

How to Make a Tax Payment

If you have questions or need assistance, please contact your County or Municipality Treasurer’s Office.

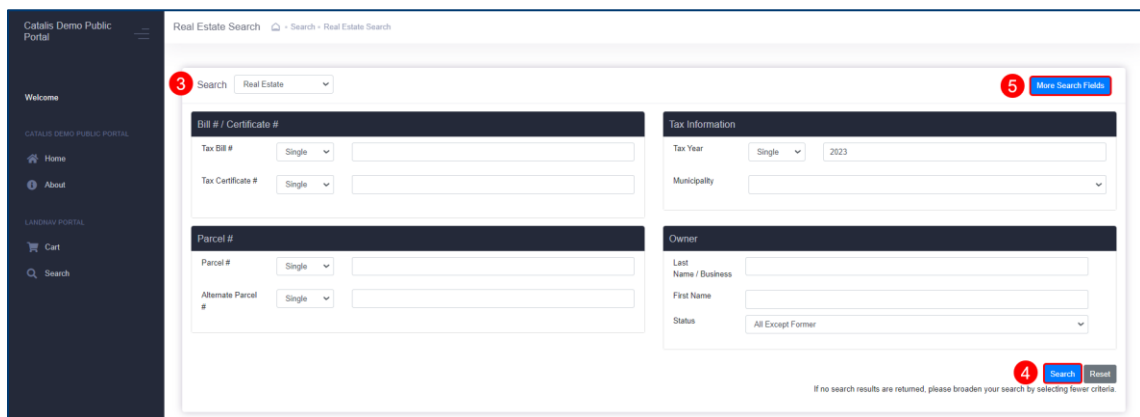
Review the Information on the Landing Page

1. On the landing page, review the Terms & Conditions.
2. In the ‘Guest Sign In’ window, click the “Accept and Sign In” button.



Search for the Property

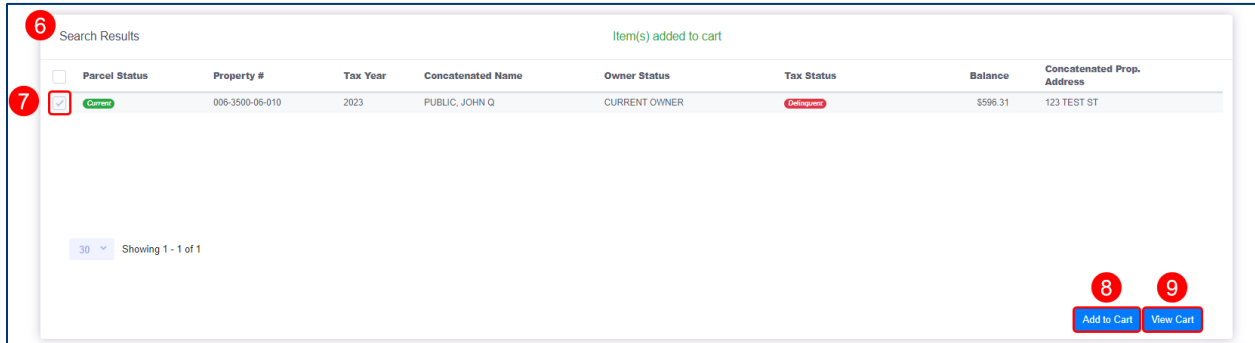
3. On the Search screen, use some, or all, of the fields to search for the property.
 - o **Note:** *Entering fewer criteria when searching will return more results. Remember: “Less is more.”*
4. Click the “Search” button to conduct the search.
 - o **Note:** *Click the “Reset” button to clear-out the Search screen.*
5. (Optional): Click the “More Search Fields” button to display more search fields.



Please Note: The instructions provided in this document use the Catalis Demo Public Portal. Any resemblance to real data is purely coincidental and is provided solely for demonstration purposes.

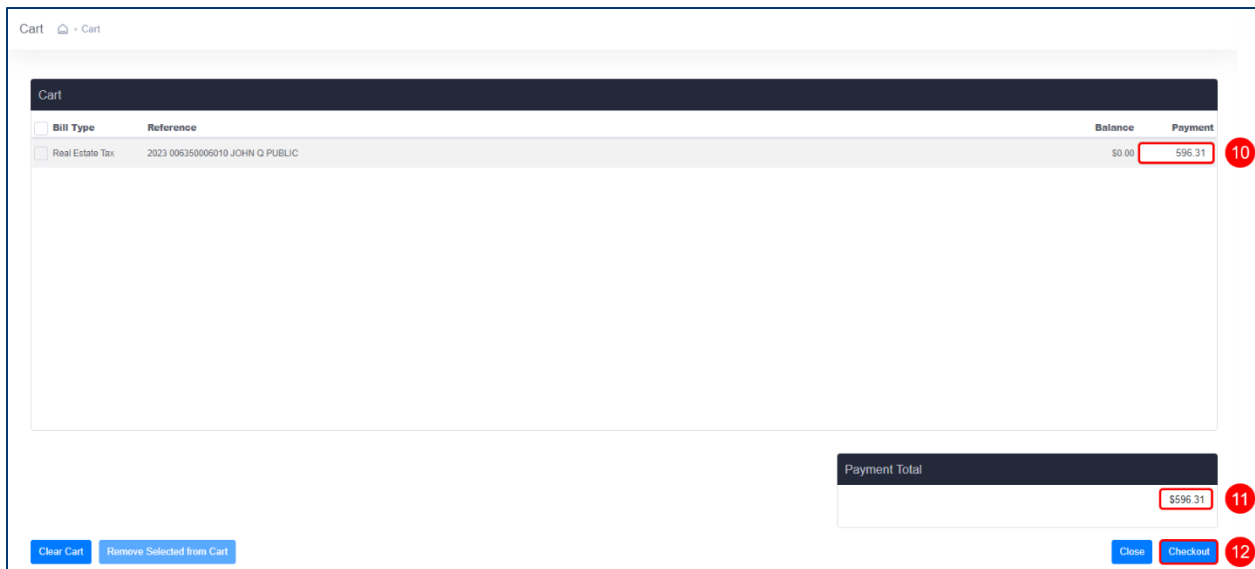
Review the Search Results and Add to Cart

6. In the 'Search Results' window at the bottom, review the list of properties.
7. Check the checkbox to select the properties to be paid.
8. Click the "Add to Cart" button to add the properties to the Cart.
 - o **Note:** You can also search for more properties and add them to the cart by repeating steps #3 - #8.
9. Click the "View Cart" button to go to the Cart.
 - o **Note:** Once added, a notification is displayed at the top of the 'Search Results' window.



Checkout

10. (Optional): Adjust the amount of the payment, if necessary.
 - o **Note:** The system does not allow overpayments.
11. Review the Payment Total to ensure the amount is correct.
12. Click the "Checkout" button to proceed.

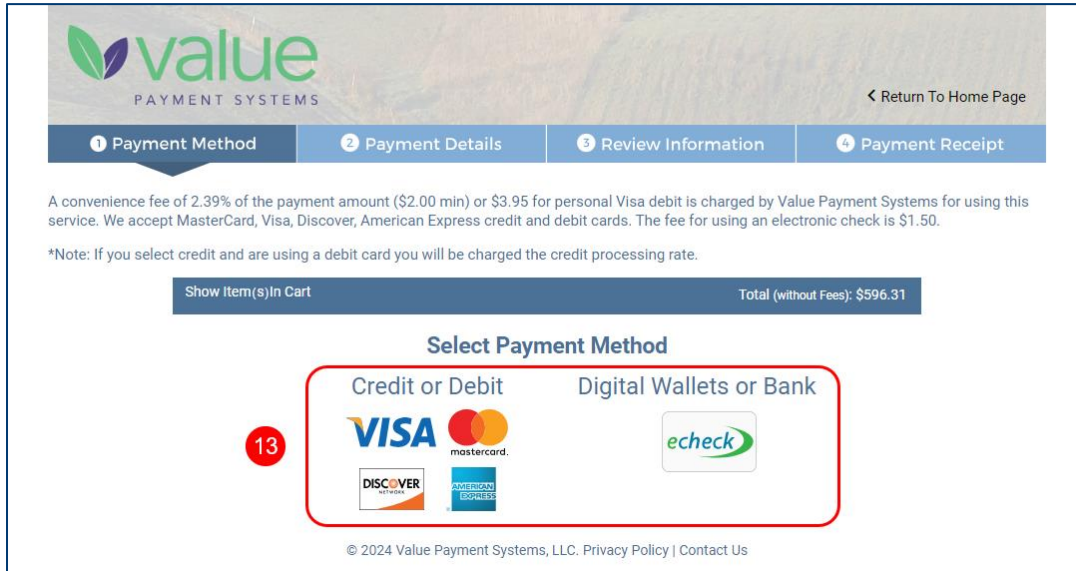


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Enter your Payment Information

Payment Method tab:

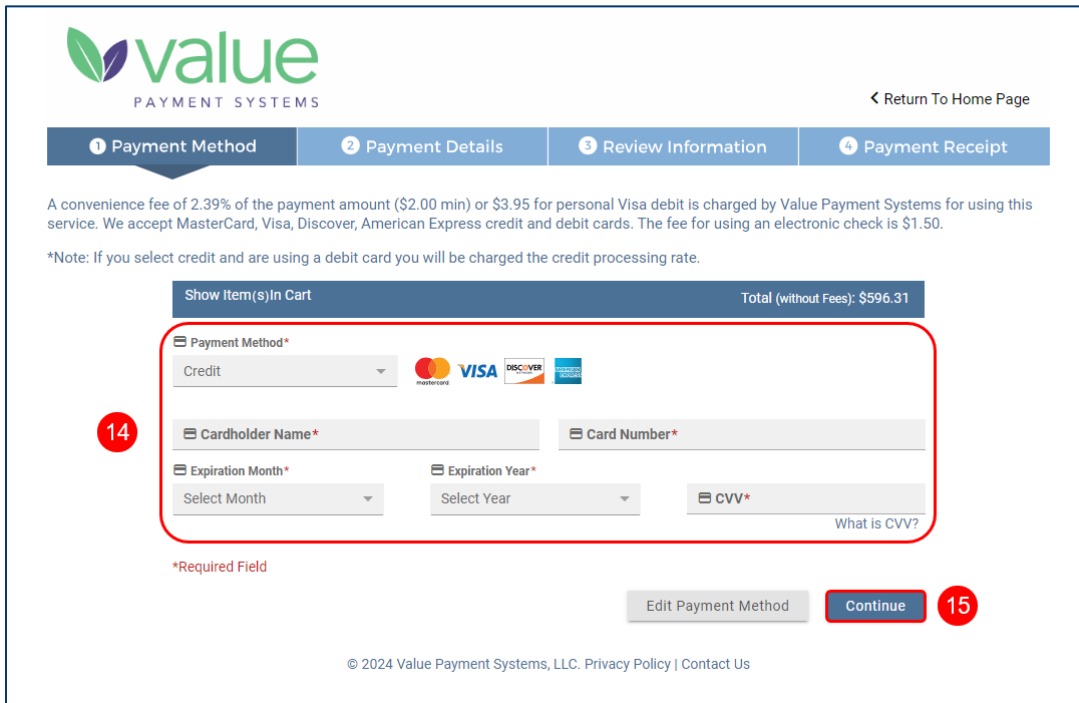
13. On the ‘Payment Method’ tab, select the desired payment method by clicking the related icon.



14. Enter your payment information on the screen using the different fields.

- o **Note:** Fields denoted with an asterisk (*) are required.

15. Click the “Continue” button to proceed to the ‘Payment Details’ tab.



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Payment Details tab:

16. On the 'Payment Details' tab, enter the cardholder's information using the different fields.
 - o **Note:** Fields denoted with an asterisk (*) are required.
17. Click the "Continue" button to proceed to the 'Review Information' tab.

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PAYMENT SYSTEMS

Return To Home Page

1 Payment Method 2 Payment Details 3 Review Information 4 Payment Receipt

A convenience fee of 2.39% of the payment amount (\$2.00 min) or \$3.95 for personal Visa debit is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, Discover, American Express credit and debit cards. The fee for using an electronic check is \$1.50.

*Note: If you select credit and are using a debit card you will be charged the credit processing rate.

Show Item(s) In Cart Total (without Fees): \$596.31

Payment Details

Check this if card address is international.

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First Name* Last Name*

Address* Address Continued

City* State* Zip*

Phone Number* Email Address*

*Required Field

Edit Payment Method Continue 17

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Review Information tab:

18. On the 'Review Information' tab, review the payment information, including the payment details.
19. Review the Terms and Conditions.
20. Click the "Accept Terms and Process Payment" button to complete the transaction.

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PAYMENT SYSTEMS

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1 Payment Method 2 Payment Details 3 Review Information 4 Payment Receipt

Show Item(s) In Cart Total (with Fees): \$603.76

18 Review Information

This is not a Receipt. Review your information and click the "Accept Terms and Process Payment" button to process your payment.

Account Information
Payment Type: MasterCard

Payment Details
Payment Amount: \$596.31
Convenience Fee: \$7.45*
Total Amount: \$603.76

Payment Method:
Card Number: XXXXXXXXXXXXX0775
Expiration date: 09/2026

Bill Payer Details
JOHN PUBLIC
123 TEST ST
TEST CITY, WI 55555

*A convenience fee (non-refundable) will be assessed based upon the final total amount processed for your payment method.

19 Terms and Conditions

This secure service is offered by Value Payment Systems in agreement with your payment entity. All payments are processed immediately, and the payment date and time are equal to the time you complete this transaction and receive a confirmation number. If your payment is unable to be processed, your payment liability will remain outstanding and you will be subject to any applicable penalties or interest. These obligations remain your sole responsibility. Value Payment Systems cannot issue refunds once your payment is processed and you receive a confirmation number..

Edit Payment Details Accept Terms and Process Payment **20**

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Payment Receipt tab:

21. If successful, a confirmation number is displayed on the screen.
22. (Optional): Click the “Print Receipt” button to generate a receipt to print for your records.
23. Click the “Continue” button to go back to the Public Portal.

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PAYMENT SYSTEMS

[← Return To Home Page](#)

1 Payment Method | 2 Payment Details | 3 Review Information | 4 **Payment Receipt**

Payment Receipt

Your transaction has been successfully completed!!

21 **Your Confirmation number is : 1000026182**

Transaction ID: 2407290947017154AFDB624072909470
Monday, 29 July 2024 09:54:17 [CST]

Items in Cart	
Real Estate Property Tax: 2023 006350006010 JOHN Q PUBLIC	\$596.31

Account Information
Payment Type: MasterCard

Bill Payer Details
JOHN PUBLIC
123 TEST ST
TEST CITY, WI 55555

Payment Details
Payment Amount: \$596.31
Convenience Fee: \$7.45*
Total Amount: \$603.76

Payment Method:
Card Number: XXXXXXXXXXXX0775
Expiration date: 09/2026

Please print this page for your records.

22 **Print Receipt** | 23 **Continue**

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