

# Public Portal – How to Make a Tax Payment

Step 1: Open the Public Portal in any internet browser.

• Read through the Terms & Conditions and click the blue "Accept and Sign In" button under Guest Sign In.

## Step 2: Search for your property or tax bill using any of the following methods

- *Note:* Entering less is more when searching
  - 1. Parcel # / Property #
  - 2. Owner (Last and First Name)
  - 3. Address (House # and Street Name)
  - 4. Tax Bill # (Bill number form the original Tax Bill)

#### Step 3: Review your Search Results and Add to the Cart.

• *Please Note:* The maximum is currently 10 parcels per transaction. If you want to pay for more than 10 parcels at a time, please contact your local Municipality Treasurer's Office or the County Treasurer's Office.

Step 4: Click 'View Cart'.

#### Step 5: Click 'Checkout'.

- Review your items and payment amount for the tax items.
- The Payment Total window will display the total amount of your payment for the entire transaction.
- Click "Checkout" to begin the checkout process.

### Step 6: Follow the on-screen prompts to complete Checkout.

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

			K Return To Home Page
1 Payment Method	2 Payment Details	3 Review Information	4 Payment Receipt
A convenience fee of 2.39% for credit c fee is \$2.00. We accept Discover, Mast payments is \$1.50. *Note: If you select credit and are using	erCard, Visa, and American Expres	s credit and debit cards, PayPal and e	
Show Item(s)In Cart			hout Fees): \$390.51
Select Payment Method			
Credit or Debit		Digital Wallets or Bank	
	VISA 🚺 📕	PayPal	0
		PayPal CREDIT	
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