COLUMBIA COUNTY

Treasurer

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Instructions for Online Real Estate Payments via Columbia County Website

PLEASE NOTE: Your pop-up blocker must be off to allow pop-ups in order for the payment to go through. If your pop-up blocker is on you might be forwarded to a "Select Payments" screen with no parcel information or it will take you back to your shopping cart with nothing in it. You will have to turn off your pop-up blocker in your internet settings in order to proceed.

1. Go to the Columbia County, Wisconsin website: www.co.columbia.wi.us
2. Click on "*Property & Taxes*" and choose "*Ascent Land Records*"
3. Remember that less is more when doing searches. If you do not find what you are looking for, try entering less information into the search fields. You can search by parcel number, address, or name.

   a. <u>To search by parcel number</u>: Click the drop down arrow in the box titled "*Municipality*". Choose the municipality the property is located in (Town of Lodi, City of Lodi, etc). Enter the remainder of the parcel number in the box titled "*Parcel ID*". Click on "*Find Now*". For example: If the parcel number is 11002 1234 you would select Town of Arlington (11002) in the "*Municipality*" field and enter "1234" in the "*Parcel ID*" field.
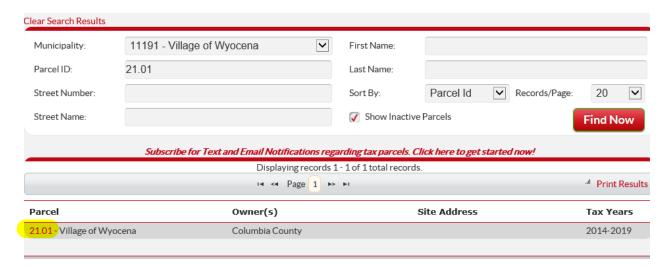

   b. <u>To search by address</u>: Enter the street (building) number and street name of the property you are looking for. Click on "*Find Now*". Do not include street, drive, court, road, etc. in the street name. For example: If you were searching for 1234 North Main Street, you would enter "1234" in the "*Street Number*" field and "Main" in the "*Street Name*" field.
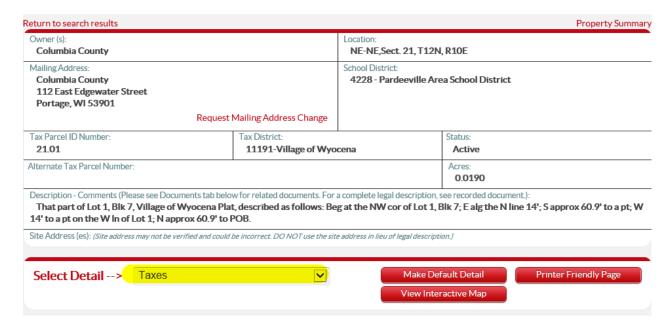

   c. <u>To search by name</u>: If the property is listed under an individual enter the property owner's first and last name into the "*First Name*" and "*Last Name*" fields. If the property is listed under a business enter the business name into the "*Last Name*" field. If the property is in a trust, enter the trust name into the "*Last Name*" field. Click on "*Find Now*".

4. Once you select "*Find Now*" a list will appear. Click on the red parcel number off to the left hand side in the display list to access the parcel information.

5. **TO MAKE A PAYMENT** (For Second Installment and Delinquent Taxes Only): Select the drop down box next to "*Select Detail*" and click on "*Taxes*".

a. At the bottom of the tax history screen, select "*Pay Taxes*" to begin the payment initiation.

b. Your parcel has now been placed into the "*Shopping Cart*". You are able to change the amount in the "*Pay*" field. You are also able to "*Remove*" tax parcels or tax years that you do not wish to

pay. Additional parcels with the same mailing address may appear at the bottom of the screen. You can add them to the shopping cart by clicking "*Add to Cart*".

Shopping Cart

NOTE: Payments made by credit card will not be reflected on the website tax info page until the payment has cleared the county treasurer's office.

Parcel Number	Municipality	Tax Year	Amount Due	Pay	
	City of Portage	2019	$1,506.19	$1,506.19	Remove
Total			$1,506.19	$1,506.19	**Pay**

Use Card Swipe

c. When you are ready to continue to the payment screen select the red "*Pay*" button.
d. You will see a notification that you will be leaving the Columbia County website and that the remainder of the transaction will be done through the Point & Pay website. Click "*Continue*" to start the payment initiation.

PLEASE NOTE If pop-ups are NOT allowed, you will be forwarded to a "Select Payments" screen with no parcel information or back to the shopping cart with no information in it. You will need to turn off your pop-up blocker in order to allow pop-ups.

6. Once you are directed to Point & Pay's website, **fill in all fields that are marked with an ***. Under "*Payment Information*" select the drop down box to select Credit/Debit Card or Electronic Check. There are convenience fees when paying online with a Credit/Debit Card and Electronic Check (charged by Point & Pay).
    To use a Credit/Debit Card: 2.39% of the amount of the transaction
    To use an Electronic Check: $1.50 per transaction

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Portage, Wisconsin

Step 1: Select Payments	Step 2: Review and Submit	Step 3: Confirmation and Receipt

Step 1: Select Payments

Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.
Note: * indicates a required field.

My Bills

Description
+ Property Tax payment of $1,506.19 on Parcel Number

Cardholder Information

First Name: *   Last Name: *

Address Line 1: *   Address Line 2:

City: *   State: *   Zip Code: *

Phone Number: *   Email Address: *

Payment Information

Payment Method: *
Credit or Debit Card

Card Number: *

Expiration Date: * (in mm/yy format)

CVV: *   Where is this number?

7. Click "Continue" when you are ready to review the payment information before submitting the payment.
8. A page will come up with all the information you had just entered. Please make sure to review all information to make sure the information is correct. When you have reviewed it, click the box next to "*Accept*". You have now submitted your payment.

IF YOU RECEIVE AN ERROR AFTER PROCESSING YOUR PAYMENT, PLEASE CONTACT POINT & PAY AT 1-888-891-6064 BEFORE ATTEMPTING TO RE-ENTER A NEW PAYMENT