

# Property Search - How to Add Taxes to Your Cart and Checkout

Prepared for: External Training

Prepared by: Abigail Wahl | BIS Consultants

April 23, 2026

[bisconsultants.com](https://bisconsultants.com)

# Purpose

This document will provide instructions on adding taxes to the cart and completing the checkout process in the Property Search website.

# Troubleshooting

## 1. Search for the Property

- Access the county's property search site.
- Enter the desired property information to find it in the list of results.

## 2. Select the Property

- Choose the correct property from the search results.

## 3. Navigate to the Payment Section

- Scroll down to the "Pay Taxes" section on the property page.

## 4. Add Taxes to Cart

- Click on the "Pay" button next to the desired taxes.
- Select the year or years for which you wish to pay taxes.

## 5. Review Your Cart

- Click on the "Cart" to view your selected items.
- If necessary, override the payment amount.

## 6. Proceed to Checkout

- Click the "Checkout" button to be redirected to the payment vendor's site.

## 7. Complete the Payment

- Follow the instructions on the payment vendor's site to finalize your payment.

### Link to Loom for Video Tutorial

<https://loom.com/share/48e8a6c8e93c4682ae3093a488ead57f?src=composer>

