Instructions for searching and paying property taxes online:

- On the Home Page, click on "Search" then "Property Tax" – Do NOT click on the "Register" Button
- You may search on the following information
    - Name – Enter Last Name then First Initial
    - Address
        - Enter Street Number Only or
        - Enter Name Only (example – for South Main enter only "Main")
    - Parcel ID # - Enter Map Number (12 digits with no spaces or dashes)
- Less information is better because this system must match EXACTLY with PVA records
- Once the Property is located – Click on the blue Property ID Number

To make a payment:
- Verify the Property is the one you wish to pay
- Select "Actions" then "Make Payment"
- Click the green "Submit" button
- Follow the On Screen Instructions for completing your payment

To view prior year charges or current charges outstanding:
- Verify the Property is the one you wish to pay
- Select "Actions" then "View Charge History" or "View Current Charges"

To print or view a copy of your tax bill:
- Verify the Property is the one you wish to pay
- Select "Actions" then "View Bills"