

## **Instructions for Quick Access for Online Payment**

Current Taxes and Utility Bills are the only allowed payments online with our third party vendor Point & Pay.

- 1). Select the "Property Search and Bill Pay" orange button from home page on website
- 2). On the left side tab labeled Online Services select "Current Tax Payments" or "Utility Billing Payments"
- 3). Search by Name, Address or Parcel number
- 4). Select the searched property by clicking on the parcel listed
- 5). Enter payment information by credit card or e-check -- fees apply and will notify you before processing to accept the fees. If you do not agree to the fees the payment will not be processed.

**FEES** - Options for online payments:

\$2.00 Minimum for all transactions

3% when amount is above the \$2.00 minimum (this would be transactions over \$70)

OR

\$3.00 Flat rate fee for e-Checks up to \$10,000 (this is payment directly from your bank account)

\$10.00 Flat rate fee for e-Checks over \$10,000

***Tyrone Township will accept online payment for certain payments that are due Tyrone Township. Tyrone Township has contracted with a third party to provide these online payment services. By logging onto the online pay site, you agree to be bound by all the terms and conditions and privacy policy of the online pay site, if any. You acknowledge and agree that you use this online pay site at your own risk and that Tyrone Township does not represent, warrant or guarantee that the online pay site will operate without interruption or will be timely, secure or error-free. You also acknowledge and agree that you will not seek to hold Tyrone Township responsible should the online pay site be interrupted, untimely, make an error or has a security breach.***

## Instructions for ONLINE Property Search

This will require the user to create a login and password as follows:

- 1). Click the "button" for Property Search and Bill Pay
- 2). The cursor will be in the area to enter your address, enter property address & click "Search"
- 3). At this page you will need to "click" on the address in selection list with (Parcel Number)
- 4). If this is the correct property you have the choice to view as "Free" -- it is best to select the free option on your own property. Should you want to see other properties you will be required to pay an access fee of \$2.00 to "Access My Gov" provided by BS&A vendor.
- 5) Select Option #1 -" I am the homeowner" to create a login with user name & password to access your property records for free. "Click" the tab labeled "Access this record for Free".
- 6). Follow the login process. Once you have created a login user name & password you will need to begin the process to actually log into the system.
- 7). Once you are logged in you can select your records to view information and if there is any amounts due for TAX or UTILITY BILLS it will have a PAY BUTTON for you to select.
- 8). Follow the process on your screen for payment with Point & Pay services. Before payment is processed it will show total due with all **FEES** that apply for this service. If you do not agree to the fees the payment will not be processed.

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