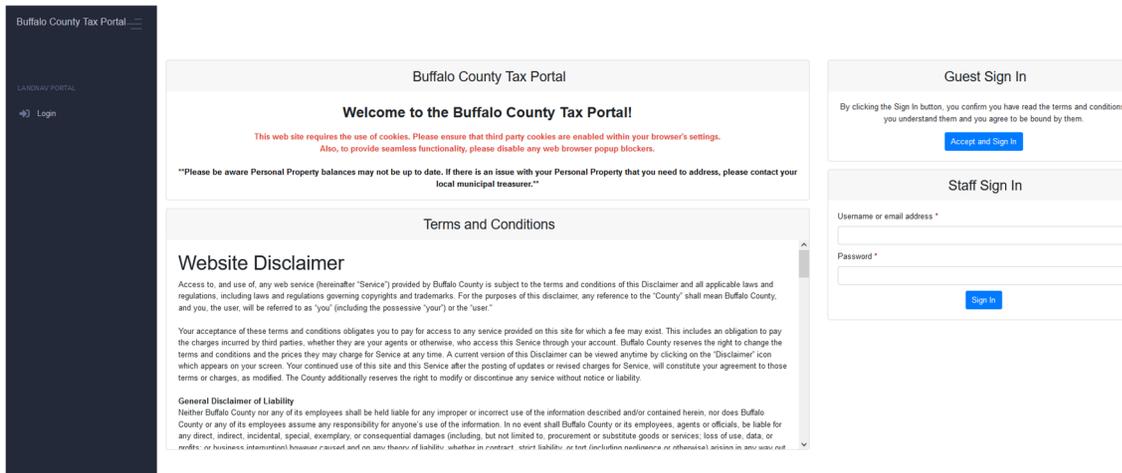


Public Portal – How to Make a Tax Payment

Step 1: Open Public Portal in any internet browser.

Read through 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 search)**

1. Property # (Parcel Number)
2. Owner (Last and First Name)
3. Tax Bill # (Bill number from original Tax Bill)

Step 3: Add Parcels to Cart **(only 10 parcels can be added at one time)**

Call the office if wanting to pay more than 10 parcel 608-685-6215

Step 4: Click View Cart

Step 5: Click Checkout

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

