ST. CROIX COUNTY
Wisconsin
Innovation Through Cooperation

Treasurer
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www.sccwi.gov

How to Make a Tax Payment

Step 1: Open the Public Portal in any internet browser. sccwi.gov/TaxPayment

- Read the Terms & Conditions.
- Under Guest Sign In, click 'Accept and Sign In'

Step 2: Find your property tax record using ONE of the following:

- Note: Entering less is more when searching
  1. Parcel # / Property #
  2. Owner (Last and First Name)
  3. Address (House # and first word of Street)
     Do not enter city, state, or Zip.
- Click 'Search'

Step 3: Review your Search Results and Add to Cart.

- Click the checkbox next to each tax item you wish to pay, then click 'Add to Cart'.
- Note: The maximum is 15 parcels per transaction.

Step 4: Review your Cart and Proceed to Checkout.

- Click 'View Cart'
- Review your items and payment amount for each.
  - To change payment amount, click 'Select'.
  - If you need to return to your search results, click 'Search' in the navigation menu.
- The Payment Total displays the total amount for the entire transaction.
- Click 'Checkout' to begin the checkout process.

Step 5: Follow the on-screen prompts to complete Checkout.

- Checkout will take you to the VPS site to enter payment information and process.
- Select desired payment method and enter your payment details.