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JEFFERSON COUNTY CLERK

# Delinquent Tax Bill Search

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CCLIX+ INSTRUCTION MANUAL

We believe all citizens  
deserve **VIP** service!



# Official Guide to Navigating the Public Bill Search System

Welcome to the official guide for navigating the Public Bill Search system. This guide is designed to assist you in efficiently locating and reviewing details about your bills. Beginning October 1st, we will be transitioning from our previous software, Tax Master, to the innovative and modernized CCLIX+ system.

Owned and expertly supported by Software Management, LLC, right here in Jefferson County, CCLIX+ has a well-established reputation for effectively assisting Kentucky clients with delinquent property tax processing. This transition marks a pivotal step in enhancing our service delivery and operational efficiency.

## Key Transition Details

The transition to CCLIX+ will officially take effect on October 1st. From this date, all delinquent property tax information will be accessible exclusively through the CCLIX+ platform. This change is set to bring numerous benefits to our users, including:

**Enhanced Efficiency:** Streamlined processes that reduce wait times and improve response rates.

**Greater Reliability:** Robust system architecture that ensures consistent and dependable access.

**Improved Features:** Advanced tools for managing delinquent property tax information with ease.

This upgrade aligns with our commitment to providing VIP service to property owners, investors, and the broader community. The CCLIX+ platform offers a more user-friendly experience that reflects the high standards expected from the Jefferson County Clerk's Office.

Throughout this transition, our dedicated team will ensure a seamless changeover with minimal disruption to services. We appreciate the community's understanding and are excited about the enhanced capabilities that the CCLIX+ system will offer.



## Agenda

- Understand how to access the Public Bill Search system
- Learn to select the correct county for your search
- Choose the most effective search method for your needs
- Enter the necessary information to refine your search
- Execute the search and review your bill details

## Step-by-Step Instructions

### 1. Access the Public Bill Search Page:

- Launch your preferred web browser.
- Enter the following URL in the address bar: <https://cclix.us/Public/DTAX/Bills/Search>.
- Press "Enter" to open the Public Bill Search page.

### 2. Select the Appropriate County:

- Locate the County Dropdown menu.
- Select "Jefferson County" from the list of available options to narrow your search to that region.

### 3. Choose Your Search Method:

Decide on the most applicable method for your search. Options include:

- Bill Number
- Map ID
- Owner Name
- Property Address
- Additional fields provided by the system

### 4. Enter Your Information:

- Input the relevant information based on your chosen search method.
- For specific fields like Map ID or Bill Number, ensure accuracy by double-checking your entries.
- When searching by name or address, provide comprehensive details to enhance your search results.

### 5. Initiate the Search:

- Click the "Search" button to commence the process.
- A list of bills corresponding to your search criteria will be displayed.



## 6. Review Bill Details:

- Identify the particular bill you wish to examine from the list.
- Click on the "Navigations" button, then select "View" to access detailed information.
- This will provide you with essential data such as property information, tax year, amounts due, and payment history.

7. By adhering to these official guidelines, you will be well-equipped to locate and analyze the specifics of your bills efficiently and effectively. **Access the Public Bill Search Page:** Open your web browser and enter the following URL:  
<https://cclix.us/Public/DTAX/Bills/Search>.

The screenshot shows a web form titled "Search Criteria" with a search icon in the top right corner. The form is organized into several sections:

- Search Criteria:** This section contains multiple input fields and dropdown menus arranged in two rows. The first row includes "County" (a dropdown menu with "Jefferson" selected), "Bill Number", "Tax Year" (a dropdown menu with "Select Tax Year"), "Map id", "Start Date" (a date picker with "M/d/yyyy"), and "End Date" (a date picker with "M/d/yyyy"). The second row includes "Owner", "Purchaser" (a dropdown menu with "Select Purchaser"), "Bill Type" (a dropdown menu with "Select Type"), "Bill Status" (a dropdown menu with "Select Status"), "Lien Status" (a dropdown menu with "Select Lien Status"), and "District" (a dropdown menu with "Select District").
- Flags:** A section with a "Select Flags" dropdown menu.
- Property Address:** This section contains input fields for "Address 1:", "Address 2:", "Address 3:", "City:", "State:" (a dropdown menu with "Select State"), and "Zip Code:".
- Mailing Address:** This section contains input fields for "Address 1:", "Address 2:", "Address 3:", "City:", "State:" (a dropdown menu with "Select State"), and "Zip Code:".

At the bottom of the form, there are two buttons: a blue "Search" button and a grey "Reset" button.