

Instructions for Filing for Exemptions using SmartFile

- Go to the Lake County website, lakecountyil.gov
 - Hover over the “Departments” tab near the top of the page
 - Click on “Chief County Assessment Office”
 - Click on the “SmartFile E-Filing Portal” near the center of the page
- The “SmartFile E-Filing Portal” will open up a new tab or window
- Create an account or log in if you have previously created one
- Click on the exemption you are applying for
- Search for your property then begin filing
 - When you are searching for your property, please be sure to omit the dashes in your PIN
- Follow the prompts on the screen and answer the questions accordingly
 - Anything with a red asterisk is a required field
- Once each page is completed, click “Next”
- Upload required documents (ID, trust documentation, proof of disability etc.)
- Submit