

### On-line Payment Instructions

From the Home Page or Tax Collector's Page Click on the "View or Pay Tax Bills". Please read the message box and then click on "FOR ALL ONLINE PAYMENTS". This will bring you to a page where you enter the search information to locate the account(s) you wish to view/pay.

To choose your Search terms, click on the drop down menu below SEARCH BY. Type in the appropriate information under "search criteria" and click SEARCH. A list of all bills for that search will appear. Please note: the system does not recognize punctuation.

The first Column lists the bill numbers and types. The fifth & sixth digits tell you what type of bill they are: Code 01 is Real Estate, 02 is Personal Property and Codes 03 & 04 are Motor Vehicle. Any item with a shopping cart icon has an unpaid balance. To view, click on the shopping cart in the far right column.

To pay, choose what you would like to pay and click on the green cart and then click on ADD TO CART. To add more bills, repeat until all have been added to your cart. Once complete, click on the yellow bubble at the top right of the screen and then click VIEW CART. This will allow you to review your payments and some basic tax information. Please note that there are fees for the service. Click on PAY NOW. The next screen allows you to REGISTER so you are set up for future payments or you can just proceed to the payment PAY NOW. Continue to finalize your payment, click on PROCEED TO PAYMENT. Enter your payment information, follow the prompts to continue and make your payment. The system will allow partial payments. Once done, you will be able to print up a receipt.

Please note that our system now allows you to register so that you can make future payments with ease and receive emails.

If you wish to view your bills and print them for your records, this information is always available online for your convenience. Should you need to speak with us, please call during regular business hours at 203-775-7304. Email is also available at [tax@brookfieldct.gov](mailto:tax@brookfieldct.gov) Thank you for using our online payment option.