

## **Tax Information Online Instructions**

**Go to:** <https://pp-stcroix-co-wi-fb.app.landnav.com/Login>

- Under Guest Sign In **Accept and Sign In**
- Enter only one of:
  - Parcel number, or
  - Address – house number and first word of street, or
  - Last name and first initial
  - Tax Information defaults to current tax year, or select Range from drop-down and enter years you'd like to search
- Select **Search** in lower right
- Record(s) retrieved appear at bottom under Search Results

### **To make online payment:**

- **Check box** to left of record
- Click **Add to Cart** in lower right
  - If needed, repeat Search and Selection to add additional years and/or parcels to cart
- Click **View Cart** in lower right
- To change amount, click **Pay** to right of amount
- Click **Checkout**
- Select payment method – fees: credit/debit 2.99% e-check \$1.50
- Continue with Value Payment Systems steps to process payment

### **To find tax information:**

- Hover over the record and click
- Record is brought up, click on any tab for additional information
- Reports to print found under **Taxes** tab
- Make an online payment, select **Add to Cart**