

**Step 1.** Please review the notes and fees. Once you have reviewed the notes and fees please begin your payment process by clicking of “Click to Start Payment.”



## Treasurer's Office - Online Payment Portal

### Welcome to Outagamie County - Treasurer's Office Online Payments Portal

Please note that payments tendered through this portal will be assessed a one-time convenience fee based on the total amount due. Convenience fees are in addition to the amount(s) owed and are calculated as follows:

- A 2.20% convenience fee will be charged for payments using Visa, MasterCard, American Express or Discover credit or debit card. The convenience fee is based on the total amount due.
- A \$0.25 convenience fee will be charged for payments using e-check.
- You will have the opportunity to review the total amount due with the convenience fee prior to payment submission.
- While you will be paying fees to Outagamie County, the full amount of the convenience fee is passed to Municipal Services Bureau (MSB) as the provider of this online payment service.



Click to Start Payment

**Step 2.** Change the “Order Type” to the appropriate type needed for your transaction. Use your invoice from the county to complete the questions below then select the payment method you will be using to complete your payment and press “Make Payment” to move to the next screen.



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<b>Order Type*:</b>	Select Order Type General Invoice Agricultural-Use Conversion Miscellaneous
<b>Description*:</b>	Enter Description
<b>Department:</b>	Enter Department
<b>Payment Made By*:</b>	Enter Payment Made By
<b>Phone Number*:</b>	Enter Phone Number
<b>Email Address:</b>	Enter Email Address
<b>Amount*:</b>	\$0.00
<b>Payment Method:</b>	<input type="radio"/> CREDIT / DEBIT CARD <input type="radio"/> eCHECK

Make Payment

**Step 3.** Enter your payment information. Below are examples of a credit/debit transaction screen and an e-check transaction screen.

**Credit/Debit option:**



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Amount	<input type="text" value="1000"/>
Card Type*	<input type="text" value="Card Type"/>
Convenience Fee	<input type="text"/>
Total Amount	<input type="text"/>
Name on Card*	<input type="text" value="Name on Card"/>
Card Number*	<input type="text" value="Card Number"/>
Expiration Date*	<input type="text" value="Expiration Date (MM/YY)"/>
CVV Number*	<input type="text" value="CVV Number"/>

or

**E-Check option:**



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Amount*	<input type="text" value="1000"/>
Account Type*	<input type="text" value="Account Type"/>
Convenience Fee	<input type="text"/>
Total Amount	<input type="text"/>
Name on Account*	<input type="text" value="Name on Account"/>
Account Number*	<input type="text" value="Account Number"/>
Re-Enter Account Number*	<input type="text" value="Re-enter Account Number"/>
Routing Number*	<input type="text" value="Routing Number"/>

**Step 4.** Please enter your billing information and press “Submit Payment” when complete. If you entered your email address it will automatically send you a receipt otherwise please print a copy for your records.

Billing Address\*

Billing Address

Billing City\*

Billing City

Billing State\*

Select State

▼

Billing Zip Code\*

Billing Zip Code

Phone Number\*

Phone Number

Email Address

Email Address

Previous

Submit Payment

