is NOTHING for you to do on ORCATS yet

Already filed on ORCATS in previous year or with another County? Go to <https://personal.efiling.orcats.com/> and sign into your account to start your return.

- **ALL Existing accounts not yet on ORCATS**
 - Go to: <https://personal.efiling.orcats.com/> to file online
 - Instructions on how to create an account and filing online following this slide.

What you will need to file online...

- ❖ Internet access and a valid email address
- ❖ Letter we mailed to you in January
 - ❖ You are looking for the Authorization code
- ❖ Time. The registration process is generally quick; however, you want to ensure that you give yourself ample time in case there is an issue that occurs during the process.
 - ❖ If a problem occurs during the registration process, you may reach out to our office for assistance.
 - ❖ When you are ready to start your return, make sure you are giving yourself enough time to become familiar with the new system and to file your return.
 - ❖ You will have the ability to work your return in multiple sessions with the new system but be prepared with all the documents you may need to file.
- ❖ In any circumstance you are responsible to get your return to us timely.

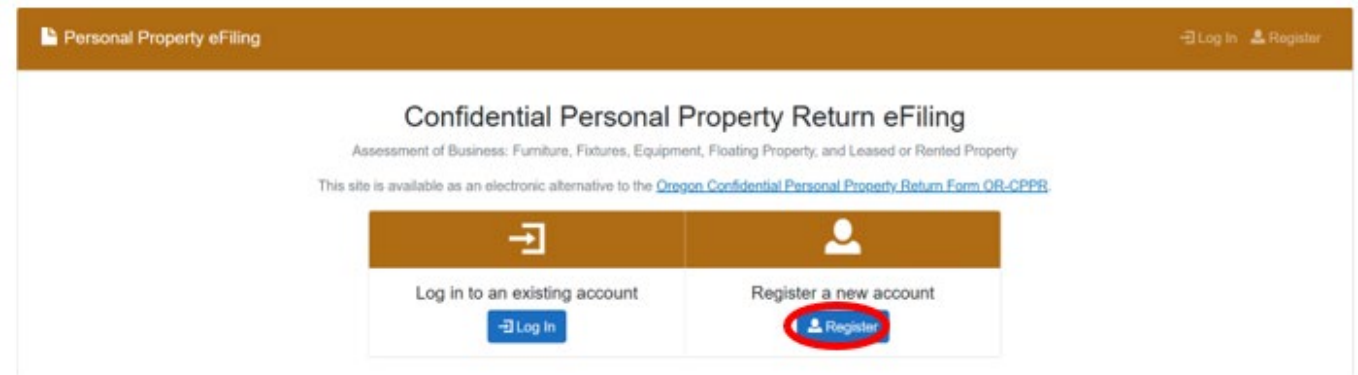
First time registering with ORCATS

Go to the following website:

<https://personal.efiling.orcats.com/>

Click the register button to
Create a new account.

If you have an account with
another County, you do not need
to create a new one you can add
your authorization code to your
existing account.



Registering

- A. Enter your email and create a password. Click the agree to terms box.
- B. Click the drop-down box for County and select Benton
- C. Type in your account number from your letter.
- D. Type in your authorization code from your letter.
 - If you have more than 1 account you will have an authorization code for each account, use the gray box to add them.
- E. Click the Blue Register button.

A.

The screenshot shows the 'Register' form. The top section, containing 'Password Requirements', 'Email', 'Password', 'Confirm Password', and the 'I agree to the Terms Of Use' checkbox, is circled in red. Below this section are fields for 'Access Code(s)' with a 'County' dropdown, 'Account #' and 'Code' input boxes, and a '+ Add Additional Code' button. At the bottom is a CAPTCHA 'I'm not a robot' checkbox and a blue 'Register' button.

B.

This screenshot focuses on the 'Access Code(s)' section. The 'County' dropdown menu is circled in red, showing a list of counties. The 'Account #' and 'Code' input boxes are also visible.

C.

This screenshot focuses on the 'Access Code(s)' section. The 'Account #' input box is circled in red, indicating where to enter the account number.

D.

This screenshot focuses on the 'Access Code(s)' section. The 'Code' input box is circled in red, indicating where to enter the authorization code.

E.

This screenshot shows the bottom of the 'Register' form. The blue 'Register' button is circled in red, indicating the final step to complete registration.

Logging into ORCATS



- A. Enter the following site address into your web browser:
<https://personal.efiling.orcats.com/>
- B. Click the “Log In” button from the landing page.
- C. Enter the Email and Password used to Register new account and mark the “I’m not a robot” check box.

Business Personal Property eFiling Log In Register

Confidential Business Personal Property Return eFiling

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

This site is available as an electronic alternative to the [Oregon Confidential Personal Property Return Form OR-CPPR](#).

 Log in to an existing account Log In	 Register a new account Register
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Log In

[Register a new account](#)
[Forgot your password?](#)

Email

Password ☐ Show password

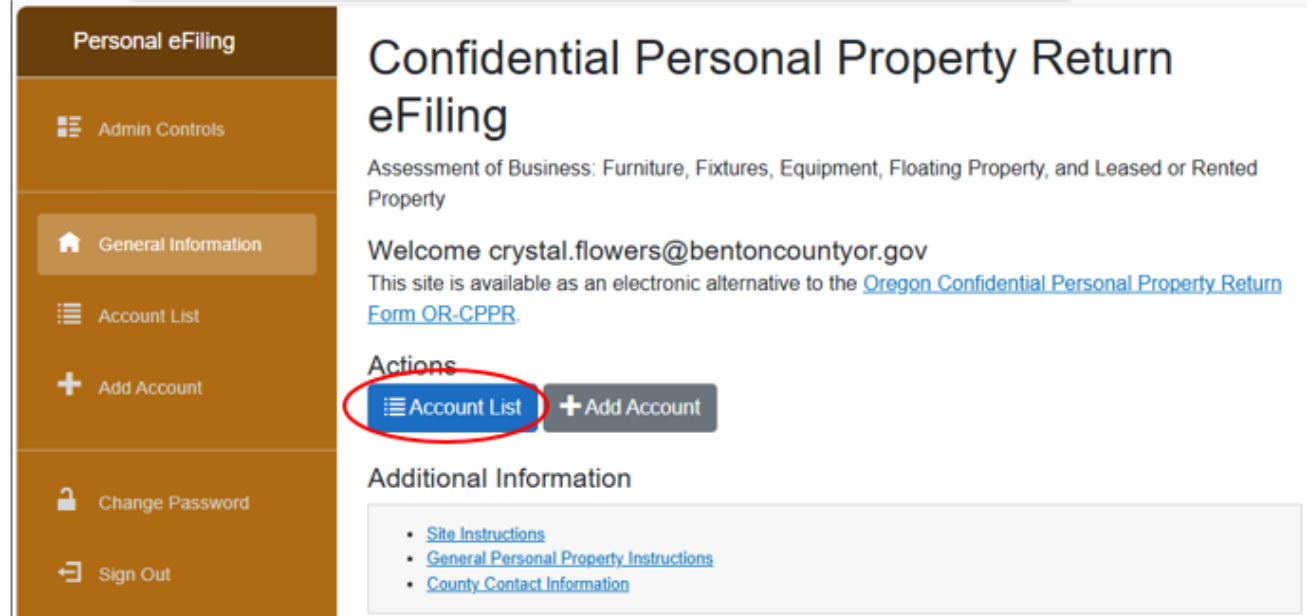
☐ Remember Me

☐ I'm not a robot 
[Privacy - Terms](#)

[Log In](#)

Choosing the account you are ready to process

- A. Click the blue “Account list” button to access the accounts you have entered an authorization code for.
- B. All of your linked business accounts will display in this list. Click the blue “Begin” button for the account you would like to start processing. (You will be able to save and go back if you do not have time to complete the return in one session.)



Personal eFiling

- Admin Controls
- General Information
- Account List**
- Add Account
- Change Password
- Sign Out

Confidential Personal Property Return eFiling

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

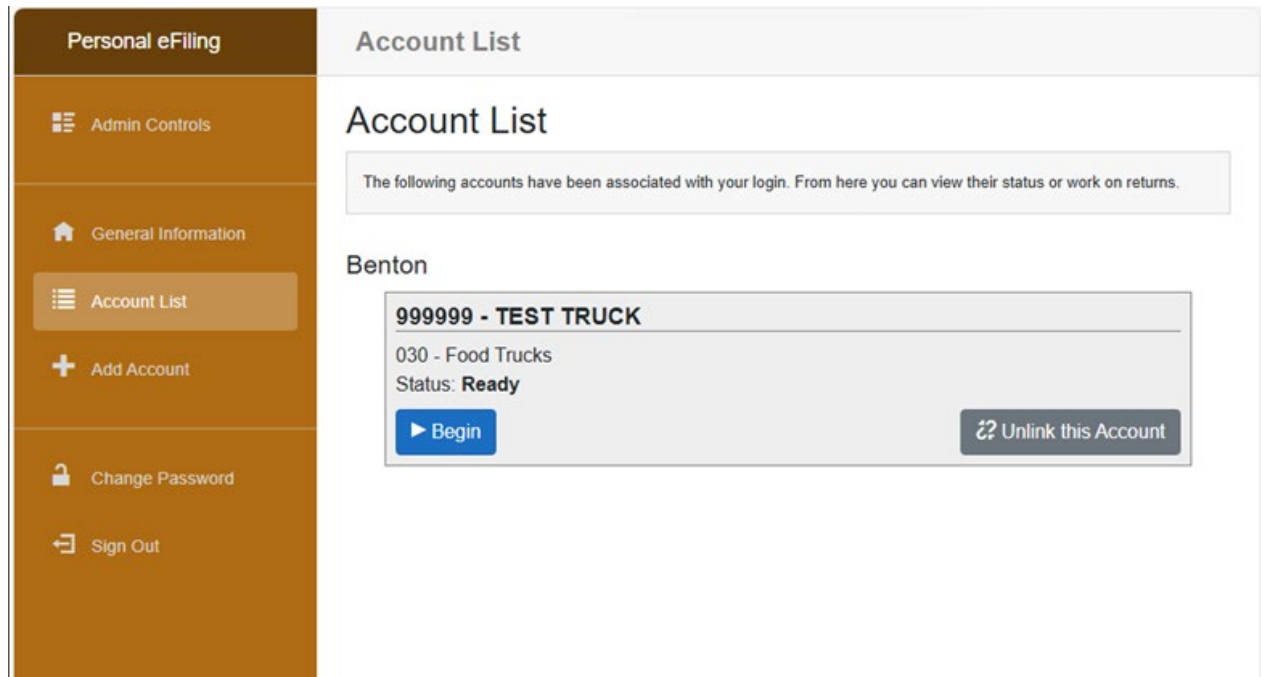
Welcome crystal.flowers@bentoncountyor.gov
This site is available as an electronic alternative to the [Oregon Confidential Personal Property Return Form OR-CPPR](#).

Actions

- Account List**
- Add Account

Additional Information

- [Site Instructions](#)
- [General Personal Property Instructions](#)
- [County Contact Information](#)



Personal eFiling

- Admin Controls
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- Add Account
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Account List

The following accounts have been associated with your login. From here you can view their status or work on returns.

Benton

999999 - TEST TRUCK
030 - Food Trucks
Status: Ready
Begin Unlink this Account

Processing your Return

A. Once you click the “Begin” button you will be taken to your account overview page where you can verify the mailing address, navigate to different locations, and asset lists.

- ❖ Locations: “Click here to manage locations” – Enter the complete address of where assets are located and click the “Overview” tab to return to the asset list.

Personal eFiling

Admin Controls

General Information

Account List

Add Account

Change Password

Sign Out

Terms Of Use

Privacy Notice

Cookie Policy

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Account 999999

TEST TRUCK

Account Overview

Mailing Address

TEST TRUCK
4500 SW RESEARCH WAY
CORVALLIS OR 97330

Business Class

030 - Food Trucks

Locations

[Click here to manage locations](#)

Assets

Schedule 1 — Leased or rented personal property: 0

Schedule 2 — Noninventory supplies: 1

Schedule 3 — Floating property: 0

Schedule 4 — Professional libraries: 0

Schedule 5A — All other taxable personal property: 7

Schedule 5B — Small hand tools: 1

Supplemental File Attachments

[Click here to manage supplemental files](#)

If the business was closed, sold, or moved out of country, click the submit button.

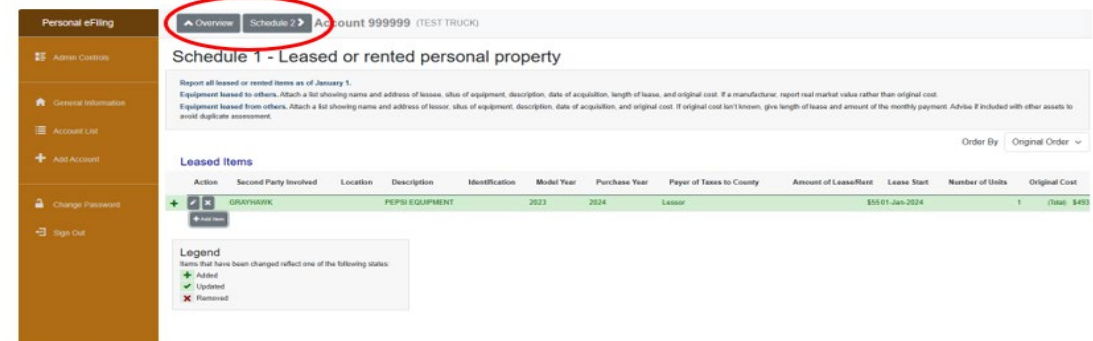
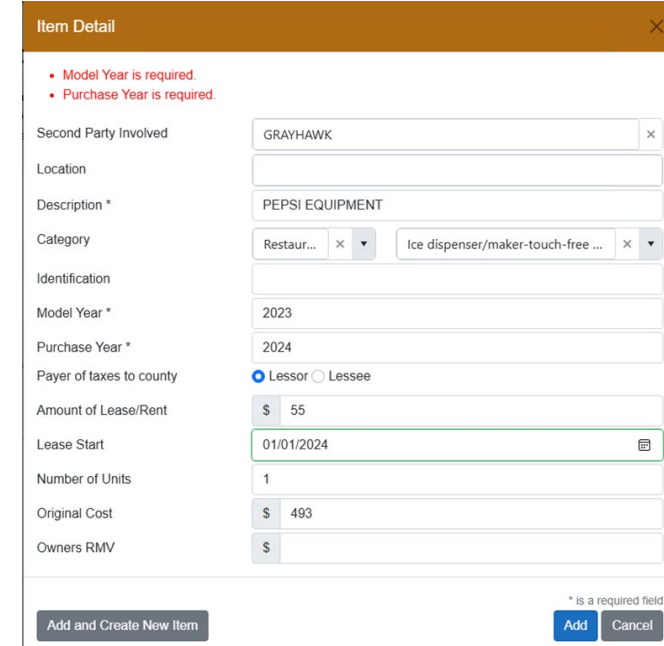
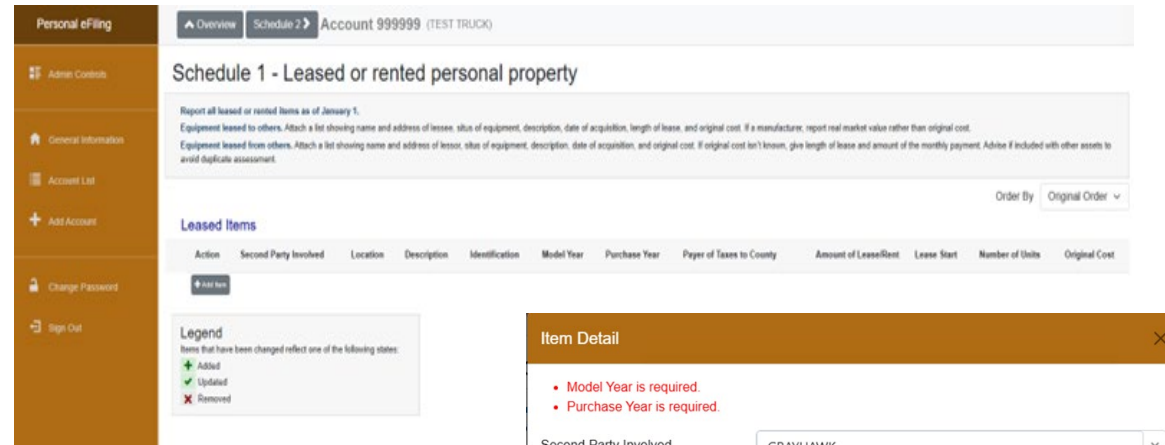
✓ Submit



↺ Reset

Clicking the submit button will take you to a submission overview page.

Schedule 1 – Leased assets

- A. The landing page is where you can verify the assets that are currently on file or to add a new leased or rented asset. Click the gray “Add Item” button to add a new leased asset or click the pencil icon to update an existing leased asset.
- B. You will then enter the details of the leased asset: Second Party involved is the leasing company. Once you have entered all of the information click the blue “Add” button.
- C. Item that you add, or update will be highlighted in green on the landing page.
- D. Once you have reviewed Schedule 1 – Click the gray “schedule 2” button at the top, this is how you can navigate between the different schedules of assets.



Action	Second Party Involved	Location	Description	Identification	Model Year	Purchase Year	Payer of Taxes to County	Amount of Lease/Rent	Lease Start	Number of Units	Original Cost
 	GRAYHAWK		PEPSI EQUIPMENT		2023	2024	Lessor	\$55.01-Jan-2024		1	(Total: \$493)

Schedule 2 – Noninventory Supplies

Non-Inventory Supplies is not a lump sum of all of your assets, these are other supplies used to run your business (i.e.: paper, pens, supplies that are replaced when used). Fill in each category as it applies. This is an estimated value of what you had on hand January 1st at 1 a.m.

Click the gray button at the top when done to move to the next schedule, if you don't have anything in the schedule just move through to the next.

Personal eFiling

Overview Schedule 1 Schedule 2 Account 999999 (TEST TRUCK)

Schedule 2 - Noninventory supplies

As of January 1, report total cost on hand of any taxable item that won't become part of finished goods or won't be directly sold to customers.
For Example:

- General office supplies: Copy paper, envelopes, pens, stationery, etc.
- Maintenance supplies: Cleaning supplies, axle grease, etc.
- Operating supplies: Straws, paper cups, sacks, gasoline, diesel, etc.
- Spare parts: Repair parts, computer parts, automotive parts, etc.
- Other noninventory supplies: Items not covered by the other categories.

Order By Original Order

No Location Specified

Action	General Office Supplies	Maintenance Supplies	Operating Supplies	Spare Parts	Other Noninventory Supplies
<input checked="" type="checkbox"/>	\$100	\$100	\$1,500		

Legend
Items that have been changed reflect one of the following states:

- Added
- Updated
- Removed

Item Detail

General Office Supplies \$ 100
Copy paper, envelopes, pens, stationery, etc.

Maintenance Supplies \$ 100
Cleaning supplies, axle grease, etc.

Operating Supplies \$ 1500
Straws, paper cups, sacks, gasoline, diesel, etc.

Spare Parts \$
Repair parts, computer parts, automotive parts, etc.

Other Noninventory Supplies \$
Items not covered by the other categories.

Update Cancel

Schedule 4 – Professional Libraries

These are added similar to Schedule 1
– it is an estimated value of your
library.

Personal eFiling

Overview Schedule 3 Schedule 5a Account 999999 (TEST TRUCK)

Schedule 4 - Professional libraries

Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, other science professionals, surveyors, and life companies. Electronic, mechanical, and other technical professionals should also use this schedule.

- Enter type of library media (books, electronic media, compact discs, tapes, videos, etc.).
- Enter the title of the reported book or set.
- If the item reported is a multiple volume set, select yes or no to indicate if the set is complete or not.
- Enter the number of volumes. If a set, enter the number you have, not the number in the original set.
- Enter cost when purchased.
- Enter the best estimate of the real market value for each item as of January 1. Reporters of law books report the value shown on the schedule published by the Oregon Department of Revenue in cooperation with the Oregon State Bar Association.

Order By: Original Order

No Location Specified

Action	Type of Library	Title of Book or Set	Is Set Complete?	Number of Volumes	Cost When Purchased
Add New (No Location Specified)					

Legend
Items that have been changed reflect one of the following states:

- ➕ Added
- ✓ Updated
- ✗ Removed

Schedule 5A – All other taxable Personal Property

Go through the list that is provided.

- Delete items that you have sold/disposed of by clicking the gray “x” under Action, if you reduced the quantity click the “pencil” under Action and lower the quantity. –You will not be able to increase the quantity of an asset you will need to add a new asset line.

Personal eFiling






















Overview Schedule 4 Schedule 5b Account 999999 (TEST TRUCK)

Schedule 5A - All other taxable personal property

Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.

Order By Original Order

No Location Specified

Action	Description	Identification	Model Year	Purchase Year	Quantity	Cost Each	Purchase Price
  	FOOD TRUCK		2024	2024	1	\$35,000	\$35,000
  	FRYER		2024	2024	1	\$750	\$750
  	GRILL		2024	2024	1	\$1,500	\$1,500
  	REFRIGERATOR		2024	2024	1	\$750	\$750
  	POS		2024	2024	1	\$1,000	\$1,000
  	PHONE		2024	2024	1	\$800	\$800
  	SIGN		2024	2024	1	\$45	\$45

[Add Item](#) (No Location Specified)

Legend
Items that have been changed reflect one of the following states:
+ Added
✓ Updated
✗ Removed

Adding new Assets

- A. Select the “Add Item” button at the bottom of the list. The Item detail window will pop up.
- Select the location of the asset from the drop down
 - Select a category from the drop down: the first drop down is business type; the second drop down is a list of assets you find under that business type.
- B. Fill in the rest of the fields – Description, Model Year, Purchase Year, and Cost are required. If you are listing an item that is used, donated, or handmade include the Cost Price of what the item is worth.

Item Detail

Location

Category

Description *

Identification

Model Year *

Purchase Year *

Quantity

(Quantity * Cost Each)

Cost Each

Cost Total

Owners RMV

* is a required field

Add and Create New Item

Add Cancel

Item Detail

Location

Category

Description *

Identification

Manufacturer and Serial #

Model Year *

Purchase Year *

Quantity

(Quantity * Cost Each)

Cost Each

Cost Total

Owners RMV

* is a required field

Add and Create New Item

Add Cancel

Schedule 5B – Small Hand Tools

You can add multiple lines to separate out small hand tools if you are entering multiple Employees Tools, or have different categories of Small Hand tools – this is an estimate of what you had on hand January 1st at 1 a.m.

Personal eFiling

Admin Controls

General Information

Account List

Add Account

Change Password

Sign Out

OverviewSchedule 5aSubmitAccount 999999 (TEST TRUCK)

Schedule 5B - Small hand tools

Report all small hand tools and non power tools not reported elsewhere. Enter your best estimate of real market value total as of January 1.

Order ByOriginal Order

No Location Specified

Action	Description	Identification	Owner's RMV
<div><div></div><div></div></div>	UTENSILS		\$1,500
<div>View Item (No Location Specified)</div>			

Legend

Items that have been changed reflect one of the following states:

Added

Updated

Removed

Submitting your return

Once all your assets have been entered, you will hit the gray submit button at the top which will take you to the taxpayer declaration page.

On the Taxpayer's declaration page, you will fill in all the boxes and click the Agreement box and submit.

Once you have submitted you will receive an email that you have submitted, and your dashboard will show your account highlighted in green. You can print the asset list that you submitted from your dashboard.

Personal eFiling [Overview](#) [Schedule 5B](#) [Submit](#) Account 999999 (TEST TRUCK)

Schedule 5B - Small hand tools

Report all small hand tools and non power tools not reported elsewhere. Enter your best estimate of real market value total as of January 1.

Order By: Original Order

No Location Specified

Action	Description	Modification	Owner's RMV
	UTENSILS		\$1,500
+ Add Item (No Location Specified)			

Legend
Items that have been changed reflect one of the following states:
+ Added
✓ Updated
✗ Removed

Taxpayer's declaration

Name of firm/owner
TEST TRUCK

Assumed business name of firm assessed
TEST TRUCK BURGERS

Telephone no. (555) 555-5555 Fax no. (555) 555-5555

Mailing Address
TEST TRUCK
4500 SW RESEARCH WAY
CORVALLIS OR 97330

This return is being filed for
Individual

Signature

Under the penalties described in ORS 305.990(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 a.m., January 1 has been reported.

Agreement
☒ Agree to the Above Statement

Agreement Date
12/04/2025

Name of person signing return
CRYSTAL

Title
OWNER

Person completing return
FLOWERS

Telephone no.
5555555555

[Submit](#)

Made an error?

If you have made an error or forgot something once you have submitted your return, please reach out to our office and we will help you reopen your return.

Contact Us

If you have lost your authorization letter or have filing questions, please contact:

Benton County Department of Assessment
via email:

Personal.property@bentoncountyor.gov

Or telephone:

541-766-6269



At your service,
every day.



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Benton County