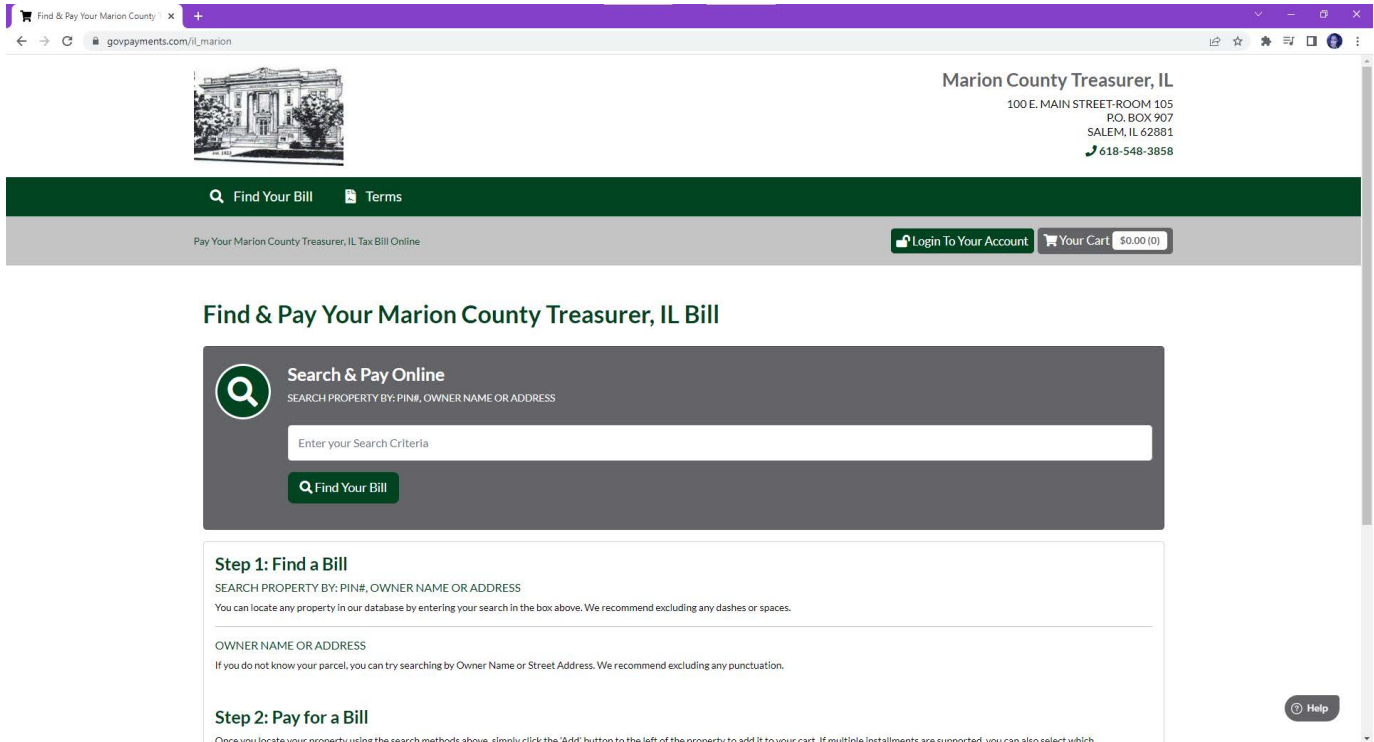
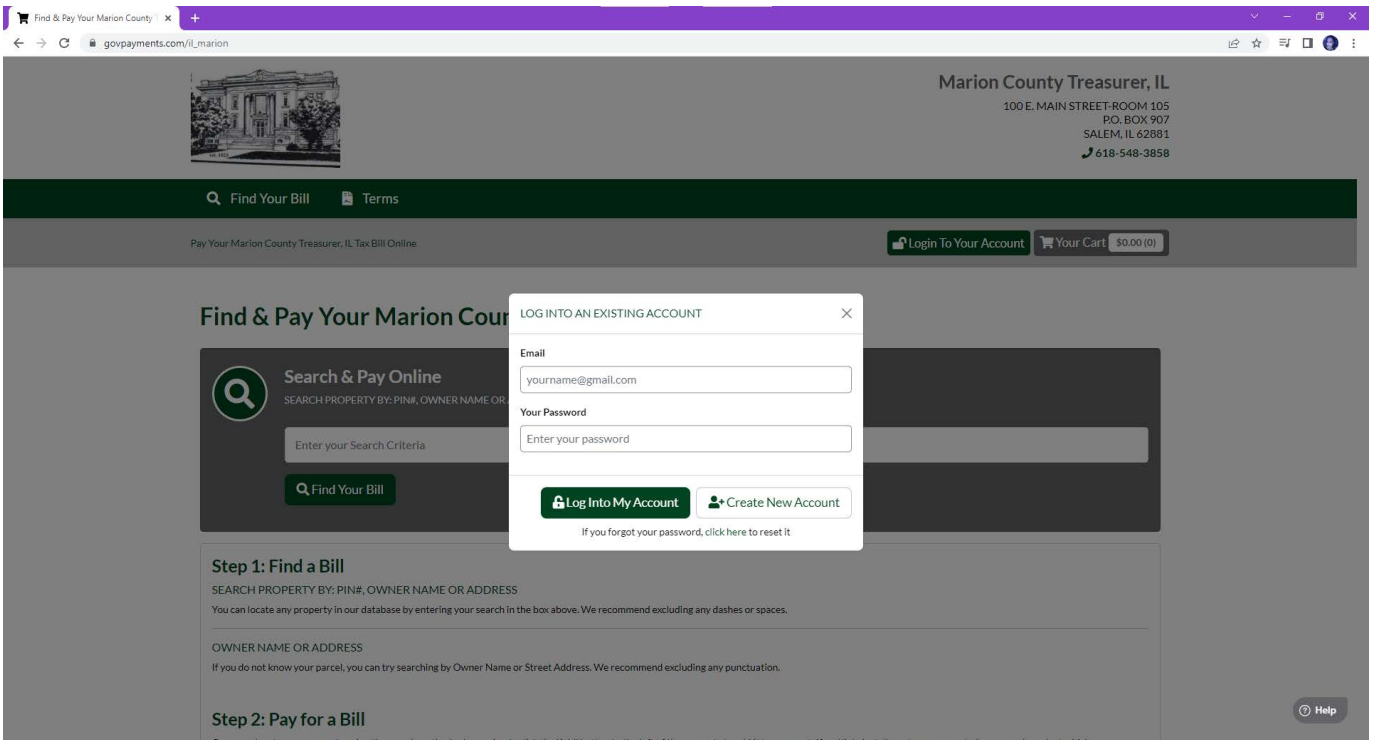


## Directions to View and/or Change Scheduled Payment Information

1. When visiting the Marion County online payments site, and after agreeing to the terms and conditions, you will see a tab on the top of the page entitled “Login To Your Account”.



2. When you click “Login To Your Account”, you will be prompted to enter your user name and password.



- Once you have entered your user name and password. You will be directed to a page with five profile screens.

## Profile Details

This tab contains your name, address and phone number. You may alter any information you wish, just be sure to save your changes.

**PROFILE DETAILS**  
> Edit Contact Info

**LOGIN DETAILS**  
> Edit Email & Password

**AUTOMATED PAYMENTS**  
> Items that will auto pay

**PAYMENT METHODS**  
> Add/Edit Payment Details

**LOG OFF**  
> Sign out of your account

### Profile Details

**First Name\***  **Last Name\***

**Street Address\***  **Street Address 2**

**Country\***  **State / Province\***  **City\***  **Postal Code\***

**Phone Number Country Code\***  **Phone Number\***  **Mobile Number**

## Login Details

This tab will allow you to change your email address and/or your password. Make sure you "Save" your changes.

**PROFILE DETAILS**  
> Edit Contact Info

**LOGIN DETAILS**  
> Edit Email & Password

**AUTOMATED PAYMENTS**  
> Items that will auto pay

**PAYMENT METHODS**  
> Add/Edit Payment Details

**LOG OFF**  
> Sign out of your account

### Login Details

**Your Email**

**New Password**  **Confirm Password**

## Automated Payments

If you are using Automated Payments, this tab will list all of the parcels that are currently setup for automated payments.

For each parcel, you can see the Parcel ID and property address on the left.

On the right you will see the “Current Payment Method”. If you have more than one payment method saved, you may select a different payment method from the drop-down box.

Below the Current Payment Method is a click to cease automated payments for that particular parcel.

If you would like to add a payment method, you may click the box on the right labeled “Add Payment Method” or you may click the tab on the left labeled “Payment Methods”.

PROFILE DETAILS  
Edit Contact Info

LOGIN DETAILS  
Edit Email & Password

**AUTOMATED PAYMENTS**  
Items that will auto pay

PAYMENT METHODS  
Add/Edit Payment Details

LOG OFF  
Sign out of your account

### Automated Payments

+ Add Payment Method

Enrollment in auto-pay will process these bill(s) one business day prior to each due date for the total amount due at the time of processing. Automated payments will continue to auto pay your bills until you cancel. Reminders are sent one week prior to the due date.

4 RESULTS

Parcel ID	Payment Method
#07399 1234 Main St Anytown, NY 12345 Current Amount Due: \$736.72	Current Payment Method Visa: 1234/01/23 Save or click here to stop future payments for this item
#22158 5678 Elm St Anytown, NY 12345 Current Amount Due: \$703.20	Current Payment Method Saving: 0123 Save or click here to stop future payments for this item
#50084 9012 Oak St Anytown, NY 12345 Current Amount Due: \$337.12	Current Payment Method Visa: 1234/01/23 Save or click here to stop future payments for this item
#50085 3456 Pine St Anytown, NY 12345	Current Payment Method Saving: 1234 Save or click here to stop future payments for this item

## Payment Methods

When you click on this tab you can view all of the payment methods you have set up.

If you have a credit card payment method setup, you will see the card type, last four digits and card expiration date.

If you have an e-Check setup, you will see just the last four digits of the account number.

You will never see more than the last 4 digits of the credit card or e-Check account number, although the complete information is saved by the processor.

The center column will list the number of parcels assigned to each payment method. If you click on the item(s), you can actually see the parcel ID's.

On the right of the screen, you may click "Remove" to eliminate that payment method. Please note that if you remove a payment method, the parcels must be reassigned by the user to a new payment method.

If you would like to add a payment method, click "Add Payment Method" on the right of the screen and you will be brought to a new page.

**Stored Payment Methods** + Add Payment Method

The following stored payment methods are utilized for [Automated Payments](#).

2 RESULTS ▾

Payment Method	Automated Payments Setup	
Visa: 6781 / 01/23	2 Items(s)	<span>Remove</span>
Saving: 7870	2 Items(s)	<span>Remove</span>

## Add Payment Method

When you first enter this page, please note on the top of the page that “You are only adding a payment method and will not be charged”.

Make sure that your billing address is correct and new payment information.

Please note that there is a check box that asks if you want to “Set this payment method for all your automated payments”. Make sure that you uncheck this box if you do not wish this to occur.

After you save your information, click “Back to Payment Methods” to change your parcels to the new payment method.

### Select a Payment Method

[← Back to Payment Methods](#)

You are only adding a payment method and will not be charged.

**CREDIT / DEBIT**  
Use your Visa, Mastercard, AMEX, Discover

**BANK ACCOUNT**  
Use your Checking / Savings Account

### Billing Address

First Name*	Last Name*		
<input type="text" value="First Name (placeholder)"/>	<input type="text" value="Last Name"/>		
Street Address*	Street Address 2		
<input type="text" value="123 Main Street"/>	<input type="text" value="Suite, Department, Building, etc."/>		
Country*	State / Province*	City*	Postal Code*
<input type="text" value="United States"/>	<input type="text" value="New Jersey"/>	<input type="text" value="Newark"/>	<input type="text" value="08221"/>
Phone Number Country Code*	Phone Number*	Mobile Number (US Only)	
<input type="text" value="United States: (+1)"/>	<input type="text" value="2012132134"/>	<input type="text" value="2012542545"/>	

### Use a New Credit Card

Set this payment method for all your automated payments

Card Number:

Expiration Month:  Expiration Year:

EXAMPLE PAYMENT AMOUNT  
**\$1,000.00**

+

EXAMPLE CONVENIENCE FEES

**Calculated After You Enter Your Payment Information**

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EXAMPLE TOTAL CHARGE  
**\$1,000.00 + Fees**

## Logoff

If you are done viewing your account and have finished making any changes, simply click Logoff to exit your account.