



November 22, 2022

NOTICE TO ALL TITLE COMPANY USERS

CHANGE TO USER AGREEMENT FOR ACCESS TO TELLER COUNTY ONLINE SYSTEMS

WRITTEN ACKNOWLEDGEMENT REQUIRED FOR CONTINUED ACCESS

Dear Sir/Ma'am:

On December 1, 2022, the Teller County Treasurer's Office will be initiating a new online payment platform through our payment vendor, AutoAgent, called, iPayments. For our Title Company partners, this change will be largely transparent. With the exception of a new link at the top of our opening page, directing you to the normal Title Company Login page, your processes for obtaining a Certificate of Taxes Due through our online platform will remain otherwise unchanged.

However, there is one significant policy consideration that is critical to be understood. In recent weeks, we found that Title Companies are able pay property taxes on specific accounts through their password-enabled account, even if online payments have been disabled for all other users. **This practice is contrary to the intent of Title-Company-Specific access to our system and must end immediately. Beginning December 1, 2022, the only online property tax payments authorized by Teller County are via the "Pay Taxes Now" link at our website's opening and subsequent use of the AutoAgent payment platform.**

Please sign the acknowledgement at the back of this page and return the entire letter to us at PO Box 367, Cripple Creek, CO 80813, as soon as possible. If you wish to retain a copy of this agreement, you may make a photocopy. **You do not need to acknowledge this letter for every occasion of account access. One copy on file for each Title Company with the Teller County Treasurer is sufficient.**

BE ADVISED OF THE FOLLOWING:

If we do not receive your written acknowledgement of this policy by December 30, 2022, we will suspend your company's online, password-enabled access on January 2, 2023 until acknowledgement is received. The only way you will be able to receive a Certificate of Taxes Due will be through a written request to our office with prepayment of associated fees.

If we receive an online payment for any account's taxes from a Title Company after December 1, 2022, we will cancel that company's online, password-enabled access immediately and indefinitely, and refund all funds in your associated account within 30 days. The only way you will be able to receive

a Certificate of Taxes Due will be through a written request to our office with prepayment of associated fees.

I respectfully remind our partners that access to our systems is a professional courtesy that we extend to you in order to make your processes easier, and that this courtesy should not and cannot be used beyond its intent.

I appreciate your attention in this matter and please feel free to call me if you have any questions, 719-689-2985.

Respectfully,



Mark G. Czelusta
Treasurer and Public Trustee
Teller County Colorado

I hereby acknowledge this letter on behalf of _____

(Name and Address of Title Company)

Signature: _____

Printed Name: _____

Date Signed: _____