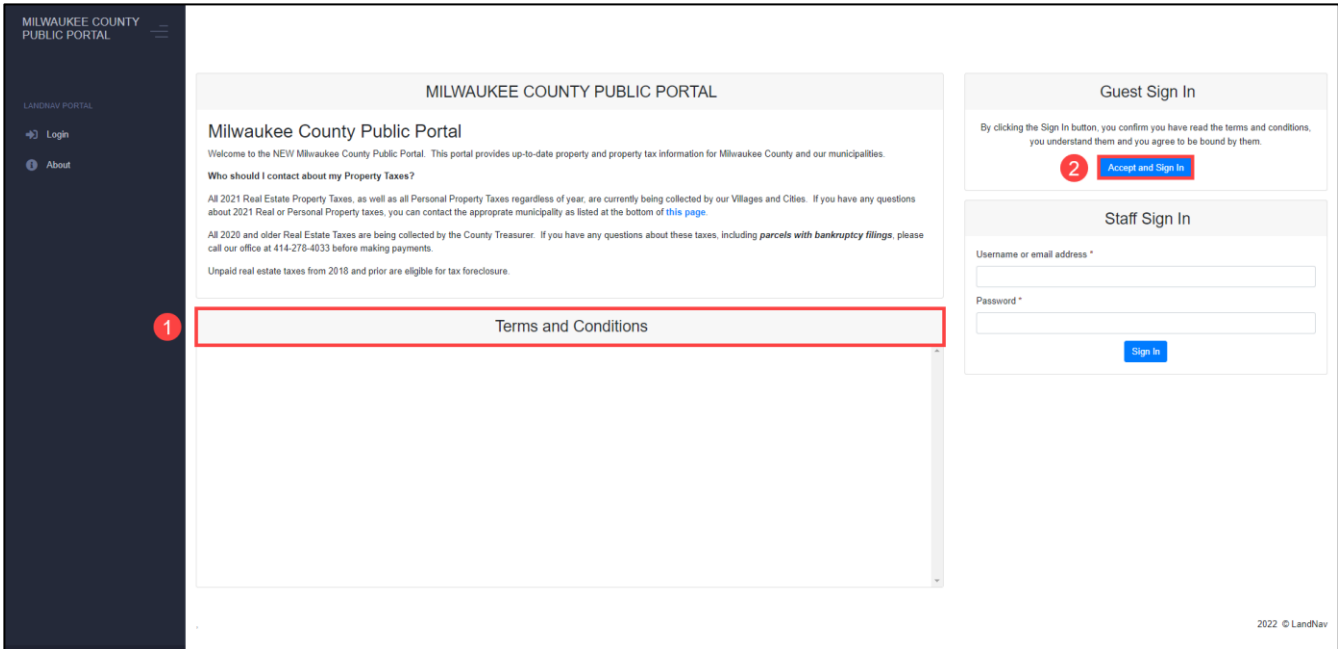


Public Portal – How to Make a Tax Payment

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

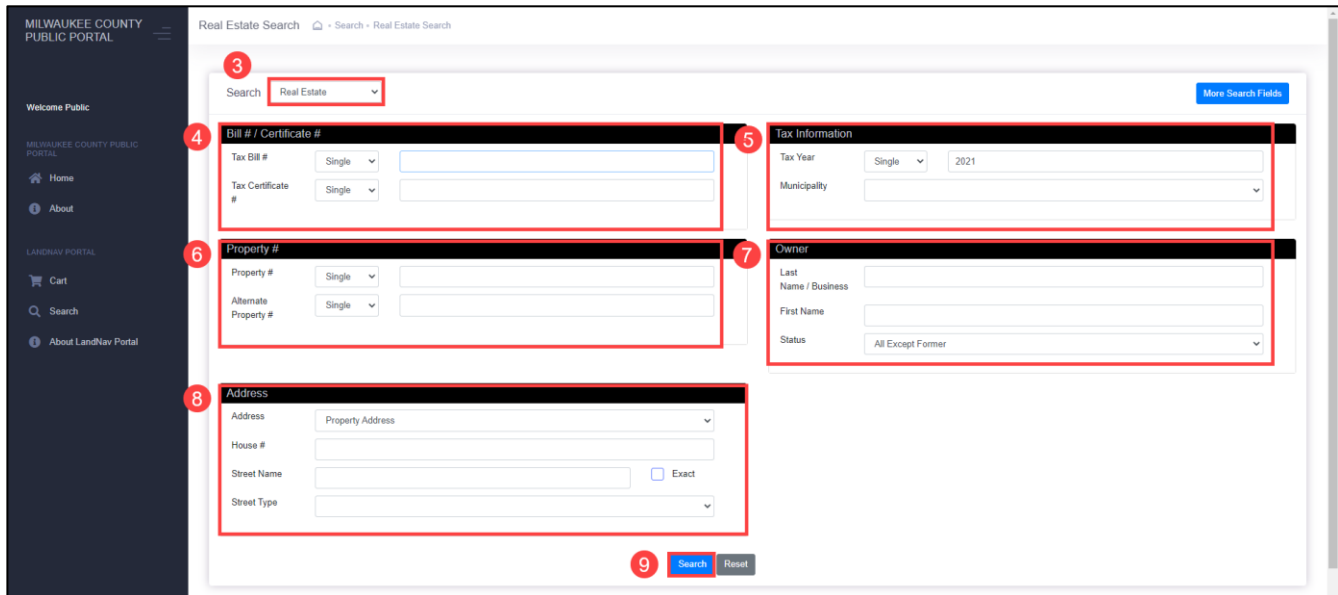
- **Note:** In this example, we are using Milwaukee County's Public Portal.

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.
- **Tip:** If It is recommended that only one of the search methods listed in steps 4-8 be used for a search.



The screenshot shows the 'Real Estate Search' form on the Milwaukee County Public Portal. The form is divided into several sections, each highlighted with a red box and a numbered callout:

- 3:** Search dropdown menu, currently set to 'Real Estate'.
- 4:** Bill # / Certificate # section, containing fields for Tax Bill # and Tax Certificate #, each with a 'Single' dropdown menu.
- 5:** Tax Information section, containing fields for Tax Year (with a 'Single' dropdown menu), Municipality, and a 'More Search Fields' button.
- 6:** Property # section, containing fields for Property # and Alternate Property #, each with a 'Single' dropdown menu.
- 7:** Owner section, containing fields for Last Name / Business, First Name, and Status (with a dropdown menu set to 'All Except Former').
- 8:** Address section, containing fields for Address (with a 'Property Address' dropdown menu), House #, Street Name (with an 'Exact' checkbox), and Street Type.
- 9:** Search and Reset buttons at the bottom of the form.

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.

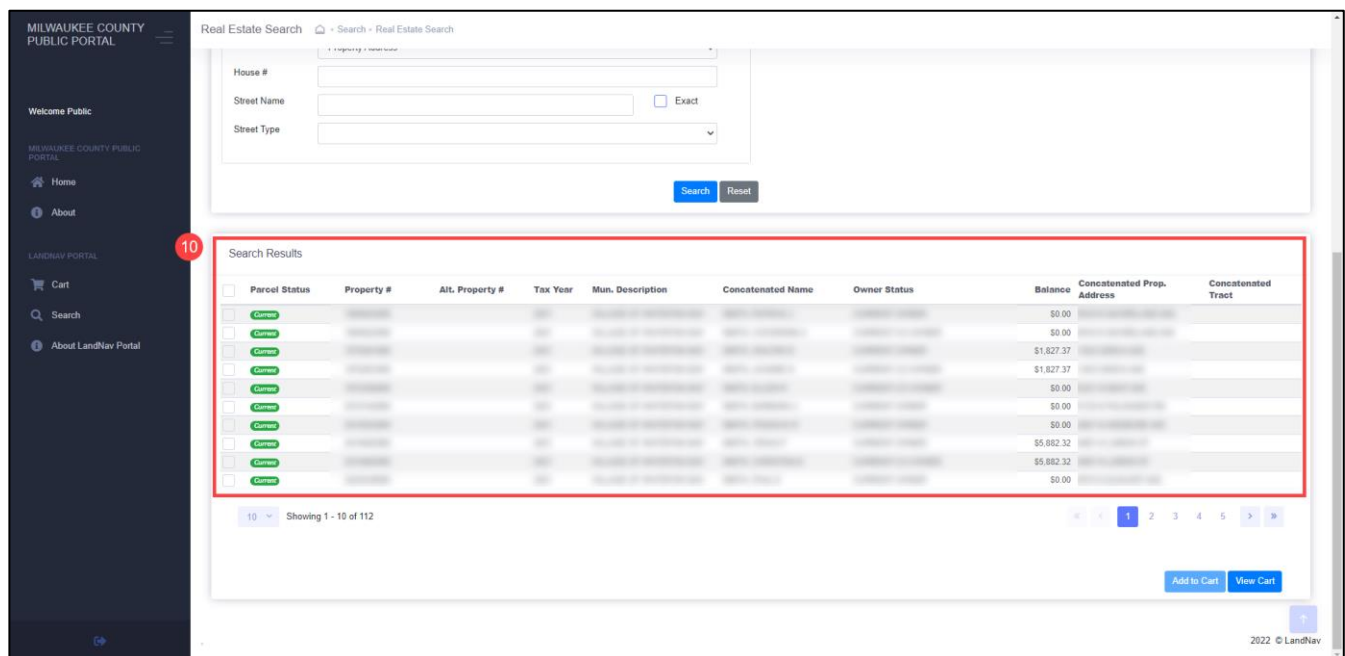
8. Address:

- 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.

- 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.



Search Results

Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
Current							\$0.00		
Current							\$0.00		
Current							\$1,827.37		
Current							\$1,827.37		
Current							\$0.00		
Current							\$0.00		
Current							\$0.00		
Current							\$5,882.32		
Current							\$5,882.32		
Current							\$0.00		

Showing 1 - 10 of 112

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

12. Click “Add to Cart.”

MILWAUKEE COUNTY PUBLIC PORTAL

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Real Estate Search

Search • Real Estate Search

House #

Street Name

Street Type

Exact

Search Reset

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 type="checkbox"/>	Current							\$0.00		
<input type="checkbox"/>	Current							\$1,827.37		
<input checked="" 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							\$0.00		
<input type="checkbox"/>	Current							\$5,882.32		
<input type="checkbox"/>	Current							\$5,882.32		
<input type="checkbox"/>	Current							\$0.00		

10

Showing 1 - 10 of 112

1

2

3

4

5

12

Add to Cart

View Cart

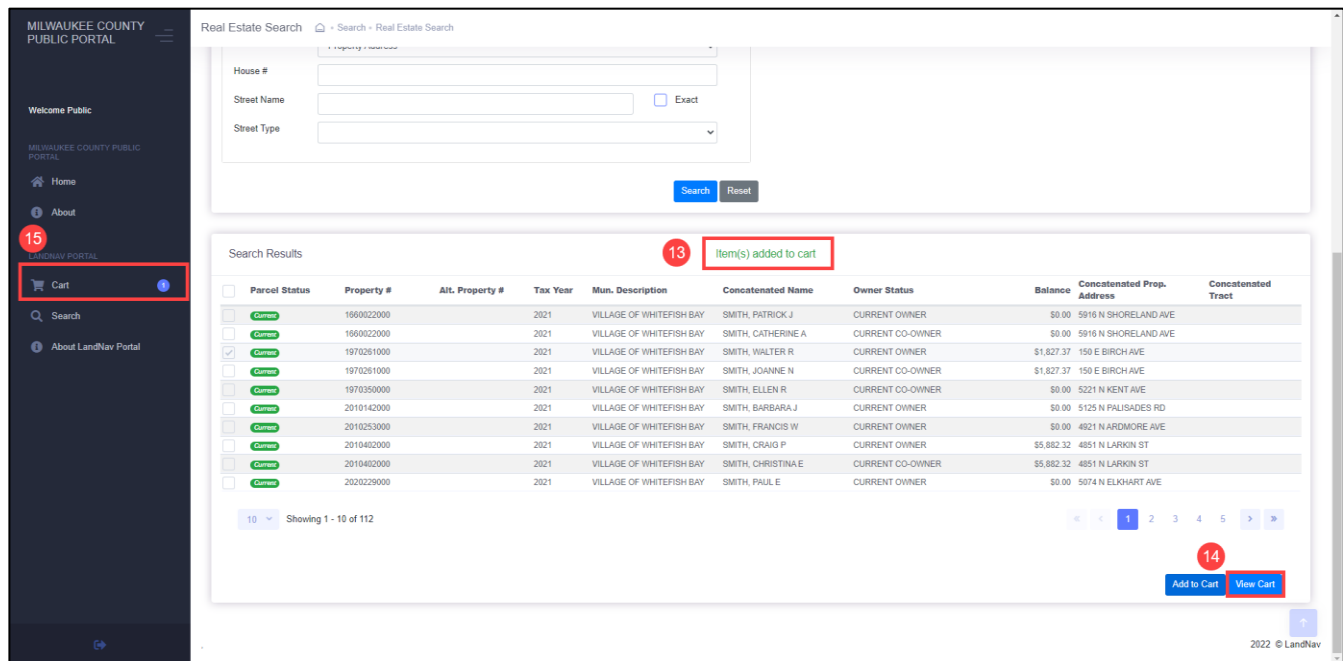
Step 4: Navigate to the Cart.

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.



The screenshot displays the LandNav Real Estate Search interface. On the left is a dark navigation menu with the 'Cart' icon highlighted and a red circle with the number '15' next to it. The main content area shows a search form at the top and a table of search results below. A red circle with the number '13' is placed over a green notification box that says 'Item(s) added to cart'. At the bottom right of the results table, there are two buttons: 'Add to Cart' and 'View Cart', with a red circle and the number '14' next to the 'View Cart' button. The table contains 10 rows of property data, including parcel status, property number, tax year, municipal description, concatenated name, owner status, balance, concatenated property address, and concatenated tract.

Parcel Status	Property #	Alt. Property #	Tax Year	Mun. Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
<input type="checkbox"/> Current	1560022000		2021	VILLAGE OF WHITEFISH BAY	SMITH, PATRICK J	CURRENT OWNER	\$0.00	5916 N SHORELAND AVE	
<input type="checkbox"/> Current	1560022000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CATHERINE A	CURRENT CO-OWNER	\$0.00	5916 N SHORELAND AVE	
<input type="checkbox"/> Current	1970261000		2021	VILLAGE OF WHITEFISH BAY	SMITH, WALTER R	CURRENT OWNER	\$1,827.37	150 E BIRCH AVE	
<input type="checkbox"/> Current	1970261000		2021	VILLAGE OF WHITEFISH BAY	SMITH, JOANNE N	CURRENT CO-OWNER	\$1,827.37	150 E BIRCH AVE	
<input type="checkbox"/> Current	1970350000		2021	VILLAGE OF WHITEFISH BAY	SMITH, ELLEN R	CURRENT CO-OWNER	\$0.00	5221 N KENT AVE	
<input type="checkbox"/> Current	2010142000		2021	VILLAGE OF WHITEFISH BAY	SMITH, BARBARA J	CURRENT OWNER	\$0.00	5125 N PALISADES RD	
<input type="checkbox"/> Current	2010253000		2021	VILLAGE OF WHITEFISH BAY	SMITH, FRANCIS W	CURRENT OWNER	\$0.00	4921 N ARDMORE AVE	
<input type="checkbox"/> Current	2010402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CRAIG P	CURRENT OWNER	\$5,882.32	4851 N LARKIN ST	
<input type="checkbox"/> Current	2010402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CHRISTINA E	CURRENT CO-OWNER	\$5,882.32	4851 N LARKIN ST	
<input type="checkbox"/> Current	2020229000		2021	VILLAGE OF WHITEFISH BAY	SMITH, PAUL E	CURRENT OWNER	\$0.00	5074 N ELKHART AVE	

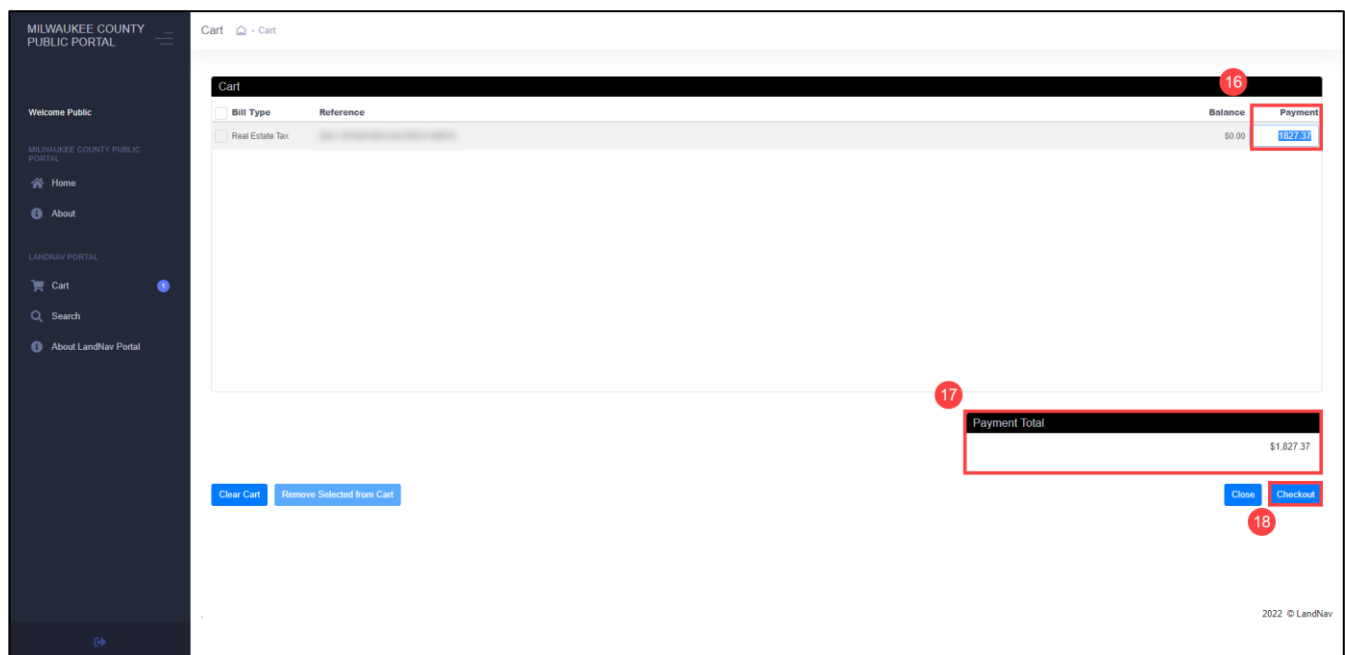
Step 5: Begin the Checkout Process.

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.



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Cart

Bill Type	Reference	Balance	Payment
Real Estate Tax		\$0.00	\$1,827.37

Clear Cart Remove Selected from Cart

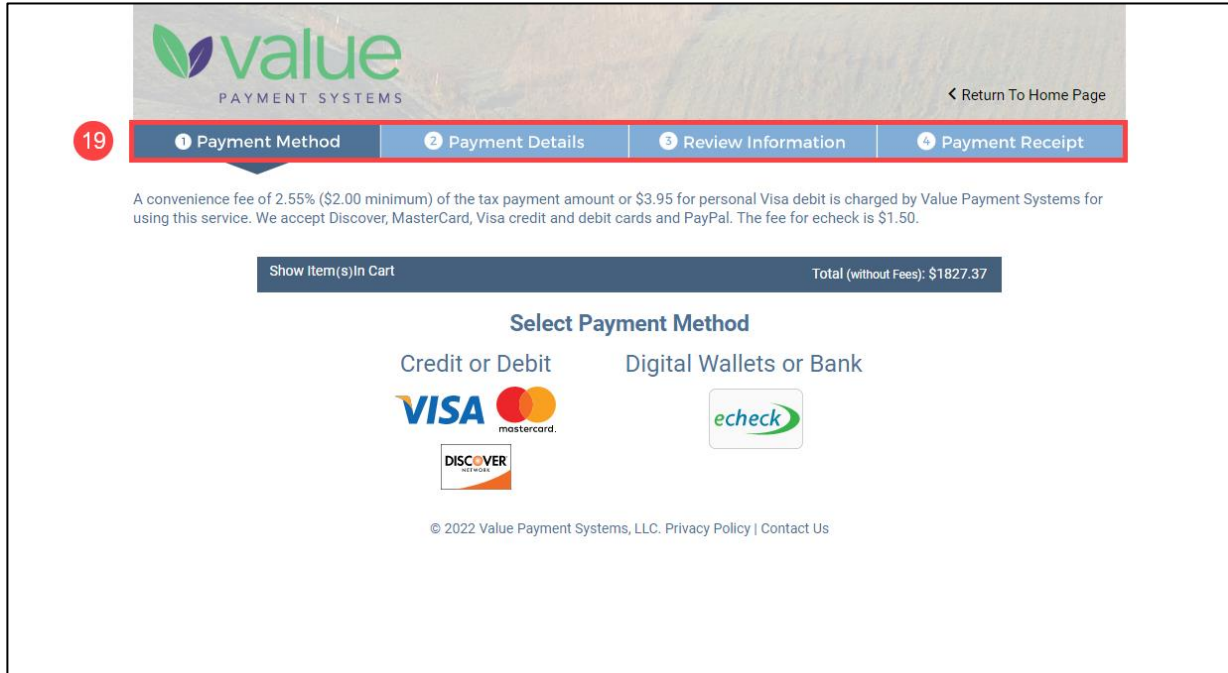
Payment Total \$1,827.37

Close Checkout

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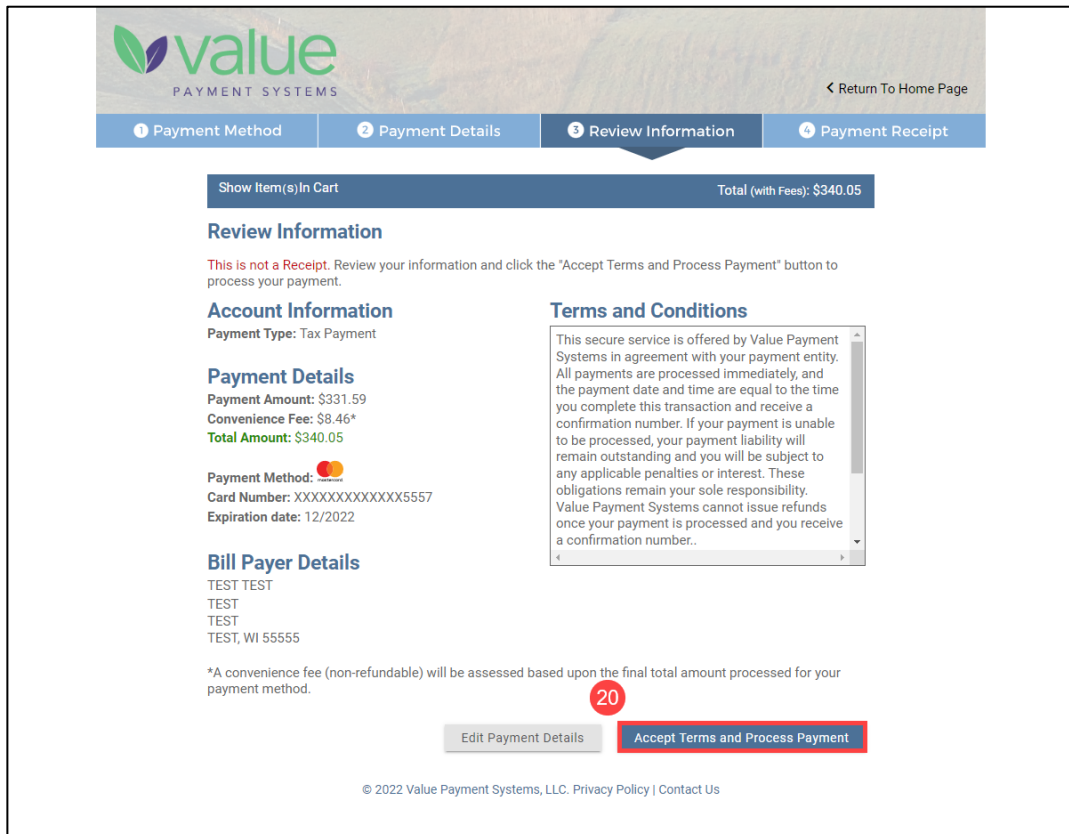
Step 6: Complete your Payment.

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



The screenshot shows the Value Payment Systems checkout interface. At the top, the 'value PAYMENT SYSTEMS' logo is on the left, and a '< Return To Home Page' link is on the right. Below the logo is a progress bar with four steps: 1. Payment Method (highlighted with a red circle and number 19), 2. Payment Details, 3. Review Information, and 4. Payment Receipt. A disclaimer states: '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.' Below this is a dark blue bar with 'Show Item(s) In Cart' on the left and 'Total (without Fees): \$1827.37' on the right. The main section is titled 'Select Payment Method' and is divided into two columns: 'Credit or Debit' and 'Digital Wallets or Bank'. Under 'Credit or Debit' are logos for VISA, mastercard, and DISCOVER. Under 'Digital Wallets or Bank' is the echeck logo. At the bottom, a copyright notice reads: '© 2022 Value Payment Systems, LLC. Privacy Policy | Contact Us'.

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



- 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