

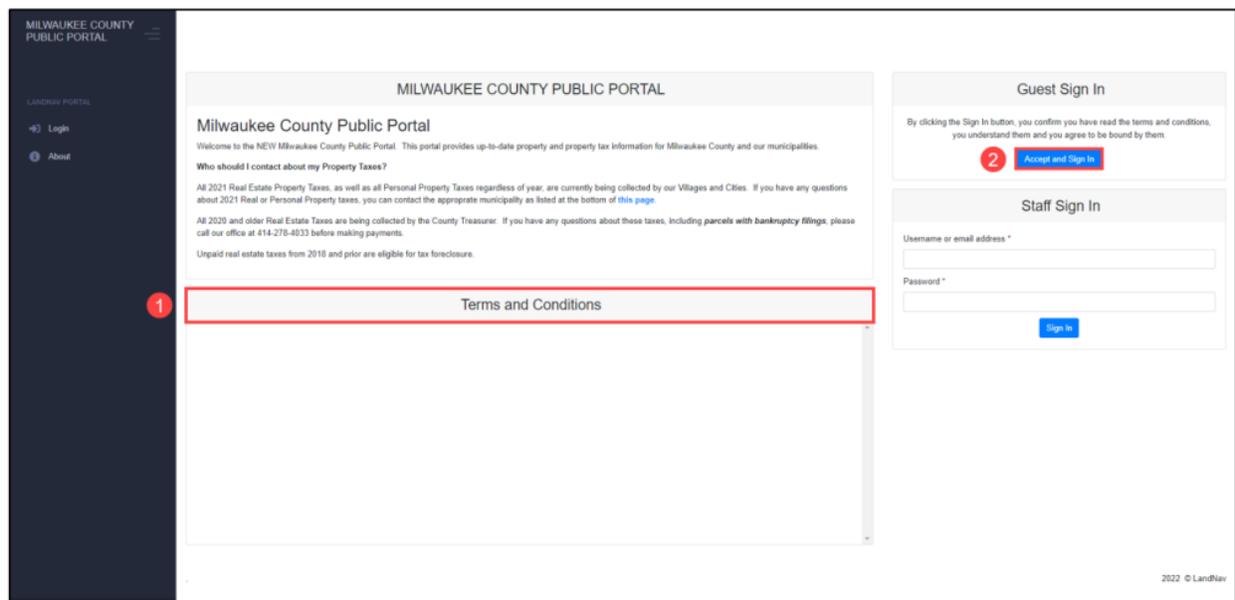
Public Portal:

How to Make a Tax Payment

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

• **Note:** *The City of Wauwatosa is part of the 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 the property or tax bill using methods listed in #3-8.

Tips:

- *If you are experiencing difficulty when searching, try simplifying your search.*
- *It is recommended that the Tax Year and Municipality are selected in step #5*
- *It is recommended that only one of the other search methods listed in steps 4, 6, 7, or 8 is used along with step 5. It is strongly recommended to use Property # or Property Address. If using Property Address, only enter a House # and Street Name.*

3. Search:

This is a drop-down menu. Select the appropriate type of record from the list. This will default to “Real Estate.” Personal property refers to non-real estate, business property.

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 Property (aka Parcel) or Alternate Property number in the appropriate field.

7. Owner:

In the Last Name / Business field, enter the Last Name or Business Name on the tax record.

8. Address:

Address: Select the appropriate Address type from the drop-down menu.

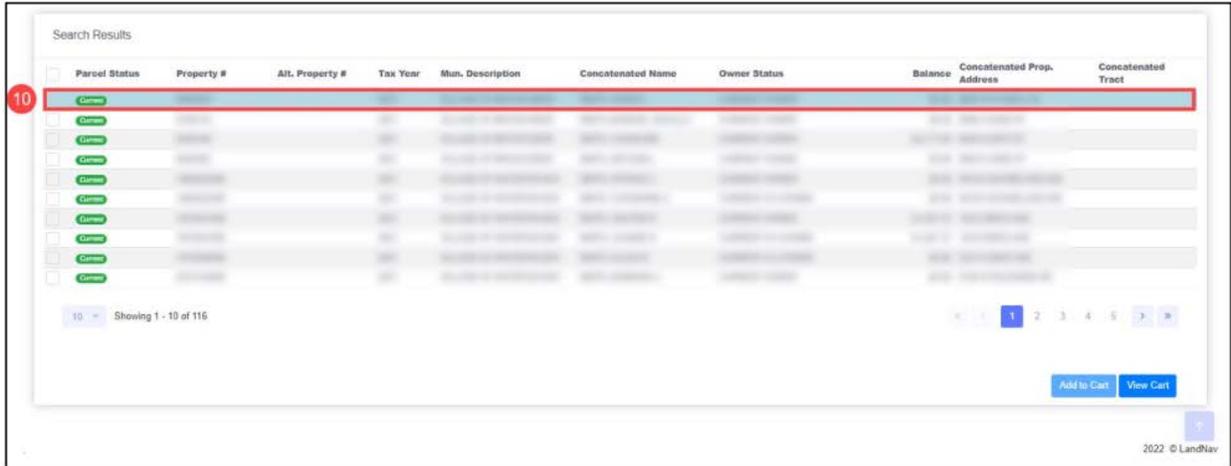
House #: Enter only the house number in this field.

Street Name: Enter only the street name in this field.

9. Click “Search.”

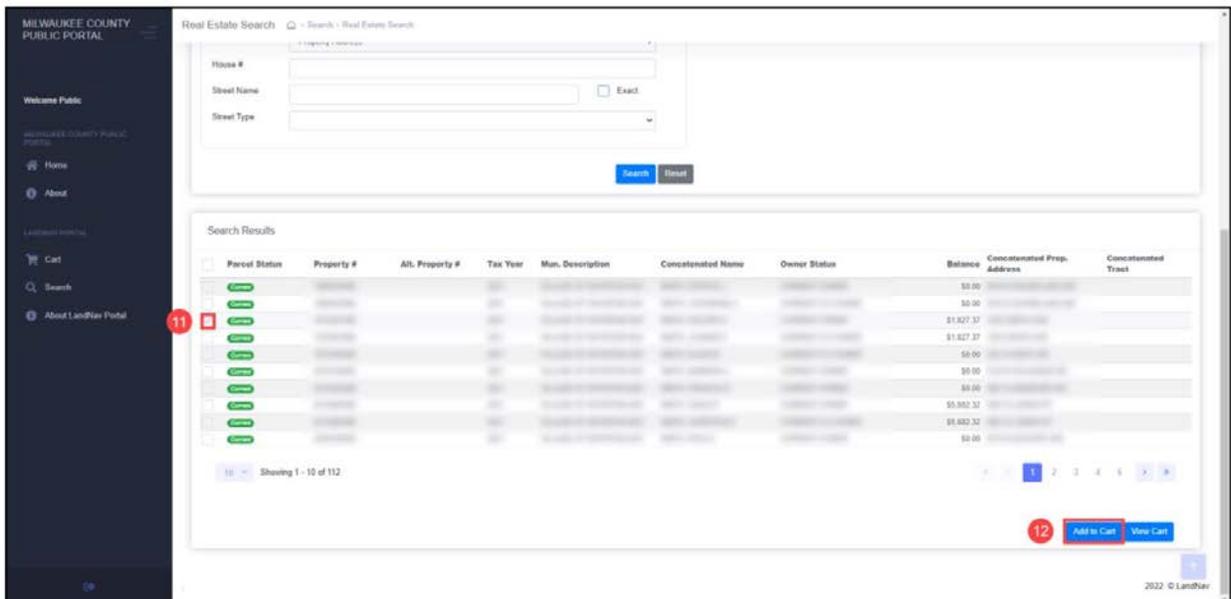
Step 3: Review the search results list and select the property to view.

10. Find the property in the Search Results list and click the Property # to view the parcel information.



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

12. Click "Add to 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 below screenshot.

MILWAUKEE COUNTY PUBLIC PORTAL

Welcome Public

MILWAUKEE COUNTY PUBLIC PORTAL

Home

About

15 Cart

Search

About LandStar Portal

Real Estate Search

House #

Street Name Exact

Street Type

Search Reset

Search Results

13 Item(s) added to cart

Parcel Status	Property #	Alt. Property #	Tax Year	Map Description	Concatenated Name	Owner Status	Balance	Concatenated Prop. Address	Concatenated Tract
Green	1600022000		2021	VILLAGE OF WHITEFISH BAY	SMITH, PATRICK J	CURRENT OWNER	\$0.00	5810 N SHORELAND AVE	
Green	1600022066		2021	VILLAGE OF WHITEFISH BAY	SMITH, CATHERINE A	CURRENT CO-OWNER	\$0.00	5810 N SHORELAND AVE	
Green	1917281900		2021	VILLAGE OF WHITEFISH BAY	SMITH, WALTER R	CURRENT OWNER	\$1,827.37	100 E BIRCH AVE	
Green	1917281800		2021	VILLAGE OF WHITEFISH BAY	SMITH, JOANNE N	CURRENT CO-OWNER	\$1,827.37	100 E BIRCH AVE	
Green	1917300000		2021	VILLAGE OF WHITEFISH BAY	SMITH, ELLEN R	CURRENT CO-OWNER	\$0.00	521 N KENT AVE	
Green	2010142000		2021	VILLAGE OF WHITEFISH BAY	SMITH, BARBARA J	CURRENT OWNER	\$0.00	6125 N PALISADES RD	
Green	2010253000		2021	VILLAGE OF WHITEFISH BAY	SMITH, FRANCIS W	CURRENT OWNER	\$0.00	4821 N ARDMORE AVE	
Green	2010402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CRAIG P	CURRENT OWNER	\$5,882.32	4801 N LARKIN ST	
Green	2010402000		2021	VILLAGE OF WHITEFISH BAY	SMITH, CHRISTINA E	CURRENT CO-OWNER	\$5,882.32	4801 N LARKIN ST	
Green	200229000		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

14 Add to Cart View Cart

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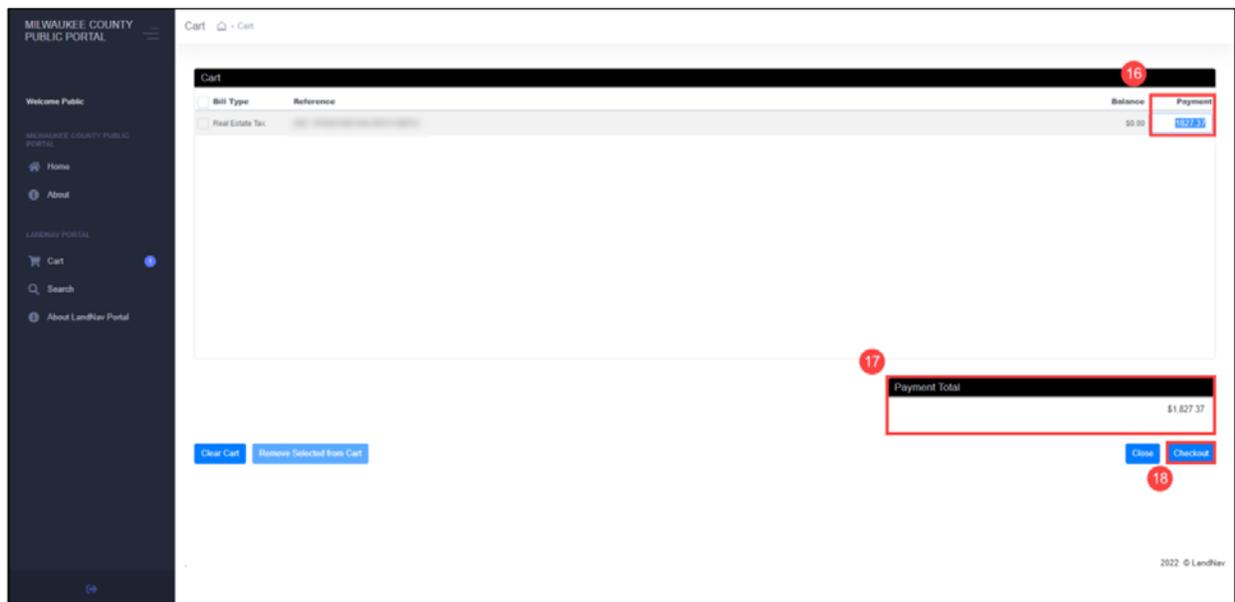
Step 5: Begin the Checkout Process.

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. In Value Payment Systems, complete the payment process by following steps 1 – 4, as shown in the image below.

Please Note: *There are convenience fees for processing the electronic payment.*

- \$1.50 for an e-check
- \$3.95 for a personal Visa debit card
- 2.55% (\$2.00 minimum) of the tax payment amount for a credit card

The screenshot shows the Value Payment Systems website interface. At the top, the logo for Value Payment Systems is displayed on the left, and a link to "Return To Home Page" is on the right. Below the logo is a progress bar with four steps: 1. Payment Method (highlighted in red), 2. Payment Details, 3. Review Information, and 4. Payment Receipt. A red circle with the number 19 is positioned to the left of the progress bar. Below the progress bar, a message 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 message 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 content area 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 of the page, there is a copyright notice: "© 2022 Value Payment Systems, LLC. Privacy Policy | Contact Us".

20. Complete the transaction by reading through the Terms and Conditions. Then, click “Accept Terms and Process Payment.”

The screenshot displays the Value Payment Systems checkout interface. At the top, the logo and navigation bar are visible, with the 'Review Information' step highlighted. Below the navigation bar, a blue bar shows 'Show Item(s) In Cart' and 'Total (with Fees): \$340.05'. The main content area is divided into several sections: 'Review Information' with a warning message, 'Account Information' (Payment Type: Tax Payment), 'Payment Details' (Payment Amount: \$331.59, Convenience Fee: \$8.46*, Total Amount: \$340.05), and 'Bill Payer Details' (TEST TEST, TEST, TEST, TEST, WI 55555). A 'Terms and Conditions' pop-up is open, displaying the service terms. At the bottom, there are two buttons: 'Edit Payment Details' and 'Accept Terms and Process Payment', with a red circle and the number '20' highlighting the latter. A footer contains the 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.”