

## 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](#):

**DOUGLAS COUNTY**  
TREASURER'S OFFICE COLORADO

LOGIN REGISTER MAKE PAYMENT

### Welcome to Douglas County Treasurer

**Login to your account**  
Login to your account to schedule a [future payment](#).

\* Email Address  
Enter Email Address

\* Password  
Enter Password

Login

[Forgot Password?](#)

**No login required**  
Pay online with a [one-time payment](#), no registration required.

Make Payment

Don't have an account? [Register](#)

Having trouble logging in? Email [payment\\_processing\\_operations@navient.com](mailto:payment_processing_operations@navient.com). For questions regarding your tax account please navigate to Douglas County Treasurer

**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.

**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

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**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.

You will need to add your Payment Method of either a Credit Card or eCheck first before searching for your account and scheduling your payment.

Payment Methods 

Payment Type	Card Type	Account Number	Expiration Date	Actions
Credit Card				<a href="#">Add</a> 
eCheck				<a href="#">Add</a> 

\*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.

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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 Type	Card Type	Account Number	Expiration Date	Actions
Credit Card				<a href="#">Add</a>
eCheck				<a href="#">Add</a>

\*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, make sure to include all leading zeros for the bank account number:

**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 your Account, the Account number will begin with an R, P, M or C (The 2<sup>nd</sup> digit is a Zero and not the letter O).

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

Search for an Account

R0475643

Reset Search

Account ID	Owners	Address	Amount Due	Actions
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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 (1<sup>st</sup> Half, Full, 2<sup>nd</sup> 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.
- 6) To schedule your 2<sup>nd</sup> half payment, you will need to repeat steps 1 – 5 listed above. (See screen shots below)
- 7) To schedule a payment for another property account, search by account number first, then begin the scheduling process in steps 1 – 5 listed above.

Payment Scheduling

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

1 day before  
2 days before  
3 days before  
4 days before  
5 days before  
6 days before  
7 days before

## For 2<sup>nd</sup> Half Payment:

Click on the Schedule button again:

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	<a href="#">Schedule</a>

1

- 1) Select the date you would like to make your payment. This date must be on or before the statutory due date. Once you select your payment date, the next box – Payment method will be available to select.

**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

Select Payment Method

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.

- 2)
- 3) Select your Payment Method (Credit Card or E-Check).

**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

Select Payment Method

Select Payment Option

Convenience Fee \$0.00

- 4)
- 5) Then select the Payment Option – 2<sup>nd</sup> Half

If you need to edit or delete a scheduled payment, go back to the main page where your schedule payments are listed, to the right of each payment there is a section titled Actions, when you click on the Manage Drop Down, you will have a choice to Edit Schedule or Delete Schedule.

Payment Option	Payment Type	Convenience Fee	Amount Due	Total Amount Scheduled	Status	Actions
First-Half	ECheck	\$0.00	\$1,964.72	\$1,964.72	● Pending	Manage
Second-Half	ECheck	\$0.00	\$1,964.72	\$1,964.72	● p	Edit Schedule Delete Schedule



**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.**