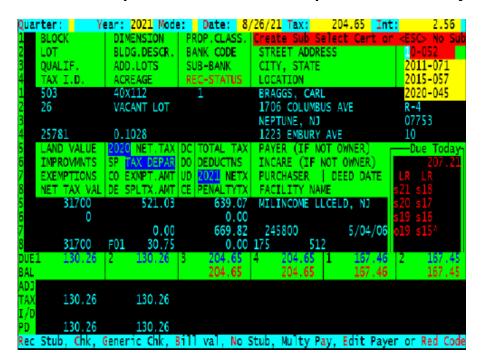
Auto-post Subsequent Lien - Taxes Only

- 1. Bring up the B&L.
- 2. Select 1 for post, you will be given a list of certs to select from, *if you do not wish to create a subsequent for this transaction press the* <esc> key.



3. My choices are 10-052, 2011-071, 2015-057, or 2020-045, for this example I will choose 2020-045, by using the <down_arrow> key and highlighting 2020-045



<- Selected Certificate Highlighed in Red Note: If there is only certificate press <enter> to select it. If you do not want to create a subsequent record for a lien press <esc> and no subsequent record will be created.

4. After the certificate is highlighted press the <enter> key to select.



- 5. You may now post and receipt per the normal process.
- 6. The resulting subsequent lien record.

