

ON-LINE PAYMENT INSTRUCTIONS

1. DO NOT TRY TO SET-UP AN ACCOUNT.
2. LOCATE THE ACCOUNT USING THE **PROPERTY SEARCH OPTIONS**.
3. CHOOSE A PARCEL FROM THE LIST. ALL PARCELS UNDER AN OWNER NUMBER WILL BE ADDED ON THE NEXT PAGE. EACH OWNER NUMBER WILL HAVE TO BE PAID SEPARATE.
4. THE NEXT SCREEN WILL BE **PROPERTY DETAILS** (in the orange box). CLICK ON THE **TAX SUMMARY BOX**.
5. ON THIS PAGE CHOOSE THE FIRST BLACK BOX TO PAY THE CURRENT PARCEL, CHOOSE THE SECOND BLACK BOX TO ADDED ALL PARCELS TOGETHER THAT IS UNDER THE OWNER NUMBER OF THE PARCEL THAT IS ON THE CURRENT SCREEN.
6. THEN CHANGE **PAID BY** IF NECESSARY, CHOOSE **FULL PAYMENT** OR **PARTIAL PAYMENT**, **CREDIT CARD** OR **E-CHECK**, AND THEN CLICK ON **CONTINUE**.
7. NEXT YOU WILL BE REDIRECTED TO THE PAYMENT INFO PAGE AND WILL ENTER THE CREDIT CARD OR E-CHECK INFORMATION.