

## **How to Pay Utility Bill Online – New Accounts**

1. Click “Pay Bills Online” or “Pay a Bill”
2. Click “Register” under Account on the left-hand side in the menu or in the dropdown selection in the upper right corner.
3. Fill in the required fields, then click “Create Account”
4. Check the registered e-mail address for an activation link.
5. Click on the link in your e-mail message or paste the URL into web browser’s address bar.
6. Click “Activate Account”
7. Click the link to use your User Name and Password to log in.
8. Enter your User Name and Password, then click “Sign In”
9. On the left-hand side, select “Utility Billing Search”
10. Type in Last Name that appears on the bill, the Service Address, Parcel Number or Utility Bill Account Number, then click “Search”
11. Select your account
12. Click on the corresponding response to property owner type
13. Click “Pay Now”
14. Click “Make Payment”
15. Click “Checkout”, then continue to follow the prompts to enter all payment information
16. Click “Submit” to process your payment

## **How to Pay Taxes Online – New Accounts**

1. Click “Pay Bills Online” or “Pay a Bill”
2. Click “Register” under Account on the left-hand side in the menu or in the dropdown selection in the upper right corner.
3. Fill in the required fields, then click “Create Account”
4. Check the registered e-mail address for an activation link.
5. Click on the link in your e-mail message or paste the URL into web browser’s address bar.
6. Click “Activate Account”
7. Click the link to use your User Name and Password to log in.
8. Enter your User Name and Password, then click “Sign In”
9. On the left-hand side, select “Current Tax Search”
10. Type in Last Name that appears on the bill, the Property Address, or Parcel Number, then click “Search”
11. Select your account
12. Click on the corresponding response to property owner type
13. Click “Pay Now”
14. Click “Pay Summer Taxes” or “Pay Winter Taxes” (depends on which you are paying)
15. Click “Checkout”, then continue to follow the prompts to enter all payment information
16. Click “Submit” to process your payment

### **How to Pay Utility Bills Online – Registered Accounts**

1. Login using the registered User Name and Password.
2. On the left-hand side, select “Utility Billing Search”
3. Type in Last Name that appears on the bill, the Service Address, Parcel Number or Utility Bill Account Number, then click “Search”
4. Select your account
5. Click “Pay Now”
6. Click “Make Payment”
7. Click “Checkout”, then continue to follow the prompts to enter all payment information
8. Click “Submit” to process your payment

### **How to Pay Taxes Online – Registered Accounts**

1. Login using the registered User Name and Password
2. On the left-hand side, select “Current Tax Search”
3. Type in Last Name that appears on the bill, the Property Address, or Parcel Number, then click “Search”
4. Select your account
5. Click “Pay Now”
6. Click “Pay Summer Taxes” or “Pay Winter Taxes” (depends on which you are paying)
7. Click “Checkout”, then continue to follow the prompts to enter all payment information
8. Click “Submit” to process your payment

### **How to Save a Favorite Record**

Once you have logged in to your account and found your address, there will be three tabs on the main page:

- Property Information
- Tax Information
- Utility Billing Info.

At the top of each of these pages, there is a blue link that says “Click here to add this parcel/account to your favorite records for easy access on your next visit...”

Click that link to save your parcel and/or account to your Favorite Records.

Favorite Records can be accessed using the dropdown feature in the upper right-hand corner.