

INSTRUCTION ON
HOW TO PAY YOUR REAL ESTATE TAX ONLINE

WEBSITE ADDRESS www.exeternh.gov

Town of Exeter, New Hampshire website should come up.

Across the top of the page should be:

SERVICES GOVERNMENT **DEPARTMENTS** COMMUNITY

- Click DEPARTMENTS
- Click TAX/WATER/SEWER within the box on the right hand side.

Next Screen - Tax/Water/Sewer Collection

Middle of the page

- Click Orange Pay Online ICON

Next page - Pay Online

Middle of the page

- Click link – [Pay Property tax bills online](#)

Next page - Munis Self Service

Right hand side of the page

- Click - Tax Payments

Stop and read announcements.

The paragraph explains the following: You will need to fill in fields to get your account information to display correctly. If you fill in all the fields, the system will not be able to find your bill. I suggest only filling in your parcel number. If you do not have the parcel number, you can use another. The year will automatically populate. If there is not a year, there you can enter the current year in the box. You cannot pay liens online.

After reading the announcement -

Right hand side of the page

- Click - Real Estate
- Fill in 1 field
- Search

Next page - View Bills

- Click Add to Cart
- Amount will go into shopping cart

You can also view other things in your account one this page. (See right column)

- ❖ *Charges - Property Details -Owner Information -Assessment History -Tax Rate*
- ❖ *If you have a lien on your account, you will need to come into the office to pay.*

Amount to pay will be in shopping cart at the right top corner.

- Click Shopping cart
- Click Checkout

Next Screen - Pay Bills

Please select - Select Payment Method

[Pay by Credit Card/Pay by Check/Cancel](#)

If you only want to pay a partial payment, you will be able to do that on the next screen.

If you want to pay a different amount this is where you would enter that into the box over the amount that is there.

- Click – [Calculate subtotal](#) – this will update the new amount if you changed it

If you are paying the total bill amount –

- Click – Continue

If you hit cancel, it will bring you back to the beginning. Just remember it could still be in your shopping cart. The shopping cart is at the top right.

If you continue to pay, the next screen is –

Billing Information

- Fill out the form for Credit Card OR eCheck information
- Click – MAKE PAYMENT

Please call if you have any question, we will be happy to help.

Melissa Heitz – Deputy Tax Collector 603-773-6100

Stacie Tebo – Collection Specialist 603-773-6108

