



Payment Website Training Guide

PLG - Taxpayer



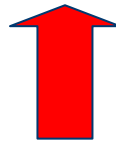
Go to the web address posted on your property tax bill



Johnson County, Illinois

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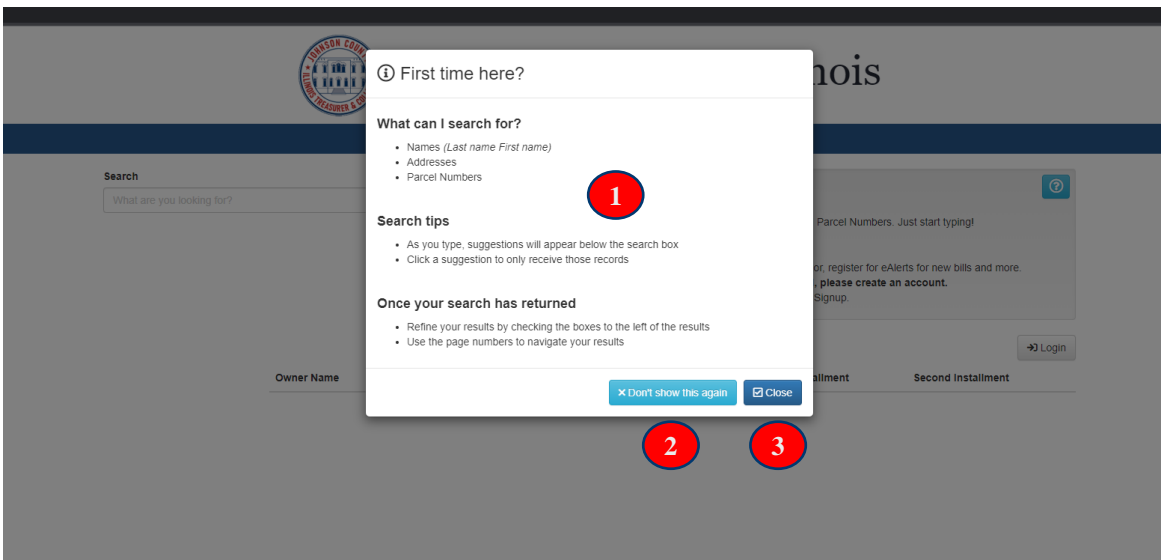


Note:

Once on the county/city tax website, you must select Accept button to enter site.

First Time Prompt

- 1) First time prompt will appear on the website with help information: what you can search for and search tips
- 2) Choose “Don’t show this again” to disable the prompt
- 3) Choose “Close” to close the prompt



Search Page

- 1) Search results will begin to autocomplete as you type.
- 2) Search tips will provide information on what can be searched in the search box: name, address, bill number, parcel ID etc.
- 3) You can pay as guest OR Login and create account. This provides more features including registering for email alerts, text alerts, save payment methods, and add multiple parcels to the account.

The screenshot shows the Johnson County, Illinois search interface. At the top is the Johnson County seal and the text "Johnson County, Illinois". Below this is a search bar with the placeholder text "What are you looking for?". A red circle with the number "1" is placed over the search bar. To the right of the search bar is a "Search" button. A "Search Tips" box is open, showing information about searching for names, addresses, and parcel numbers, and a "Create an Account" link. A red circle with the number "2" is placed over the "Search Tips" box. At the bottom of the page is a table with columns: "Owner Name", "Tax Year", "Property Address", "Parcel Number", "First Installment", and "Second Installment". A red circle with the number "3" is placed over the "Login" button in the bottom right corner.

Johnson County, Illinois

Search

What are you looking for?

Search

Search Tips

You can search for Names, Addresses and Parcel Numbers. Just start typing!

Create an Account

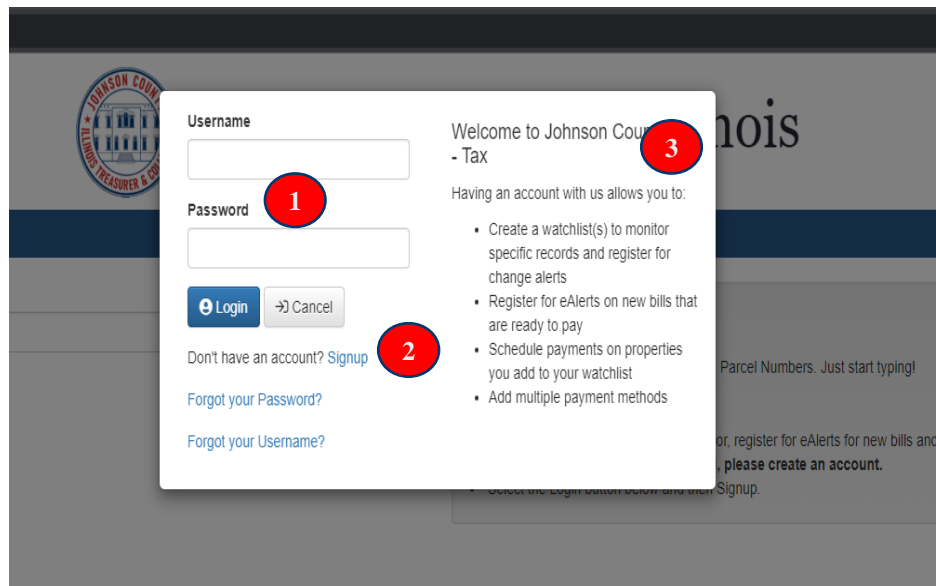
- You can create a list of records to monitor, register for eAlerts for new bills and more.
- To schedule payments on any record, please create an account.
- Select the Login button below and then Signup.

Login

Owner Name	Tax Year	Property Address	Parcel Number	First Installment	Second Installment
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Account Signup

- 1) After login button is clicked the prompt will appear for you to enter a username and password.
- 2) First time users can Click **“Signup”** to create account.
- 3) Signing up with an account will provide the ability to: Create watchlist(s), Monitor Specific records and register for change alerts. Register for email alerts on new bills that are ready to pay, register for text alerts, save payment methods, and add multiple payment methods



Johnson County Illinois Tax

Welcome to Johnson County Illinois Tax

Having an account with us allows you to:

- Create a watchlist(s) to monitor specific records and register for change alerts
- Register for eAlerts on new bills that are ready to pay
- Schedule payments on properties you add to your watchlist
- Add multiple payment methods

Don't have an account? [Signup](#)


[Forgot your Password?](#)

[Forgot your Username?](#)

[Login](#) [Cancel](#)

Search Results

- 1) Back on the search page, type in name, address, parcel number or other identifying information
- 2) Results will populate on a list
- 3) Click “**View**” button to see the tax bill for that parcel



Johnson County, Illinois

Search

SMITH, C

1

Q Search

Clear

4 records returned

Search Tips

You can search for Names, Addresses and Parcel Numbers. Just start typing!

Create an Account

- You can create a list of records to monitor, register for eAlerts for new bills and more.
- To schedule payments on any record, please create an account.
- Select the Login button below and then Signup.

Login

Status

☐ Unpaid (2)

☐ Paid (2)

Type

☐ Real Estate (4)

Years

☐ 2022 (2)

☐ 2021 (2)

Owner Name	Tax Year	Property Address	Parcel Number	First Installment	Second Installment	
SMITH, C	2022	200 RD	01 I	Unpaid	Unpaid	2 View
SMITH, C	2022	200 R	01 .0	Unpaid	Unpaid	3 View
SMITH, C	2021	200 S R	01 .0	Paid	Paid	View
SMITH, C	2021	200	01 I	Paid	Paid	View

Note:
Multiple tax years may be visible. Make sure to choose the correct year when viewing tax bills.

Viewing Tax Bill

- 1) Tax overview & pay screen will be in view after a parcel is selected on the previous search page.
- 2) Information is categorized by owner information, parcel information, payment information and tax information
- 3) Click **“Add to Cart”** to pay the taxes
- 4) Click **“Search for Additional Records”** to find additional parcels
- 5) Click **“Back to Search”** to return to the main search view

Taxes

[Overview & Pay](#) [Back to Search](#)

Owner Information
99-... COURT CORP
ATTN SMITH

Parcel Information
Parcel Number 300705
Year 2022
Property Type Current Tax
Address 92...

Payment Information
Payment Status ✖ Unpaid
Last Payment Date
Amount Paid \$2,594.56
Total Due **\$2,594.56**

Tax Information

First Installment	Tax	\$2,594.56
✓ Paid	Penalty	\$0.00
Due: 06/01/2023	Interest	\$0.00
	Paid	\$2,594.56
	Balance	\$0.00
Second Installment	Tax	\$2,594.56
✖ Unpaid	Penalty	\$0.00
Due: 09/01/2023	Interest	\$0.00
	Paid	\$0.00
	Balance	\$2,594.56

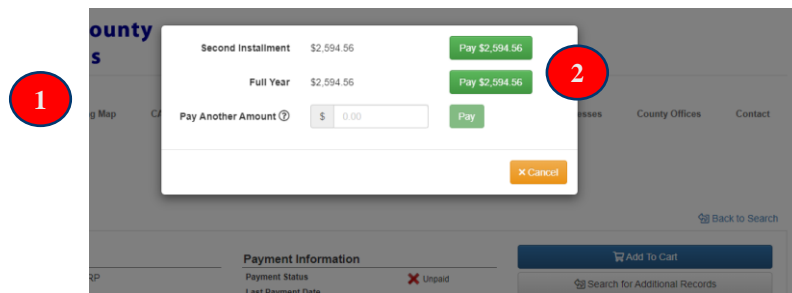
Current Amount Due: **\$2,594.56**

Add To Cart

[Search for Additional Records](#)

Checkout and Payment

- 1) After “Add to Cart” is clicked on the previous page, a check out prompt will appear on the website. Based on your county/city, you may have options to pay full payments, installments, or custom amounts. Select the amount you would like to pay and click on the **green** button next to that amount.
- 2) Select the amount you would like to pay and click on the **green** button next to that amount.
- 3) Review amount and year and Click “**Secure Checkout**”
- 4) Select payment method and follow prompts for completing payment.



1

2

Second Installment \$2,594.56 **Pay \$2,594.56**

Full Year \$2,594.56 **Pay \$2,594.56**

Pay Another Amount **Pay**

X Cancel

Payment Information

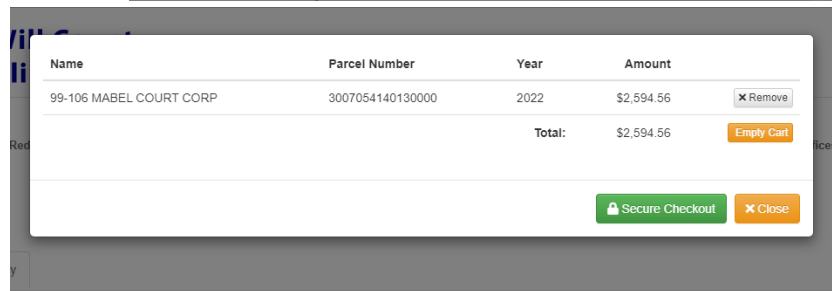
Payment Status **X Unpaid**

Last Payment Date

Add to Cart

Secure Checkout

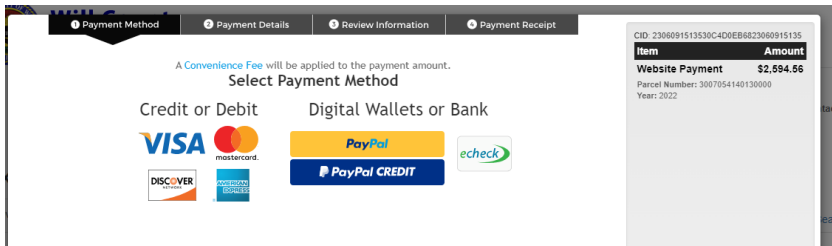
X Close



3

Name	Parcel Number	Year	Amount	
99-106 MABEL COURT CORP	3007054140130000	2022	\$2,594.56	X Remove
Total:			\$2,594.56	Empty Cart

Secure Checkout **X Close**



4

Payment Method Payment Details Review Information Payment Receipt

A Convenience Fee will be applied to the payment amount.

Select Payment Method

Credit or Debit

VISA **mastercard** **DISCOVER** **AMERICAN EXPRESS**

Digital Wallets or Bank

PayPal **PayPal CREDIT** **echeck**

CID: 2306091513530C4D0E6823060915135

Item	Amount
Website Payment	\$2,594.56

Parcel Number: 3007054140130000

Year: 2022