

## HOW TO VIEW or PAY YOUR PROPERTY TAX BILLS

FROM THE HOME PAGE OF THE CITY OF UTICA WEB SITE, CLICK ON "VIEW & PAY TAX BILL"

CLICK THE TAB ON THE RIGHT (UNDERNEATH "HOME") TITLED "CITIZEN SELF SERVICE."

CLICK THE TAB ON THE RIGHT (UNDERNEATH "CITIZEN SELF SERVICE") TITLED "CITY OF UTICA PROPERTY TAXES."

ENTER EITHER YOUR ADDRESS, PARCEL NUMBER, OR BILL NUMBER. ENTERING MORE THAN ONE MAY RESULT IN AN ERROR. NOTE: DO NOT USE ST., AVE., LN, ETC. JUST THE STREET NAME.

THIS NEXT PAGE HAS A HISTORY DATING BACK TO THE 11/12 FISCAL YEAR. YOU CAN VIEW ANY OF THESE BY CLICKING "VIEW BILL" NEXT TO APPLICABLE BILL.

IF YOU WANT TO PAY A PARTICULAR BILL, ALSO CLICK THE VIEW BILL TAB NEXT TO THE DESIRED BILL.

IF YOUR PROPERTY HAS TAX LIENS, YOU CAN SEE WHAT THE ORIGINAL BILL WAS BEFORE IT BECAME A LIEN BY CLICKING "VIEW BILL." YOU MUST CLICK VIEW LIEN TO CHECK WHICH LIENS STILL HAVE BALANCES DUE.

IF YOU ARE VIEWING A BILL THAT IS PAID, YOU CAN CLICK THE "VIEW PAYMENTS/ADJUSTMENTS" TAB TO SEE WHEN A BILL WAS PAID.

IF YOU ARE ATTEMPTING TO PAY A BILL, CLICK THE "PAY SELECTED INSTALLMENTS" TAB. IF THE BILL YOU ARE PAYING HAS MULTIPLE INSTALLMENTS, THEY MUST BE PAID IN ORDER AND YOU CAN PAY MORE THAN ONE BY CLICKING THE BOXES NEXT TO THE DESIRED INSTALLMENTS. YOU CANNOT PAY ANY TAX LIENS YOU MAY HAVE ON YOUR PROPERTY UNTIL CURRENT TAXES ARE PAID IN FULL.

AFTER CLICKING "PAY SELECTED INSTALLMENTS," CLICK "CONTINUE."

YOU HAVE NOW BEEN DIRECTED TO THE J.P. MORGAN CHASE BANK GATEWAY FOR PAYMENT. YOU CAN PAY WITH EITHER E-CHECK OR DEBIT/CREDIT. E-CHECK PAYMENTS ARE ONLY CHARGED \$1, WHEREAS DEBIT/CREDIT PAYMENTS WILL CARRY A FEE OF 2.5%. AFTER YOUR PAYMENT INFORMATION HAS BEEN ENTERED, YOU MUST ENTER YOUR BASIC INFORMATION IN THE FIELDS THAT ARE BOLDED AND STARRED. CLICK CONTINUE.

THIS NEXT PAGE PROVIDES YOU WITH A BREAKDOWN OF THE TOTAL CHARGE YOU WILL INCUR. WHICHEVER FEE YOU ARE INCURRING DEPENDING ON YOUR METHOD OF PAYMENT WILL ALSO BE SHOWN. YOU CAN HAVE A CONFIRMATION EMAILED TO YOU AS WELL. AS LONG AS THE PAYMENT INFORMATION IS AS DESIRED, CLICK CONFIRM.

THE LAST PAGE YOU ARE DIRECTED TO IS THE CONFIRMATION PAGE. YOU CAN CLICK OK AT THE BOTTOM OF THE PAGE AND YOU WILL BE DIRECTED BACK TO THE CITY OF UTICA'S HOMEPAGE.