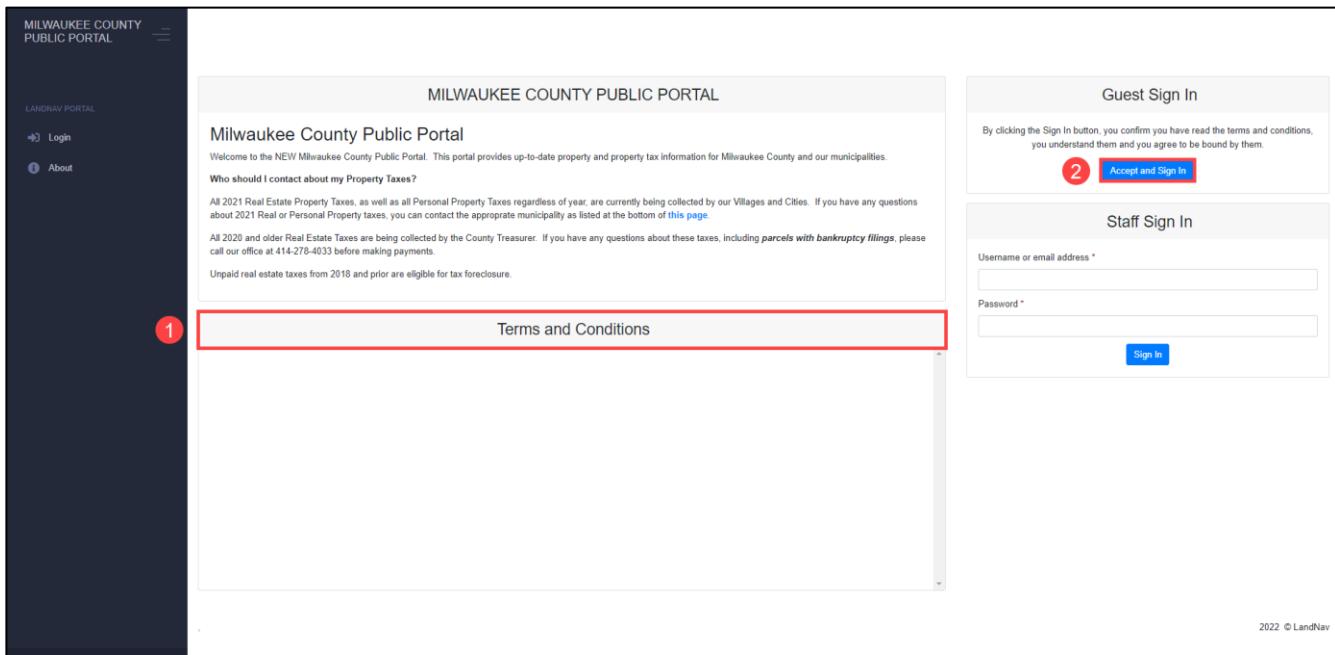


# Public Portal – How to Make a Tax Payment

Step 1: Open the Public Portal in any internet browser.

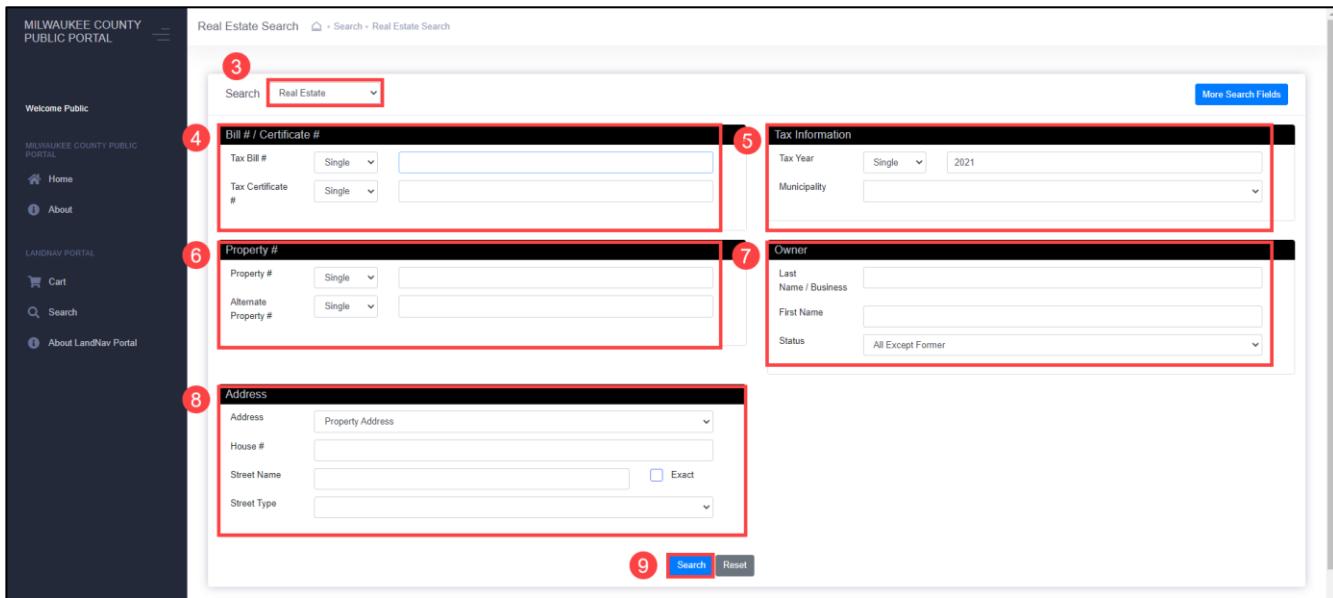
- *Note: In this example, we are using Milwaukee County's Public Portal.*

1. Read through any Terms & Conditions that appear on the homepage.
2. In the "Guest Sign In" window, click "Accept and Sign In."



Step 2: Search for your property or tax bill using any of the following methods (see #3-8).

- *Please Note: You do not need to use all of the following search options.*
- *Tip: If you are experiencing difficulty when searching, try simplifying your search.*



### 3. Search:

- This is a drop-down menu. Select the appropriate type of record from the list.
- *Note: This will default to “Real Estate.”*

### 4. Bill # / Certificate #:

- Enter either your Tax Bill number or your Tax Certificate number in the text boxes provided.

### 5. Tax Information:

- Tax Year: This is a drop-down menu. You may leave this on “Single” to search for a single tax year or select “Range” and enter a range of tax years.
- Municipality: Narrow-down your search results by selecting your municipality from the drop-down list.

### 6. Property #:

- Enter either your Primary Parcel number or your Alternate Parcel number in the appropriate text box provided.

### 7. Owner:

- Last Name / Business: Enter the Last Name or Business Name on the tax record.

- First Name: Enter the First Name on the tax record.
- Status: Select the appropriate option from the drop-down list.

**8. Address:**

- Address: Select the appropriate Address type from the drop-down menu.
- House #: Enter only the house number in this field.
- Street Name: Enter only the street name in this field.
- Street Type: Select the appropriate type of street from the drop-down.
- Exact: Check this checkbox to find only exact matches to the information you entered in the other address areas.

## 9. Click “Search.”

### Step 3: Review your Search Results and Add to the Cart.

10. The list of results will be displayed in the window below. Scroll down the screen to find the record for the tax year in question.

11. Check the checkbox for the tax record you want to pay.

12. Click “Add to Cart.”

MILWAUKEE COUNTY PUBLIC PORTAL

Welcome Public

MILWAUKEE COUNTY PUBLIC PORTAL

Home

About

LANDNAV PORTAL

Cart

Search

About LandNav Portal

Real Estate Search  Real Estate Search

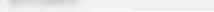
House #

Street Name   Exact

Street Type

Search Results

<input type="checkbox"/>	Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
<input type="checkbox"/>	Current							\$0.00		
<input checked="" type="checkbox"/>	Current							\$0.00		
<input type="checkbox"/>	Current							\$1,827.37		
<input type="checkbox"/>	Current							\$1,827.37		
<input type="checkbox"/>	Current							\$0.00		
<input type="checkbox"/>	Current							\$0.00		
<input type="checkbox"/>	Current							\$0.00		
<input type="checkbox"/>	Current							\$5,682.32		
<input type="checkbox"/>	Current							\$5,682.32		
<input type="checkbox"/>	Current							\$0.00		

Showing 1 - 10 of 112 





2022 © LandNav

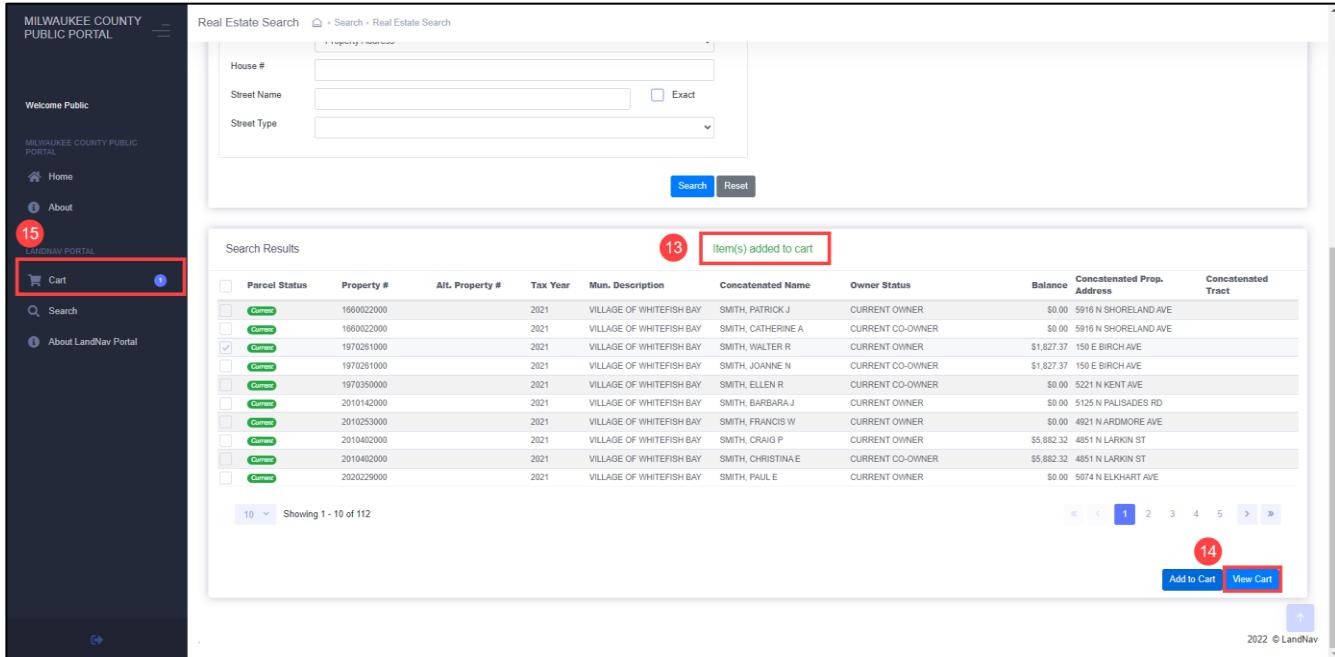
## Step 4: Navigate to the Cart.

13. If the item has been successfully added to the cart, you will see the “Item(s) added to cart” notification.

14. Click the “View Cart” button at the bottom to go to the cart.

15. Alternatively, click the “Cart” in the Navigation menu on the left.

- If you have item(s) in the cart, you will see a number, as shown in the next screenshot.



Real Estate Search ↳ Search > Real Estate Search

House #  Street Name  Street Type  Exact

Search Results

Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
Current	1660022000		2021	VILLAGE OF WHITEFISH BAY	SMITH, PATRICK J	CURRENT OWNER	\$0.00	5916 N SHORELAND AVE	
Current	1660022000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CATHERINE A	CURRENT CO-OWNER	\$0.00	5916 N SHORELAND AVE	
Current	1970261000		2021	VILLAGE OF WHITEFISH BAY	SMITH, WALTER R	CURRENT OWNER	\$1,827.37	150 E BIRCH AVE	
Current	1970261000		2021	VILLAGE OF WHITEFISH BAY	SMITH, JOANNE N	CURRENT CO-OWNER	\$1,827.37	150 E BIRCH AVE	
Current	1970350000		2021	VILLAGE OF WHITEFISH BAY	SMITH, ELLEN R	CURRENT CO-OWNER	\$0.00	5221 N KENT AVE	
Current	2910142000		2021	VILLAGE OF WHITEFISH BAY	SMITH, BARBARA J	CURRENT OWNER	\$0.00	5125 N PALISADES RD	
Current	2910253000		2021	VILLAGE OF WHITEFISH BAY	SMITH, FRANCIS W	CURRENT OWNER	\$0.00	4621 N ARDMORE AVE	
Current	2910402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CRAIG P	CURRENT OWNER	\$5,882.32	4851 N LARKIN ST	
Current	2910402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CHRISTINA E	CURRENT CO-OWNER	\$5,882.32	4851 N LARKIN ST	
Current	2020299000		2021	VILLAGE OF WHITEFISH BAY	SMITH, PAUL E	CURRENT OWNER	\$0.00	5074 N ELKHART AVE	

Showing 1 - 10 of 112 1 2 3 4 5 > >>

Add to Cart View Cart

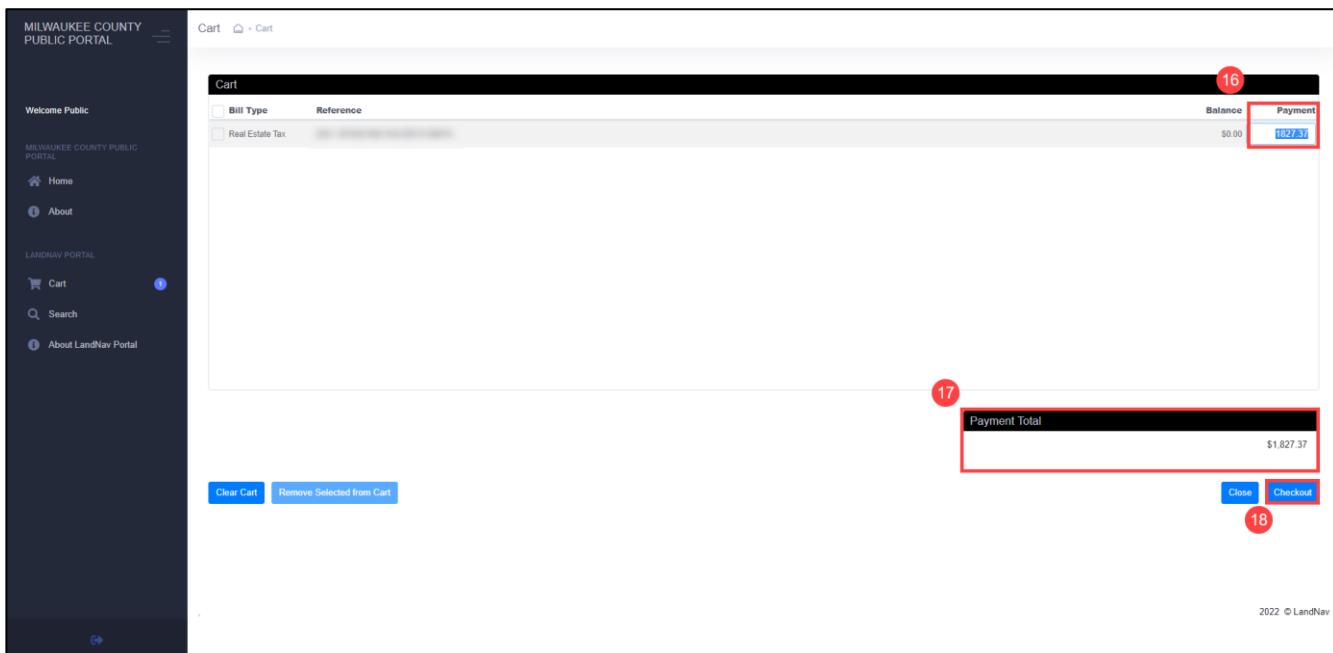
## Step 5: Begin the Checkout Process.

16. Review your items and payment amount for the tax items.

- **Please Note:** The “Balance” column will show “0.00” if you are making a full payment. This means that the remaining balance for these item(s) will be \$0.00, once the transaction is complete.

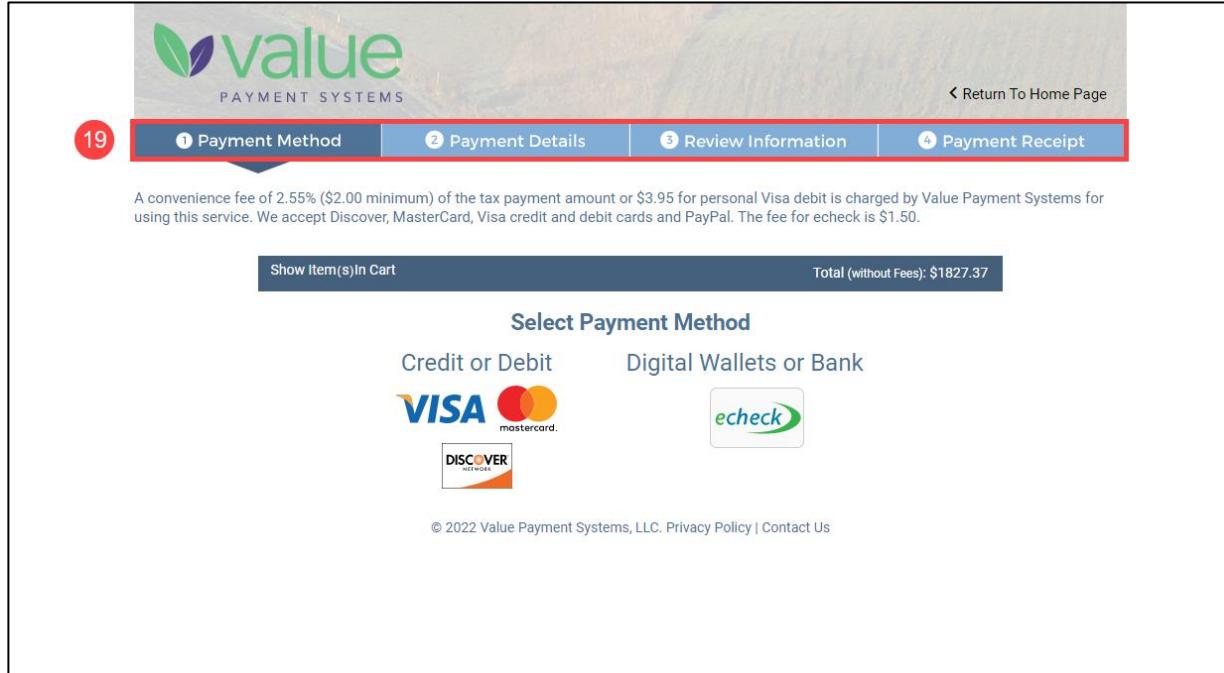
17. The Payment Total window will display the total amount of your payment for the entire transaction.

18. Click “Checkout” to begin the checkout process.



## Step 6: Complete your Payment.

19. Complete the payment process by following steps 1 – 4, as shown in the image below.



A convenience fee of 2.55% (\$2.00 minimum) of the tax payment amount or \$3.95 for personal Visa debit is charged by Value Payment Systems for using this service. We accept Discover, MasterCard, Visa credit and debit cards and PayPal. The fee for echeck is \$1.50.

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

Show Item(s)In Cart      Total (without Fees): \$1827.37

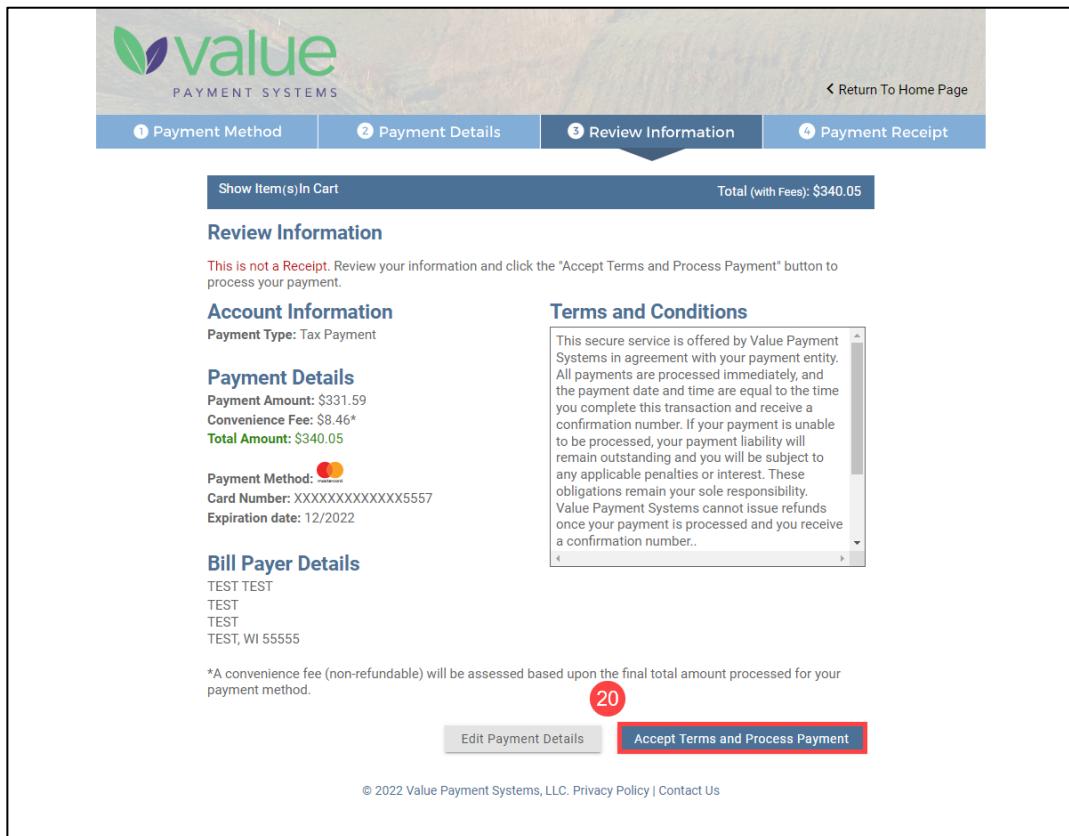
Select Payment Method

Credit or Debit      Digital Wallets or Bank

**VISA**   

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20. In Value Payment Systems', complete the transaction by reading through the Terms and Conditions. Then, click "Accept Terms and Process Payment."



The screenshot shows a payment page for Value Payment Systems. At the top, there are tabs for Payment Method, Payment Details, Review Information (which is currently selected), and Payment Receipt. Below the tabs, a summary box shows "Show Item(s) In Cart" and "Total (with Fees): \$340.05". The "Review Information" section contains a note: "This is not a Receipt. Review your information and click the 'Accept Terms and Process Payment' button to process your payment." The "Account Information" section shows "Payment Type: Tax Payment". The "Payment Details" section shows "Payment Amount: \$331.59", "Convenience Fee: \$8.46\*", and "Total Amount: \$340.05". It also lists the payment method as a credit card icon, card number (XXXXXX5555555555), and expiration date (12/2022). The "Bill Payer Details" section lists TEST, TEST, TEST, and TEST, WI 55555. A note at the bottom states: "\*A convenience fee (non-refundable) will be assessed based upon the final total amount processed for your payment method." Below the note is a "20" in a red circle. At the bottom are buttons for "Edit Payment Details" and "Accept Terms and Process Payment". The "Accept Terms and Process Payment" button is highlighted with a red box. At the very bottom, there is a copyright notice: "© 2022 Value Payment Systems, LLC. Privacy Policy | Contact Us".

- If the payment is successful, you will receive a confirmation message from Value Payment Systems.
- You will also be brought back to the Public Portal and will receive "Checkout Complete."

### End of Instructions