

STEP-BY-STEP process to SCHEDULE Payments



Search for properties using a Name (last, first,) Parcel ID (no hyphens needed) or Address



Select the property you wish to pay. To set up payments select the “add” button on the left.



Select View Cart at top right of page. (The number of parcels that you will be paying appear next to the View Cart, not the installments.)



Select Checkout at top right.



Select a “Checkout Option” — You will be required to create an account if you are setting up/schedule your payments for due dates. Under billing information enter the required information — name, address, phone, email and password.



Select “Make automated payments.” If you did not create an account a red box at the top will tell you to login or create an account. You are required to create one if you wish to set up your payments. If you have more than one parcel you wish to set up payments you can add them to your cart and there is only one convenience fee for each installment. No need to set up parcels separately.



Enter how you wish to pay. Select either Credit Card or eCheck and enter the information. Select I agree to the terms and conditions. If a message appears to call FORTE because your eCheck failed make sure when you call tell them the Merchant Name of Bill2Pay.



A confirmation page will appear showing your method of payment. You can print this page and also an email will be sent to you stating you made or set up your installments.