

How to Make a Tax Payment

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

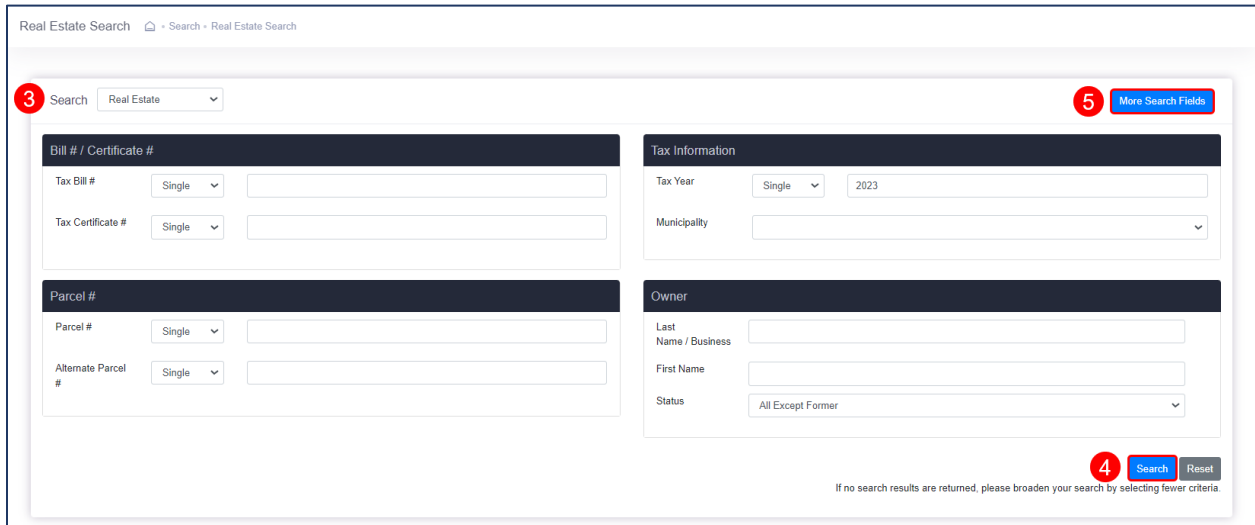
Review the Information on the Landing Page



1. On the landing page, review the Terms & Conditions.
2. In the 'Guest Sign In' window, click the "Accept and Sign In" button.

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.

Search for the Property



The screenshot shows the 'Real Estate Search' page. At the top left, there is a search bar with a dropdown menu set to 'Real Estate', marked with a red circle '3'. To the right of the search bar is a blue button labeled 'More Search Fields', marked with a red circle '5'. Below the search bar are four main sections: 'Bill # / Certificate #' with 'Tax Bill #' and 'Tax Certificate #' fields; 'Parcel #' with 'Parcel #' and 'Alternate Parcel #' fields; 'Tax Information' with 'Tax Year' (set to 2023) and 'Municipality' dropdown; and 'Owner' with 'Last Name / Business', 'First Name', and 'Status' (set to 'All Except Former') fields. At the bottom right, there are 'Search' and 'Reset' buttons, with the 'Search' button marked with a red circle '4'. A small note at the bottom reads: 'If no search results are returned, please broaden your search by selecting fewer criteria.'

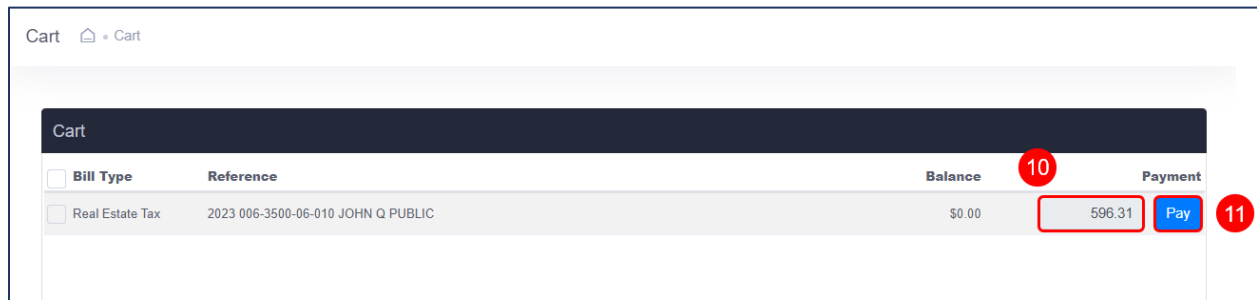
3. On the Search screen, use some, or all, of the fields to search for the property.
 - **Note:** Using fewer search fields will show more results. Remember: “Less is more.”
4. Click the “Search” button to conduct the search.
 - **Note:** Click the “Reset” button to clear-out the Search screen.
5. (Optional):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

Review the Search Results and Add to Cart

Parcel Status	Property #	Tax Year	Concatenated Name	Owner Status	Tax Status	Balance	Concatenated Prop. Address
Current	006-3500-06-010	2023	PUBLIC, JOHN Q	CURRENT OWNER	Delinquent	\$596.31	123 TEST ST

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:** Repeat steps #3 - #8 to search for more properties and add them to the cart. When added, the "Item(s) added to cart" message is displayed at the top of the Search Results.
9. Click the "View Cart" button to go to the Cart.

Checkout

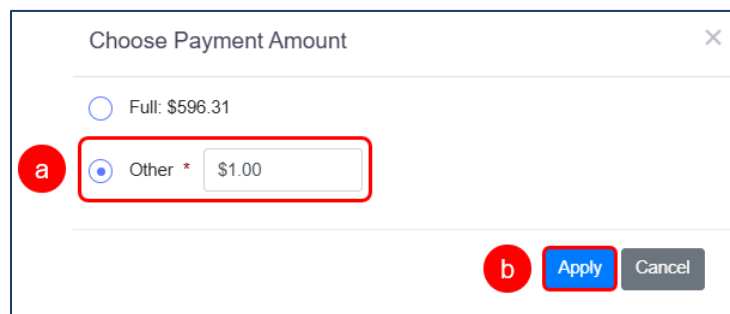


Bill Type	Reference	Balance	Payment
Real Estate Tax	2023 006-3500-06-010 JOHN Q PUBLIC	\$0.00	596.31

10. The amount due is displayed next to the “Pay” button.

11. (Optional): Click the “Pay” button to adjust the amount to be paid.

- o **Note:** The system does not allow overpayments.



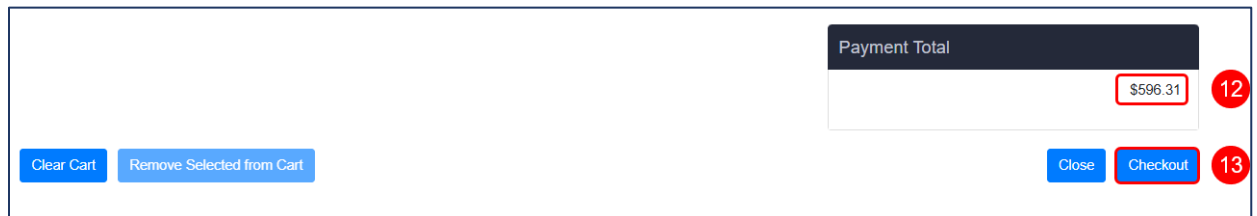
Choose Payment Amount

Full: \$596.31

Other * \$1.00

a. Select the “Other” option and enter the amount to be paid.

b. Click the “Apply” button to go back to the Cart.



Payment Total

\$596.31

12. At the bottom of the cart, review the Payment Total to ensure the amount is correct.

13. Click the “Checkout” button to proceed.

Enter your Payment Information

Payment Method tab:

14. On the 'Payment Method' tab, select the form of payment by clicking the icon.

15. Enter the payment information on the screen using the different fields.

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

16. Click the "Continue" button to proceed to the 'Payment Details' tab.

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Payment Details tab:

value
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.

17

First Name* Last Name*

Address* Address Continued

City* State* Zip*

Phone Number* Email Address*

*Required Field

Edit Payment Method Continue 18

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17. On the 'Payment Details' tab, enter the cardholder's information into the different fields.

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

18. Click the "Continue" button to proceed to the 'Review Information' tab.

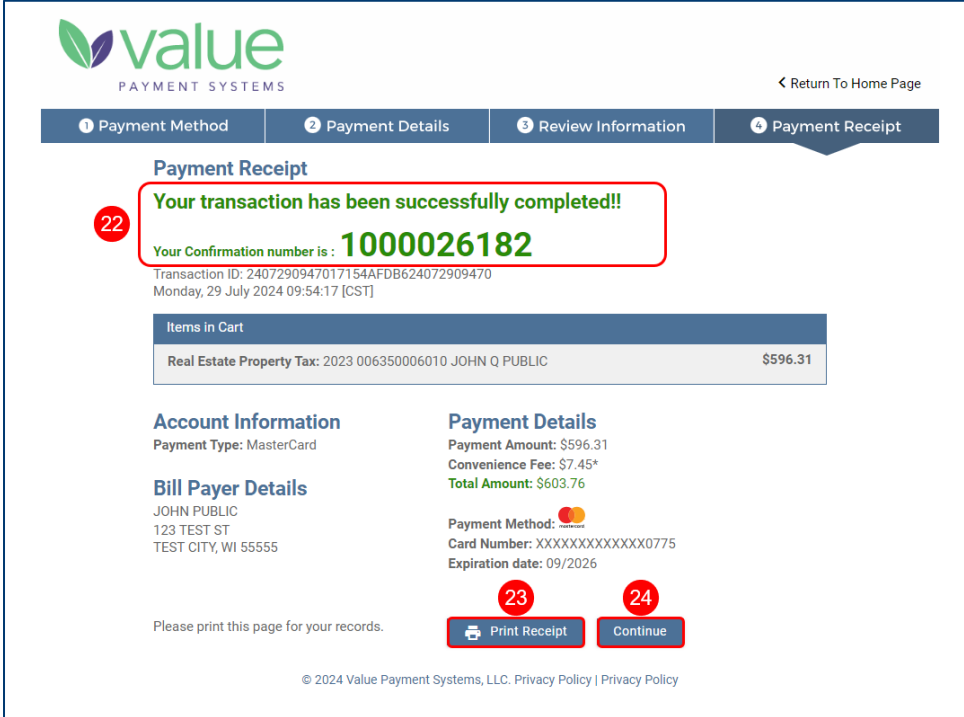
Review Information tab:

19. On the 'Review Information' tab, review the information, including the payment details.

20. Review the Terms and Conditions.

21. Click the "Accept Terms and Process Payment" button to complete the transaction.

Payment Receipt tab:



value
PAYMENT SYSTEMS

← Return To Home Page

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

Payment Receipt

22 Your transaction has been successfully completed!!

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

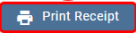

Bill Payer Details
JOHN PUBLIC
123 TEST ST
TEST CITY, WI 55555

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

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

Please print this page for your records.

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22. If successful, a confirmation number is displayed on the screen.

23. (Optional): Click the “Print Receipt” button to print a receipt for your records.

24. Click the “Continue” button to go back to the Public Portal.

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