



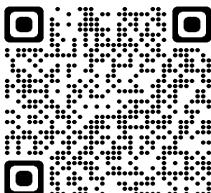
Oconto County Tax Website – How to Guide (revision date: 2.7.2025)

A. Technical Issues (PLEASE REVIEW BEFORE PROCEEDING):

- a. **Internet Explorer is no longer supported. This website works best used in Chrome.** The below instructions were created using a desktop or laptop computer. The screen location may vary slightly if using a smart device.
- b. **MAKE SURE YOU GO TO YOUR SETTINGS AND ALLOW FOR POP-UP BLOCKERS.**
- c. The web portal displays **LIVE/CURRENT** tax information data.
- d. You will need a **PDF reader/viewer software downloaded** on your device to be able to view tax bill images.

B. Option #1:

- a. Open the camera on your smart phone.
- b. Position the QR code (see below) to display on your camera screen.
- c. On your smart phone screen - the QR code will be displayed.
- d. Keep the QR code on the screen - a yellow pop-up box will appear - under the QR code
- e. Touch the **yellow pop-up box** on the smart phone screen.
- f. You should be redirected to the County's tax website.
- g. Continue to **Section D.**



C. Option #2:

- a. Type the County website address into your browser: www.ocontocountywi.gov
- b. Scroll and Click on **TAXES & MAPS**



D. Continued Instructions for Option 1 or Option 2:

- a. Click on **PUBLIC GCS TAX INFORMATION**



- b. Click on **ACCEPT** to accept the terms and conditions

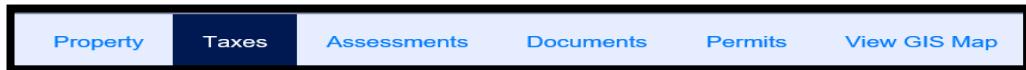
c. **SEARCH CRITERIA OPTIONS ARE BELOW – ONLY ENTER DATA IN ONE OF THE FOLLOWING SEARCH FIELDS:**

- **LAST NAME FIRST NAME**
- Click on **SEARCH FOR PROPERTIES**
- **PARCEL #** (include leading zeros; **DO NOT** include dashes or spaces).
- Click on **SEARCH FOR PROPERTIES**
- **Enter the HOUSE #** (**DO NOT** enter the street name, **ONLY** enter the **House #**)
- Click on **SEARCH FOR PROPERTIES**

d. Click the parcel at the bottom of the screen that you want to research.

E. How to print a Tax Bill:

a. Click on **TAXES** (tab on top)



b. On this screen – at the bottom - click on **PRINT TAX BILL**



c. Click on the **printer button**

F. How to pay taxes online:

Current 2nd installments due by July 31st or delinquent payments can be paid using the County Website portal.

Between December and January - 1st installment payments are due to the municipality - NOT Oconto County.

- Once in the parcel, click on the tab **TAXES** along the top of the screen.
- View or change **Tax Year** in the **UPPER LEFT CORNER** – click on the drop-down arrow to change to the appropriate year, if necessary, that you are wanting to pay taxes on.
- Scroll down and click on **Make an Online Payment**
- If you are paying off multiple tax years, you will need to change the tax year each time and enter in each payment separately.
- ONLINE TAX PAYMENT PROCESSING FEES:**
 - Electronic checking account withdrawal (ACH) - \$1.50
 - Debit card - \$3.95
 - Credit card – 2.39% of tax payment amount.

G. How to print Tax Payment History Information:

- Click on **TAXES** (tab on top)
- On this screen – at the bottom – click on **PRINT TAX DETAILS**
This will bring up a copy of your Real Estate Tax Summary in a PDF format
- Click on the **printer button**
- Toward the bottom of this report you will find payment information such as the date and amount paid along with a receipt #.