

Please follow the steps below to process a payment on your account.

STEP ONE:

- Click on the **OptionPay icon** located on our website. You will be directed to the OptionPay “Process a Payment page.”

STEP TWO:

- Enter your card information
- Enter the dollar value you wish to pay including decimal places (ie. 100.00)
- The OptionPay fee will automatically calculate

STEP THREE:

- Select ‘type’ of payment you will be making (from the drop-down menu)
- After selecting ‘type’ a new field will show up. If you choose:
  - Tax - enter your Roll Number or your 8 character Customer ID if you are paying more than one roll (ex: AAAA0001)
  - Utilities - enter your account number (ex:40001.00)
  - Other – ie. Accounts Receivable you are asked to enter your 8 character Customer ID (ex: AAAA0001)

STEP FOUR:

- Enter your email address to receive a receipt. The County cannot re-issue this receipt, as this is through a third-party system. You can also print a receipt after you click ‘submit’. The comments section is not required, but provided if any clarification is needed.

STEP FIVE:

- Authorization - Read and if in agreeance check the box under Authorization. This is stating you recognize the credit card service fee goes to a third-party recipient, the County doesn’t receive this portion of your payment.

STEP SIX:

- Click the ‘Submit’ button. Your transaction is complete. Once you hit submit button, transaction is complete and if you have made an error, contact the County immediately.

Please note:

Minimum transaction amount is \$10