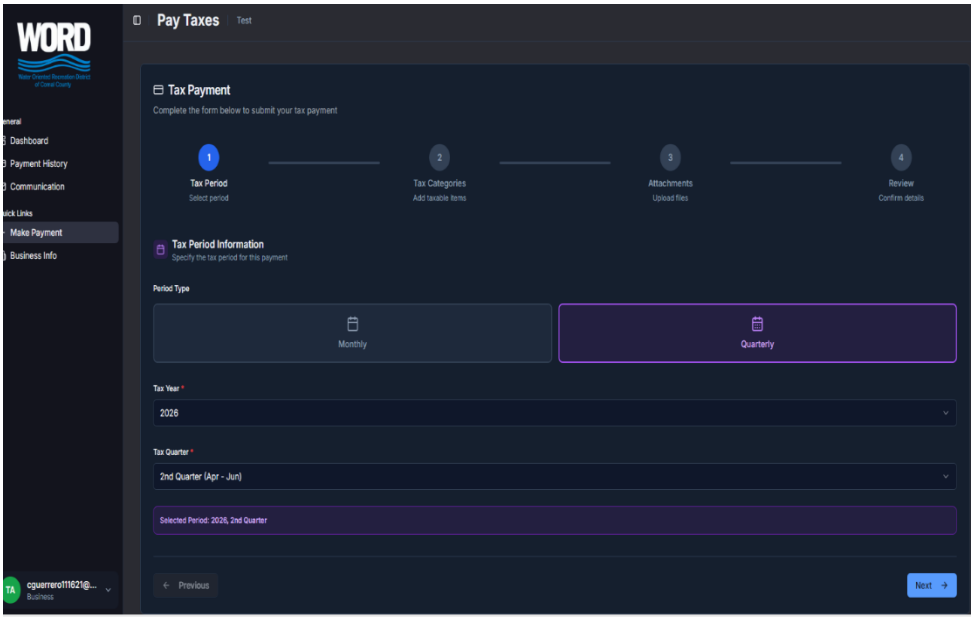
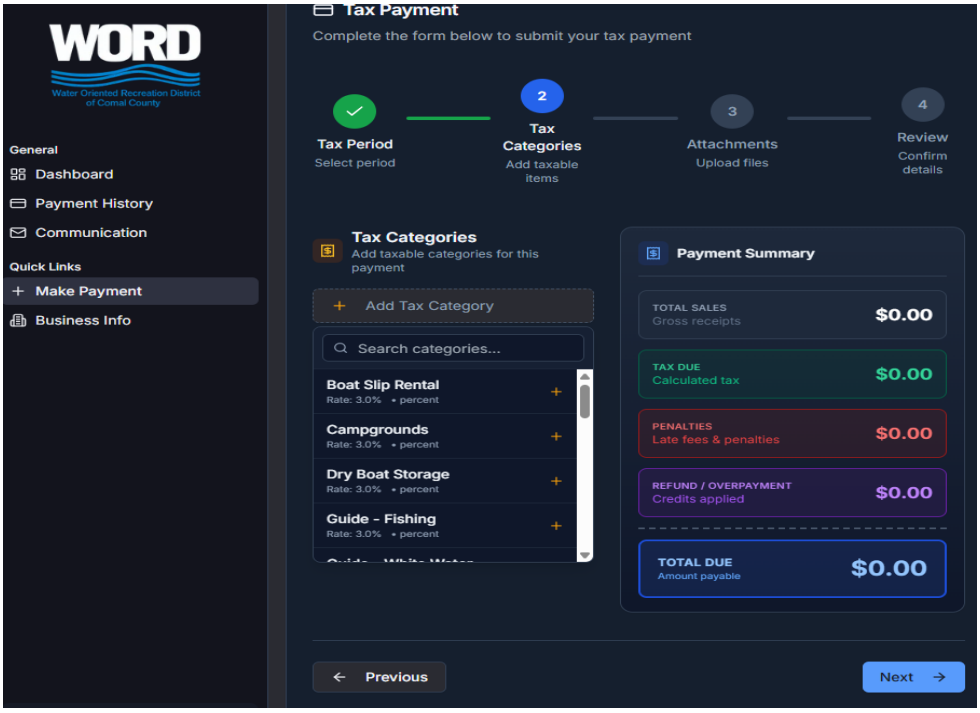
New System Training

Making a Payment

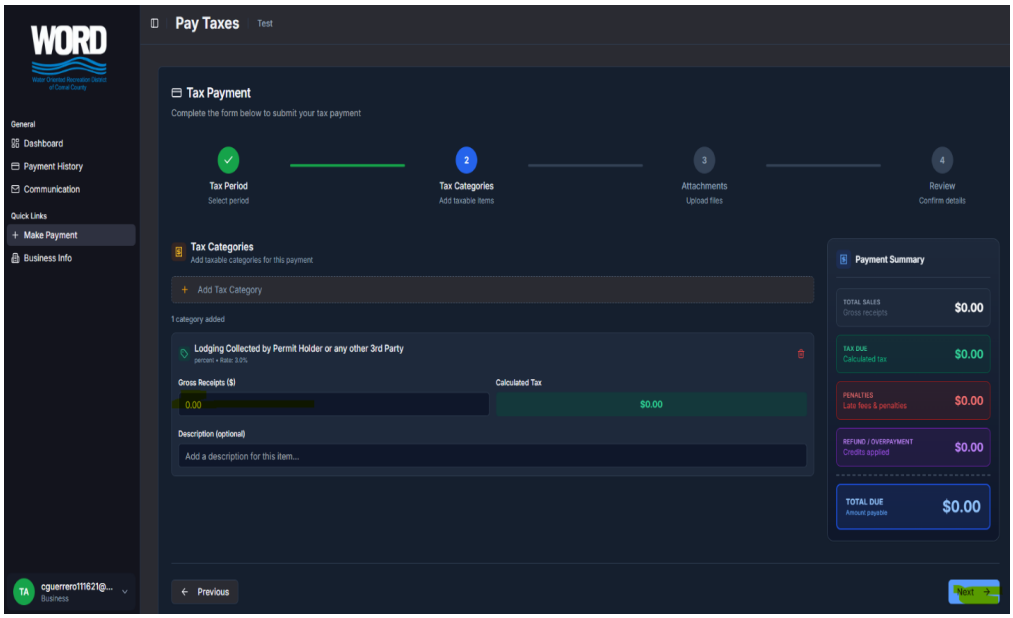
1. Go to make a payment, this is found on the left side of the screen under Quick Links
2. Once you have selected the payment link you will see this page. Make sure the Year and Quarter or Month is correct. Select Next



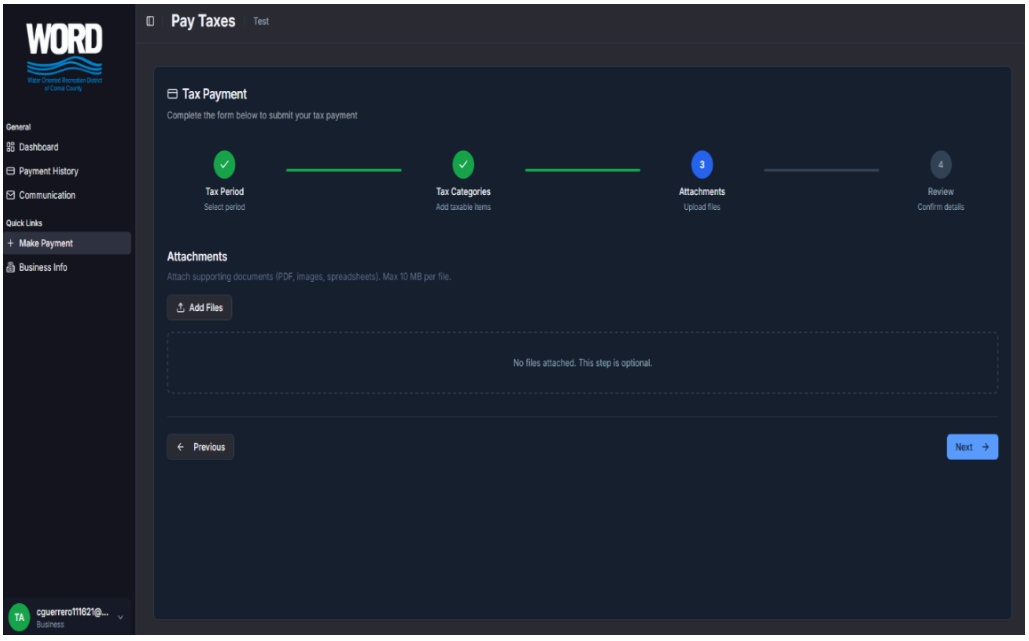
3. Add correct tax category – You can type it in, or you can search.



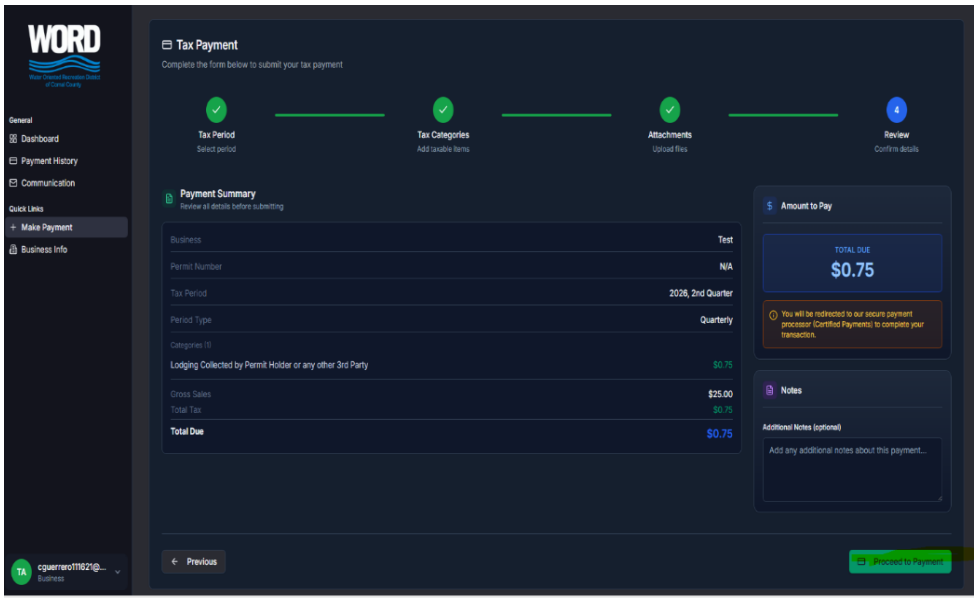
4. Enter the gross sales amount for each tax category, once complete select next.



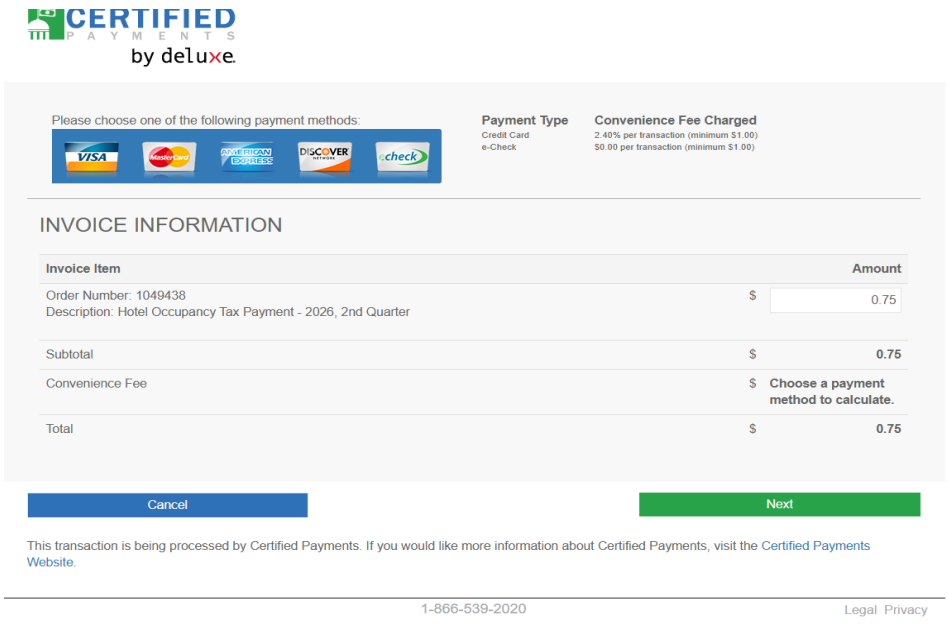
5. Upload any needed documents (This is for Airbnb, VRBO, or any booking site). Once you have uploaded documents if required, select next.



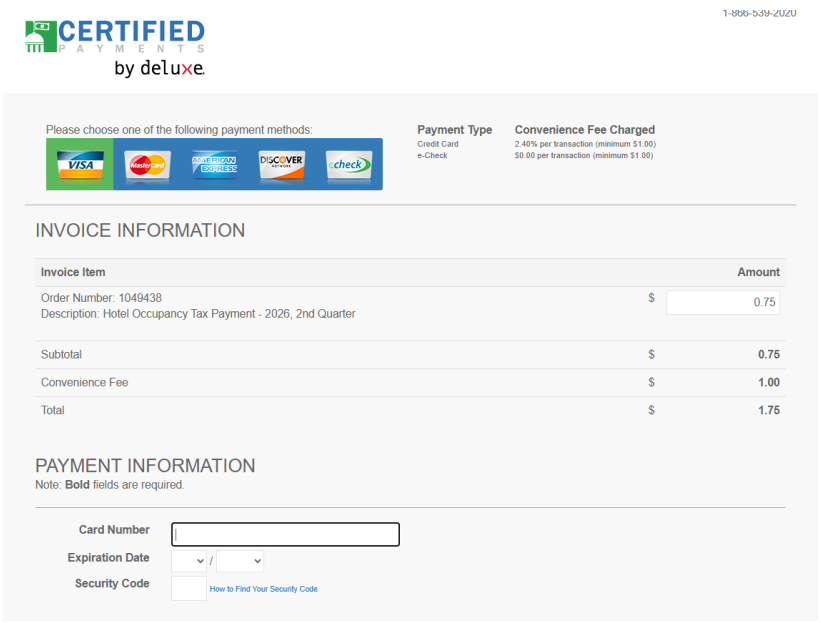
6. You will see the payment summary page. Make sure all is correct. Select Proceed to Payment. (If you do not owe any Taxes or penalties this will return you to the payment history page)



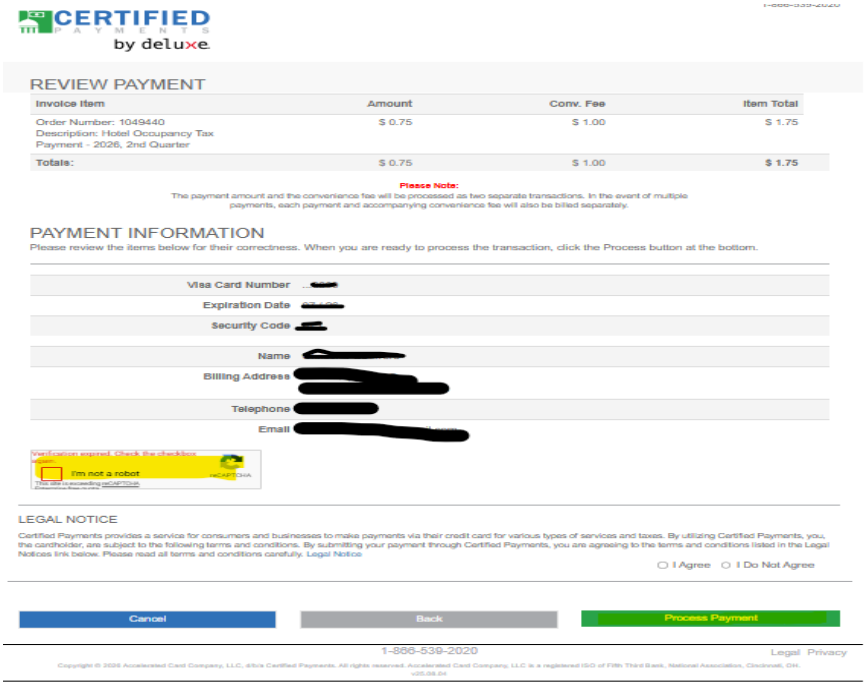
7. Make the payment- select the type of Credit Card or E-check. Look over the information. Select next.



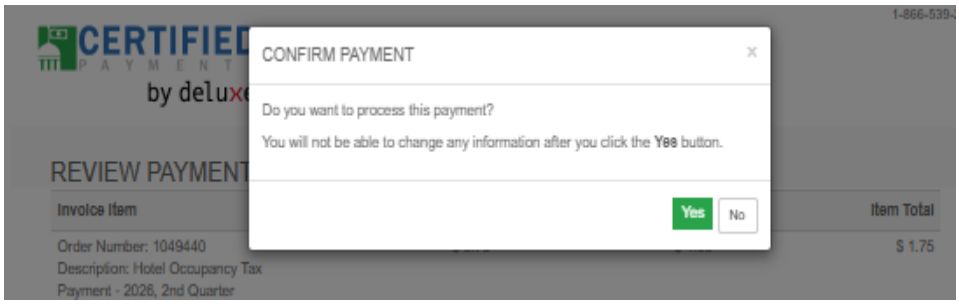
8. Enter all required information – select next.



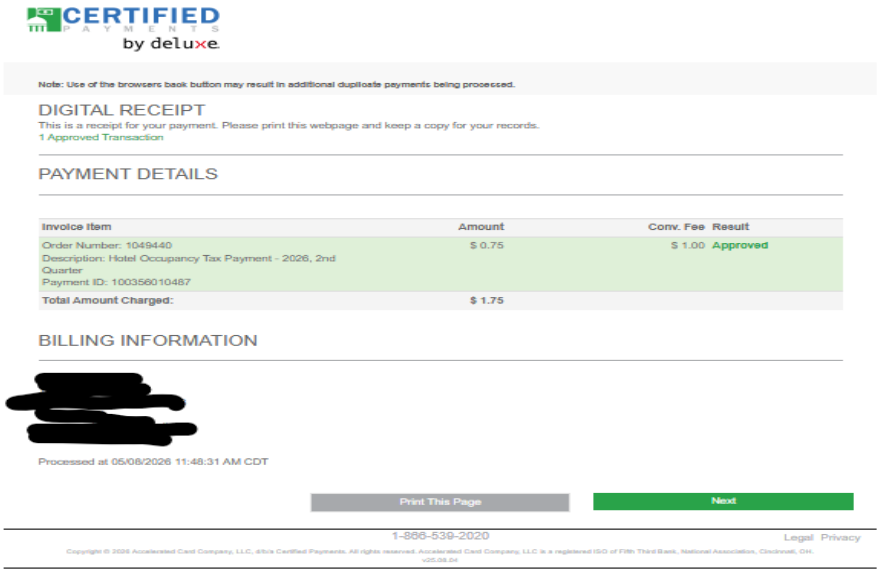
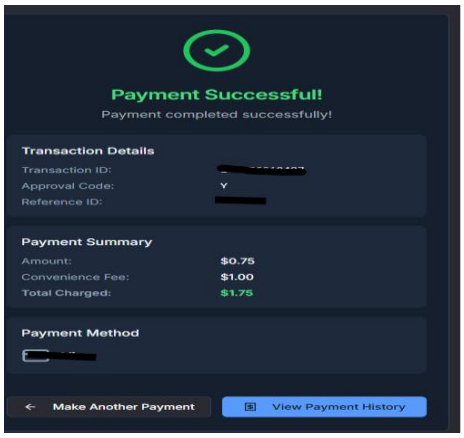
9. Review information, Check the “I am not a robot”, Agree to Legal Notice, Then Proceed to payment.



10. You will need to Confirm the payment.



11. Once complete you will see the digital receipt. You can print this page for your records. Select next.



12. This will bring you the Payment Successful page. From here you can make another payment or View Payment history.