

## 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)

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 Jackson County Treasurer’s Office at [\(715\) 284-0206](tel:7152840206).*

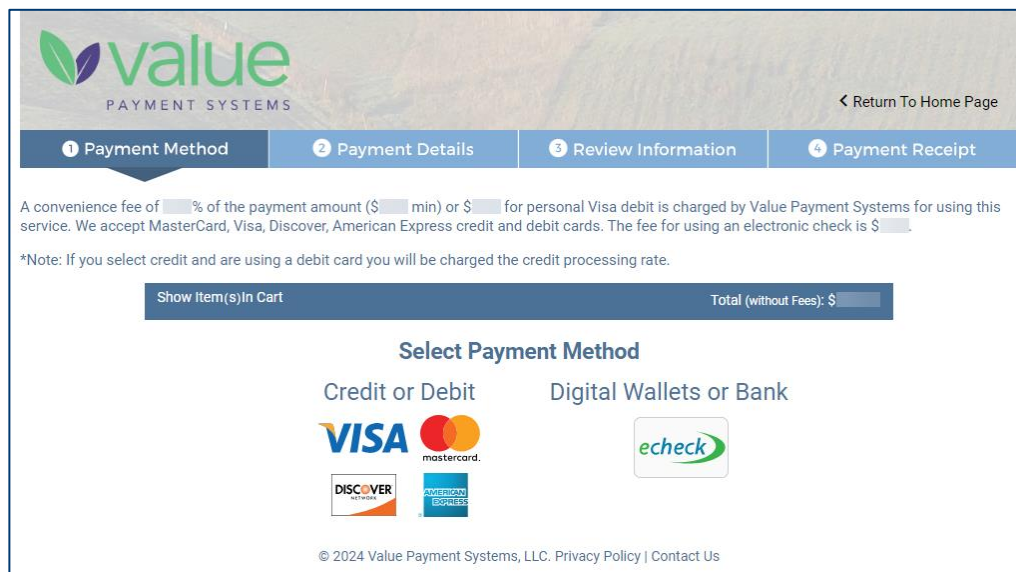
Step 4: Click ‘View Cart’.

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.



**value**  
PAYMENT SYSTEMS

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

A convenience fee of 3% of the payment amount (\$3.50 min) or \$3.50 for personal Visa debit is charged by Value Payment Systems for using this service. We accept MasterCard, Visa, Discover, American Express credit and debit cards. The fee for using an electronic check is \$3.50.

\*Note: If you select credit and are using a debit card you will be charged the credit processing rate.

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

**Select Payment Method**

Credit or Debit | Digital Wallets or Bank

VISA | mastercard | DISCOVER | AMERICAN EXPRESS | echeck

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— End of Instructions —