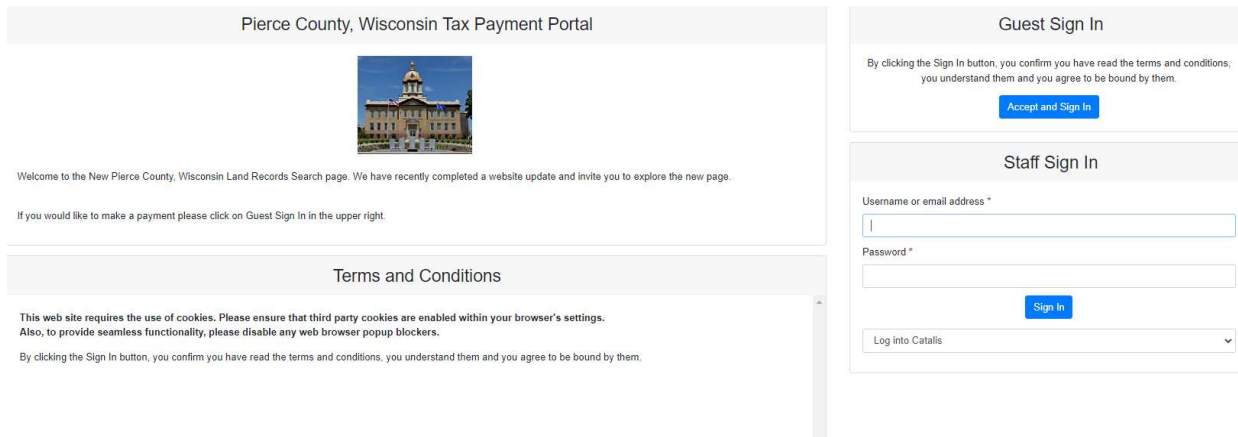


# Public Portal – How to Make a Tax Payment

Step 1: Open Public Portal in any internet browser.

Read through the Terms and Conditions and click blue tab to Accept and Sign in under Guest Sign In.



Step 2: Search for your property or tax bill using any of the following methods (Entering less is better when searching)

1. Property # (parcel number)
2. Owner (Last and First Name)
3. Address (House number and street name)
4. Tax Bill number (bill number from original Tax Bill)

Step 3: Add parcels to cart by clicking the check box on the left of the row (only ten parcels can be added)

Step 4: Click “View Cart”

Step 5: Click “Check Out”

Step 6: Checkout will take you to VPS site to enter payment information and process – click on your desired payment method to proceed and enter payment details.



[Return To Home Page](#)

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

A convenience fee of 2.39% (\$2.00 minimum) of the tax payment amount or \$3.95 for personal Visa debit is charged by Value Payment Systems for using this service. We accept American Express, Discover, MasterCard, Visa credit and debit cards and PayPal. The fee for echeck 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): \$2067.83
----------------------	---------------------------------

## Select Payment Method

Credit or Debit



Digital Wallets or Bank

