MAKING A PAYMENT INSTRUCTIONS

If you happened to have logged out after completing your filing, log back in to your account by going to [www.deschutes.org/vacationrentals](http://www.deschutes.org/vacationrentals) by entering your username and password.

Click on the plus sign next to your account number. If you are still logged in, proceed to Step 1 on Page 2.

Next, click “View Bill” on the filing you want to pay on.

Now “Add to Cart” on the bottom right of the screen.

Now you are ready to start with Step 1 of making a payment.
**STEP 1:** Once you have the item in your cart as seen below, you can review your cart to see what items are available to pay or if you would like you can just click the “Checkout” button.

![Shopping Cart Review](image)

If you choose “Review Cart” it will look something like this. If you like what you see, click “Pay”:

**STEP 2:** Choose the payment option you want to use, either a debit card or an e-check. The debit card option will charge a $2.00 flat rate fee or an e-check will have no charge (FREE). The e-check will allow you to enter your bank routing and account number. Deschutes County will NOT be accepting credit cards at this time. Please note that even though the wording says “Pay by Credit Card” it really means “Pay by Debit Card.” We were unable to change the wording in the software.

If you choose the Debit Card option it will display the following (please note the notation in yellow. A $2.00 fee will be added to the transaction):

![Pay Bills](image)

Click continue and it will redirect you to a secure payment processor for you to enter your debit card information.
Please fill in all required fields and hit process.

**Order Section**
- Card Number: 
- Expiration Date (MM/YY): 
- Amount: \$97.75 
- CVV2: 

**Billing Address**
- Company: 
- First Name: 
- Last Name: 
- Address1: 
- Address2: 
- City: 
- State/Province: 
- Postal Code: 
- Country: Please select a Country 
- Phone: 
- Email Address: 

If you choose the E-Check option it will display the following:

**Pay Bills**

<table>
<thead>
<tr>
<th>Bill Description</th>
<th>Bill Year</th>
<th>Bill Date</th>
<th>Bill Number</th>
<th>Due Date</th>
<th>Balance</th>
<th>Due Now</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business License</td>
<td>2019</td>
<td>7/1/2019</td>
<td>5</td>
<td>10/31/2023</td>
<td>$9,382.66</td>
<td>$9,382.66</td>
<td>$9,382.66</td>
</tr>
</tbody>
</table>

Click continue and it will redirect you to a secure payment processor for you to enter your e-check banking information.
Please fill in all required fields, click “I Agree” and then hit process.

You have successfully completed your online payment! You will receive a confirmation email and you will be redirected back to your Account page.