



Payment Website Training Guide

PLG - Taxpayer



Accessing the taxpayer website

Go to the web address posted on your property tax bill



Johnson County, Illinois

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Accept

Decline

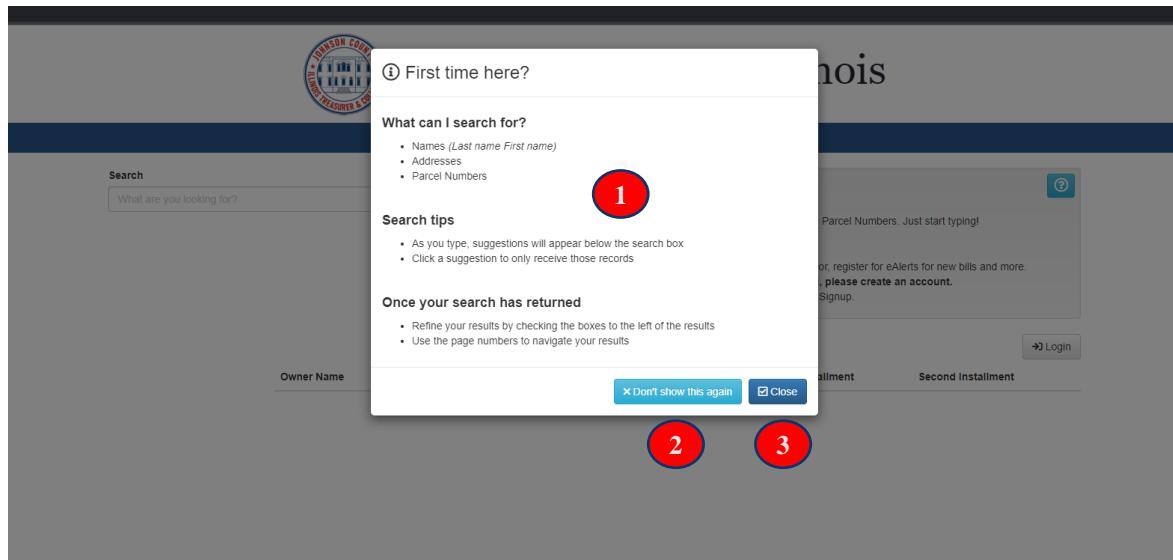


Note:

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.



Johnson County, Illinois

Search

What are you looking for?

1

2

Search Tips

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

[Create an Account](#)

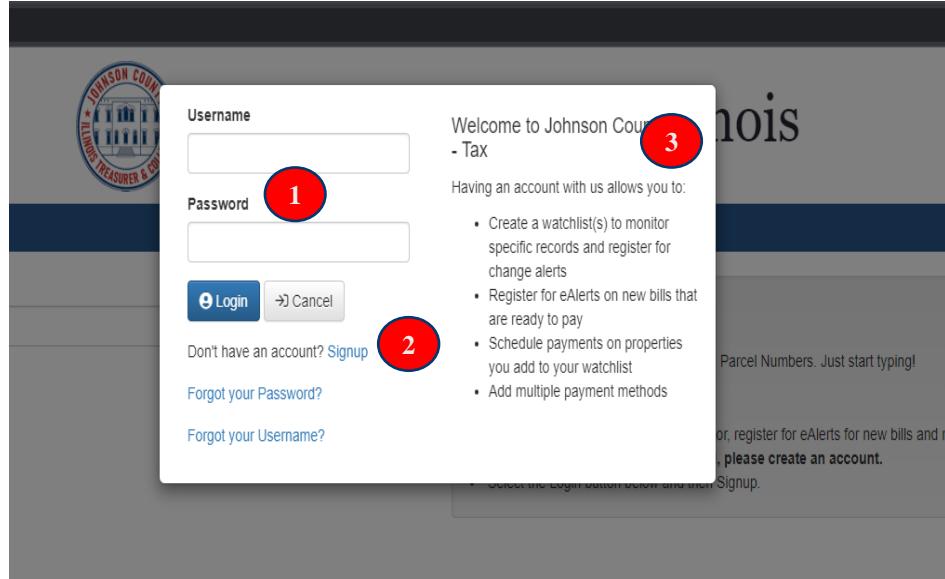
- You can create a list of records to monitor, register for eAlerts for new bills and more.
- To schedule payments on any record, please [create an account](#).
- Select the Login button below and then Signup.

[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



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

4 records returned

Status	Owner Name	Tax Year	Property Address	Parcel Number	First Installment	Second Installment	<input type="button" value="View"/>
<input type="checkbox"/> Unpaid (2)	SMITH, .	2022	200	RD	01 . I	✗ Unpaid	✗ Unpaid 2
<input type="checkbox"/> Paid (2)	SMITH, .	2022	200 .	R	01 . 0	✗ Unpaid	✗ Unpaid 3
<input type="checkbox"/> Real Estate (4)	SMITH, .	2021	200 S . .	R	01 . 0	✓ Paid	✓ Paid <input type="button" value="View"/>
<input type="checkbox"/> 2022 (2)	SMITH, .	2021	200 . .	R	01 . I	✓ Paid	✓ Paid <input type="button" value="View"/>
<input type="checkbox"/> 2021 (2)							

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

1

2

3

4

5

Owner Information		Payment Information	
99-11111111	COURT CORP	Payment Status	✗ Unpaid
ATTN	SMITH	Last Payment Date	
		Amount Paid	\$2,594.56
		Total Due	\$2,594.56
Parcel Information			
Parcel Number	300705	Tax	\$2,594.56
Year	2022	Penalty	\$0.00
Property Type	Current Tax	Interest	\$0.00
Address	92-11111111	Paid	\$2,594.56
		Balance	\$0.00
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

Back to Search

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

3

4

Payment Information

Name	Parcel Number	Year	Amount
99-106 MABEL COURT CORP	3007054140130000	2022	\$2,594.56

Total: \$2,594.56

Secure Checkout

Payment Method

Credit or Debit

Digital Wallets or Bank

PayPal

PayPal CREDIT

echeck

CID: 2300091513530C4D0EB8823000915135

Item	Amount
Website Payment	\$2,594.56
Parcel Number:	3007054140130000
Year:	2022