

# Public Portal – How to Make a Tax Payment

Step 1: Open Public Portal in any internet browser.

Read through the Terms and Conditions and click blue tab to Accept and Sign in under Guest Sign in:

The screenshot shows the Pepin County Public Portal interface. At the top, it says "Pepin County Public Portal" and "Welcome to the Pepin County, Wisconsin, Tax Portal!". Below this, there is a red warning message about cookies: "This web site requires the use of cookies. Please ensure third party cookies are enabled and disable any popup blockers within your browser settings." A blue link "Guide: How to make a tax payment" is provided. A notice states: "Please be aware Delinquent Personal Property balances may not be up to date. If there is an issue with your Personal Property, please contact your local municipal treasurer." Below this is a "Terms and Conditions" section with "Browser Requirements". The requirements state: "This web site requires the use of cookies. Please ensure that third party cookies are enabled within your browser's settings. Also, to provide seamless functionality, please disable any web browser popup blockers." A disclaimer follows: "This site provides data and services to Pepin County citizens, government and public agencies, and business professionals. All information is believed accurate but is NOT guaranteed to be without error and could be subject to future modification. Information from the Pepin County Register of Deeds Office is intended to be used as a general index to land related information and is not intended for detailed, site-specific analysis. Pepin County assumes no responsibility whatsoever for direct, indirect, special, consequential, exemplary or other damages. For certified copies, please contact the Pepin County Register of Deeds Office." On the right side, there are two sign-in sections. The "Guest Sign In" section has a blue "Accept and Sign In" button. The "Staff Sign In" section has input fields for "Username or email address \*", "Password \*", and a "Log into LandNav" dropdown menu, with a blue "Sign In" button.

Step 2: Search for your property or tax bill using any of the following methods (Entering less is better when searching)

1. Property # (Parcel Number)
2. Owner (Last and First Name)
3. Address (House # and Street Name)
4. Tax Bill # (Bill number from original Tax Bill)

Step 3: Add parcels to cart (only 10 parcels can be added at one time)

Call the office if wanting to pay more than 10 parcels at 715-672-8850

Step 4. Click View Cart

Step 5: Click Checkout

Step 6: Checkout will take you to VPS site to enter payment information and process – click on your payment method to proceed to enter payment details.

The screenshot shows the Value Payment Systems checkout page. At the top left is the "value PAYMENT SYSTEMS" logo. On the top right is a link "Return To Home Page". Below the logo is a progress bar with four steps: "1 Payment Method", "2 Payment Details", "3 Review Information", and "4 Payment Receipt". Below the progress bar is a note: "A convenience fee of 2.39% for credit cards or \$3.95 for debit cards is charged by Value Payment Systems for using this service. The minimum card fee is \$2.00. We accept Discover, MasterCard, Visa, and American Express credit and debit cards, PayPal and eChecks. The fee for eCheck payments is \$1.50." Below this is another note: "\*Note: If you select credit and are using a debit card you will be charged the credit processing rate." Below the notes is a dark blue bar with "Show Item(s) In Cart" on the left and "Total (without Fees): \$390.51" on the right. Below this bar is the "Select Payment Method" section, which is divided into "Credit or Debit" and "Digital Wallets or Bank". Under "Credit or Debit" are logos for VISA, DISCOVER, and mastercard. Under "Digital Wallets or Bank" are logos for PayPal, PayPal CREDIT, and echeck. At the bottom of the page is the copyright notice: "© 2023 Value Payment Systems, LLC. Privacy Policy | Contact Us".