

To Release Sales to DRA

1. On the home tab select your desired town and equalization year (Careful as EQ year defaults to current calendar year)



NH Department of Revenue Administration
Assessment Web Portal

Home Verify Questions Ratio Study

Home (Easton 2012)

Easton 2012 ← Select Equalization Year (2013)

 **Verify**
Verify Sales and Link to CAMA Records
Action: Complete Verification & Release to DRA [Continue](#)

 **Questions**
Answer Questions About Sales [Continue](#)

2. Next click on the link below verify to release your sales to DRA.



NH Department of Revenue Administration
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Home Verify Questions Ratio Study

Home (Easton 2012)

Easton 2012

 **Verify**
Verify Sales and Link to CAMA Records
Action: Complete Verification & Release to DRA ← Click the Link to release [Continue](#)

 **Questions**
Answer Questions About Sales [Continue](#)

3. Note:

- a. You will not be able to edit your sales once they are released. You will be able to view them by going to the report tab and selecting sales list from available reports.
- b. If you need to correct information for all sales or a particular sale DRA can release all or individual sales back for editing.