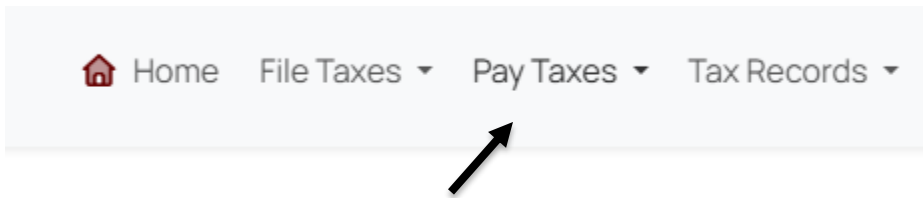


# **Quick Start Guide for Real Estate eServices**

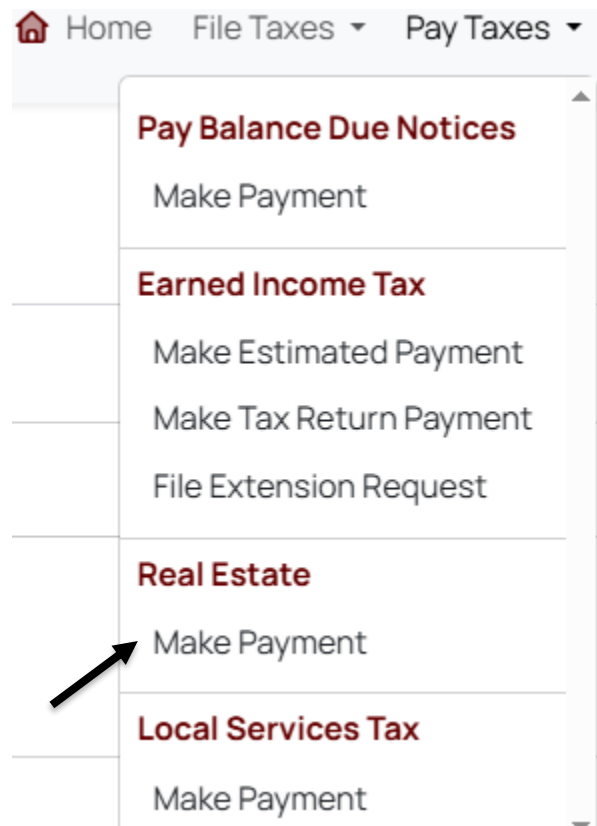
If you have not already done so please follow the Individual eServices Quick Start Guide to create your account and set-up your basic information.

# How to pay taxes online

1. Locate **Pay Taxes** in the top menu bar and click.



2. A drop down Pay Taxes menu will display where you can choose options for paying taxes. Under Real Estate click on **Make Payment**.



3. Select the tax year and parcel you wish to make a payment for by clicking the down arrows in each box.

## Make Property Tax Payment

Tax Year  
2026

Real Estate Parcel  
Select Real Estate Parcel ...



4. After you select both, your tax bill will appear at the bottom of the screen. Confirm the payment type and amount are correct. \*Please note the payment type will automatically default to the applicable timeframe. There is no need to change this.

### Annual Bill

Status: Unpaid

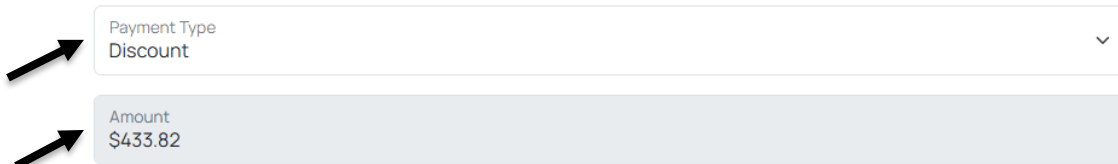
Period	Amount	Due Date	Late Amount
Discount	\$433.82	8/31/2026	N/A
Base	\$442.67	10/31/2026	N/A
Penalty	\$486.94	12/31/2026	N/A

or Installment Payments:

1st Installment	\$147.56	8/31/2026	N/A
2nd Installment	\$147.56	10/31/2026	\$162.32
3rd Installment	\$147.55	12/31/2026	\$162.31

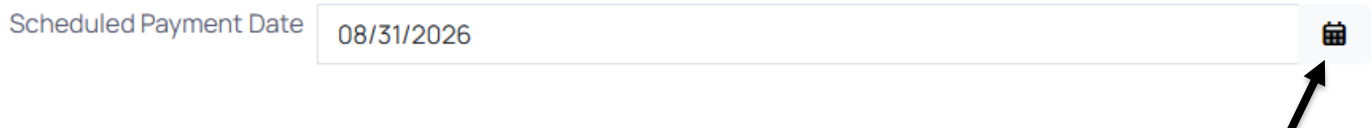
Payment Type  
Discount

Amount  
\$433.82

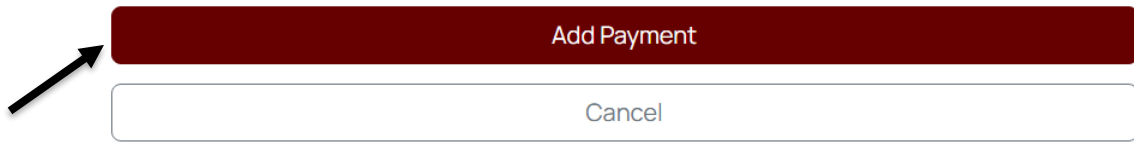


5. The Scheduled Payment Date automatically defaults to the due date. If you would like your payment to post earlier select the date using the calendar icon.

Scheduled Payment Date 08/31/2026



6. Click on **Add Payment**.



A screenshot of a modal dialog box. It features two buttons: a dark red button labeled "Add Payment" and a white button labeled "Cancel". A black arrow points to the "Add Payment" button from the left.

7. The screen will refresh and display that the payment has been added to your cart. At this point you can choose to add additional payments or proceed to the cart and begin the checkout process.

## Property Tax

Payment(s) Added to Cart



## Make Property Tax Payment

Tax Year  
2026



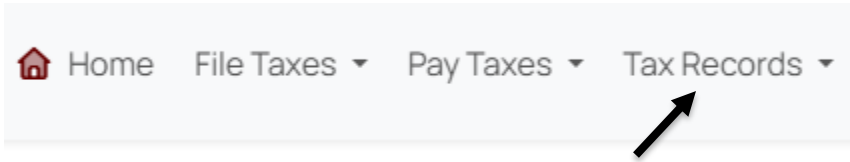
Real Estate Parcel  
Select Real Estate Parcel ...



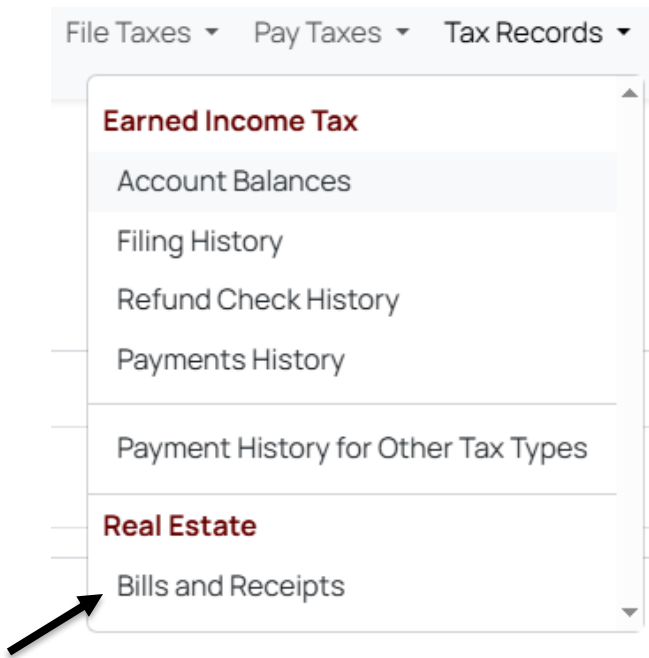
Cancel

# How to access bill records

1. Locate **Tax Records** in the top menu bar and click.



2. A drop down Tax Records menu will display where you can choose options for tax documents. Click on **Bills and Receipts** under Real Estate.



3. Select the parcel that you would like to access.


Real Estate

Look Up Real Estate Bills

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Real Estate Parcel  
Select Real Estate Parcel ...

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A black arrow points from the bottom center towards the 'Real Estate Parcel' dropdown menu.

4. The tax history will display for current and previous years.

### Bills

Tax Year	Bill Date	Base Amount	Bill Type	Status
2026	7/1/2026	\$442.67	Annual	Mailed
2025	7/1/2025	\$428.03	Annual	Turned Over For Collections
2024	7/1/2024	\$451.39	Annual	Paid in Full

5. Under Action you will be able to select to View Bill/View Tax Receipt.

Bill Type	Status	Action
Annual	Mailed	<a href="#">View Bill</a>
Annual	Turned Over For Collections	<a href="#">View Bill</a>
Annual	Paid in Full	<a href="#">View Bill</a> <a href="#">View Tax Receipt</a>

