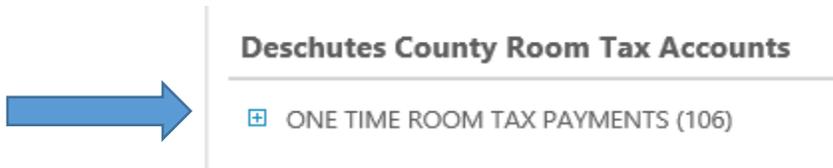


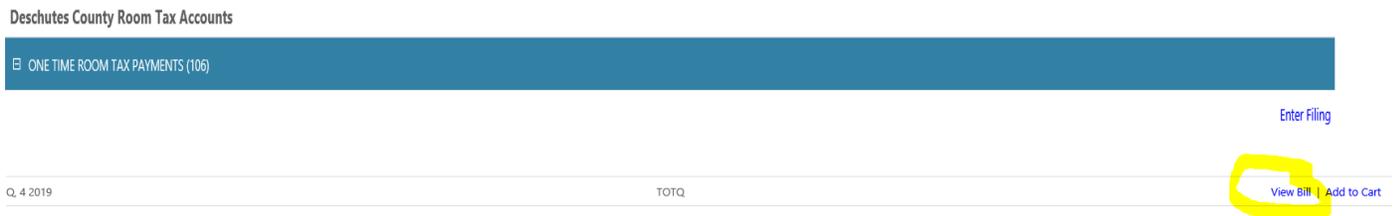
MAKING A PAYMENT INSTRUCTIONS

If you happened to have logged out after completing your filing, log back in to your account by going to www.deschutes.org/vacationrentals 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.

Deschutes County Room Tax Bill Detail

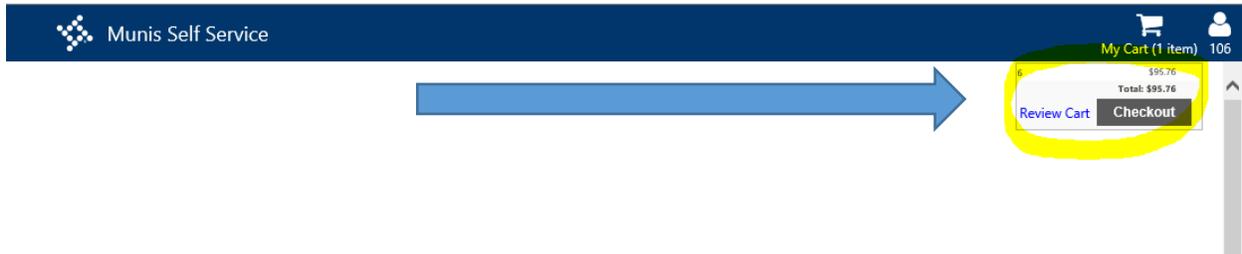
View Bill		
Bill Year	2019	
Bill	6	
Owner	ONE TIME ROOM TAX PAYMENTS	

Charge	Description	Amount
PEN10	PENALTY	\$19.00
TOT	TRANSIENT OCCUPANCY TAX	\$76.00
#UNITS	NUMBER OF UNITS	\$0.00
#RENT	# NIGHTS RENTED	\$0.00
#AVAIL	# NIGHTS AVAILABLE	\$0.00
SUBTOTAL		\$95.00
Penalty		\$19.00
Current Interest Due		\$0.76
Payments/Adjustments		\$0.00
Total Unpaid Balance		\$95.76
TOTAL DUE		\$95.76

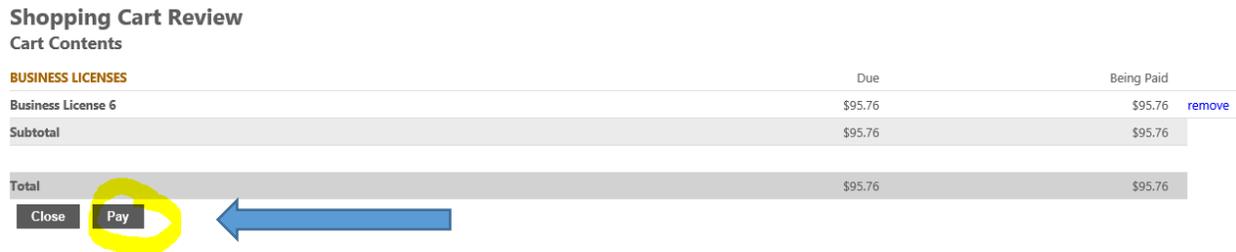


Now you are ready to start with Step 1 of making a payment.

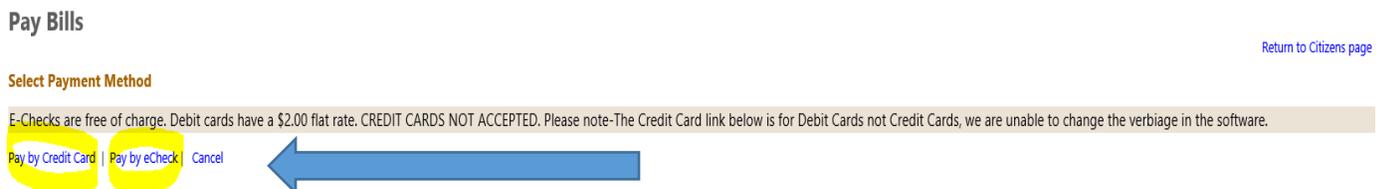
STEP 1: Once you have the item in your cart as seen below, you can review your cart to see what items are available to pay or if you would like you can just click the “Checkout” button.



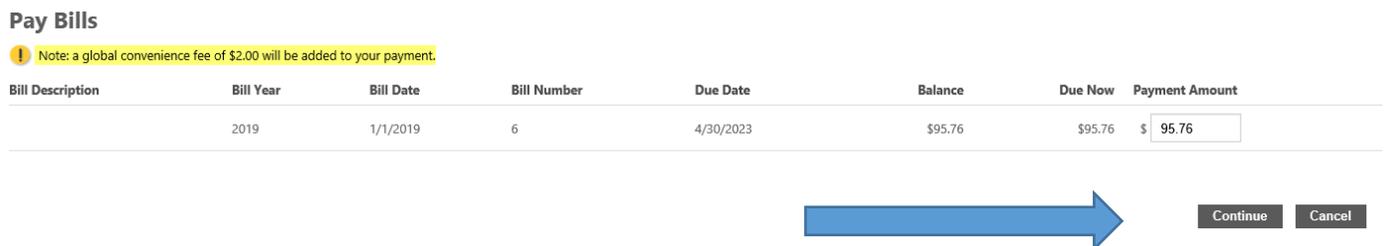
If you choose “Review Cart” it will look something like this. If you like what you see, click “Pay”:



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):



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.

SALE

Order Section

Card Number: *

Expiration Date(MMY): *

Amount: *

CVV2:

Billing Address

Company:

First Name: *

Last name: *

Address1: *

Address2:

City: *

State/Province: *

Postal Code: * ←

Country: *

Phone:

Email Address: *

Process

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

Pay Bills

Bill Description	Bill Year	Bill Date	Bill Number	Due Date	Balance	Due Now	Payment Amount
Business License	2019	7/1/2019	5	10/31/2023	\$9,382.66	\$9,382.66	\$ <input type="text" value="9,382.66"/>



Continue **Cancel**

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.

Order Section	
Bank Account Number:	<input type="text"/> *
Bank Routing Number:	<input type="text"/> *
Amount:	95.76 *
Account Type:	Personal ▾ *

Billing Address	
Company:	<input type="text"/>
First Name:	<input type="text"/> **
Last name:	<input type="text"/> **
Address1:	<input type="text"/> *
Address2:	<input type="text"/>
City:	<input type="text"/> *
State/Province:	<input type="text"/> *
Postal Code:	<input type="text"/> *
Country:	Please select a Country ▾ *
Phone:	<input type="text"/>
Email Address:	<input type="text"/> *

By Clicking the "I Agree" box below, you authorize Deschutes County Testing to use information from your check with Bank routing number and Bank Account Number to initiate a one-time fund transfer from your account or to process the payment as a check transaction or bank drawn draft from your account for the amount of \$95.76. If you payment is returned due to insufficient funds, you authorize us to make a one-time electronic funds transfer or to use a bank draft drawn from your account to collect a fee as allowed by state law.

I Agree

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