

ONLINE PAYMENTS VISUAL INSTRUCTIONS

Read or print these instructions before you begin if you are unfamiliar with our online payment process.

To schedule a future dated payment, copy the link below to register for an account, search for your property tax information and schedule a payment.

[Payments.msbpay.navient.com/DCTCS](https://payments.msbpay.navient.com/DCTCS)

To set up your account click on [Register](#):

The screenshot shows the Douglas County Treasurer's Office website. At the top left is the logo for Douglas County, Colorado, with the text "DOUGLAS COUNTY TREASURER'S OFFICE COLORADO". At the top right are links for "LOGIN", "REGISTER", and "MAKE PAYMENT". The main header features a scenic image of a forested mountain range with the text "Welcome to Douglas County Treasurer". Below this is a central white box containing two columns of text and form fields. The left column is titled "Login to your account" and includes a sub-header "Login to your account to schedule a future payment." followed by two form fields: "* Email Address" with a placeholder "Enter Email Address" and "* Password" with a placeholder "Enter Password". Below these fields is a blue "Login" button and a link for "Forgot Password?". The right column is titled "No login required" and includes a sub-header "Pay online with a one-time payment, no registration required." followed by a blue "Make Payment" button. At the bottom of the central box, there is a link "Don't have an account? Register" with a red arrow pointing to it, and a footer note: "Having trouble logging in? Email payment_processing_operations@navient.com. For questions regarding your tax account please navigate to Douglas County Treasurer". Below the central box are three columns of text: "Fast and Easy" (No registration is required for a one-time payment, the fastest way to pay online and confirm payment.), "Safe and Secure" (Your information is kept confidential, secure and backed by the highest security standards.), and "Eco-Friendly" (Paying online reduces paper use and is an easy way to help the environment.).

Fill in ALL fields and click the **Register Button**:

Register

Create Account
Create an account to manage your payments.


* Email Address

* Password

* Confirm Password

* First Name

* Last Name



Once your registration is complete you will be brought to this page:

Payment Methods

Payment Type	Card Type	Account Number	Expiration Date	Actions
Credit Card				Add
eCheck				Add

*For Credit/Debit card payments, a convenience fee 2.19% will be charged.
No portion of this convenience fee is retained by Douglas County. No charge for eCheck.

Search for an Account

Account ID	Owners	Address	Amount Due	Actions
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Scheduled Payments

Scheduled Date	Account ID	Payment Option	Payment Type	Convenience Fee	Total Amount Scheduled	Actions
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Returned payments will be charged a \$20 fee. Late payments will incur late interest of 1% per month.

Next you will need to add your Payment Method. Click on **ADD** by either credit card or eCheck:

Payment Methods				
Payment Type	Card Type	Account Number	Expiration Date	Actions
Credit Card				Add
eCheck				Add

*For Credit/Debit card payments, a convenience fee 2.19% will be charged.
No portion of this convenience fee is retained by Douglas County. No charge for eCheck.

To add your Credit Card Payment Method, ALL fields are required to be filled in:

Add Credit Card Payment Method
Please enter the required information below for this payment method.

* Card Type

Cardholder name

* Card number

* Expiration date

* CVV

To add your eCheck Payment Method, ALL fields are required to be filled in:

Add eCheck Payment Method
Please enter the required information below for this payment method.

* Name on account

* Bank account number

* Confirm bank account number

* Bank routing number

Financial Institution

To search for an account, you must know your property account number. The account numbers begin with either an R, P, M or C.

Enter your account number and click the **Search button**:

Search for an Account

R0475643

Reset Search

Account ID	Owners	Address	Amount Due	Actions
R0475643	MIDWAY DRIVE LOT 2A LLC	1745 SHEA CENTER DR #370, CO, 80129	\$5.50	Schedule

To schedule your payment, click on **Schedule** next to your account information:

Search for an Account

R0475643

Reset Search

Account ID	Owners	Address	Amount Due	Actions
R0475643	MIDWAY DRIVE LOT 2A LLC	1745 SHEA CENTER DR #370, CO, 80129	\$5.50	Schedule

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- 1) Select the date you would like to make your payment. This date must be on or before the statutory due date.
- 2) Select your Payment Method (Credit Card or E-Check).
- 3) Select Payment Option (1st Half, Full, 2nd Half).
- 4) For a Payment Reminder Notification - select the number of days and enter you email address.
- 5) Click the **Save button** to complete Payment Schedule.

Payment Schedule
Please select the future payment date, payment method and payment option.

Statutory due dates:

- 1st Half: Last Day of February
- Full: April 30
- 2nd Half: June 15

Select Future Payment Date: 02/17/2022

Select Payment Method: Credit Card

Select Payment Option: Select payment option

Future payments can only be scheduled on or before statutory due dates. For a same day payment, logout, and click the "Make Payment" button.

Returned payments will be charged a \$20 fee. Late payments will incur late interest of 1% per month.

Payment Reminder Notification
Please select how many days to be notified before your scheduled payment and enter in your email address below to send payment reminders to.

Select Payment Reminder: No reminder

Email Address: Enter Email Address

Save

NOTE: YOUR PAYMENT WILL POST TO YOUR PROPERTY TAX ACCOUNT ON THE NEXT BUSINESS DAY, HOWEVER WILL BE CONSIDERED RECEIVED AS OF YOUR SCHEDULED PAYMENT DATE.

PLEASE NOTE that your E-Check payment will post to your Bank Account in 2 business days. If it does not post in 2 business days, this could be due to an incorrect bank account number or insufficient funds, please contact your Financial Institution.