

# 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 in a transaction, please contact the Douglas County Treasurer's Office at (715) 395-1348.

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.

			Return To Home Page
1 Payment Method	2 Payment Details	3 Review Information	4 Payment Receipt
A convenience fee of 2.39% for credit cards or \$3.95 for debit cards is charged by Value Payment Systems for using this service. The minimum card fee is \$2.00. We accept Discover, MasterCard, Visa, and American Express credit and debit cards, PayPal and eChecks. The fee for eCheck payments is \$1.50.			
"Note: If you select credit and are using a debit card you will be charged the Show Item(s)In Cart			thout Fees): \$390.51
Select Payment Method			
Credit or Debit		Digital Wallets or Bank	
	VISA 🚺	PayPal	k)
		PayPal CREDIT	
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