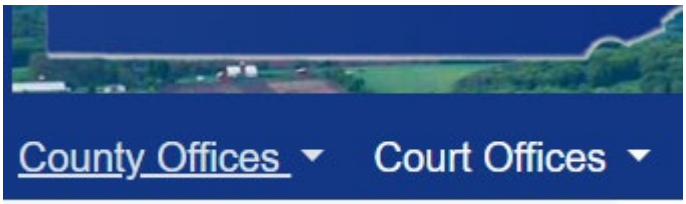
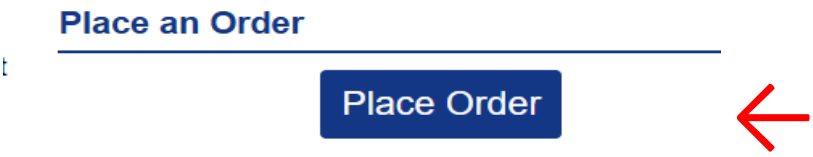
Online order processing Instructions:

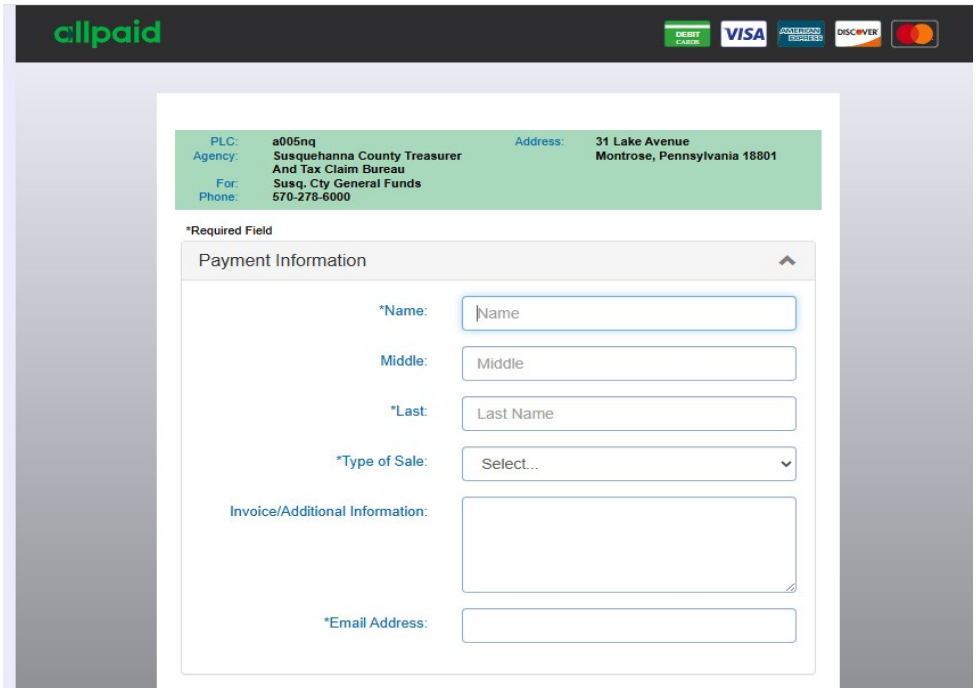
You can order any **Assessment card**, **a tax map**, or **replenish your prepaid account** with a credit card from our County website: www.susqco.com. Once on that page; go to **County Offices tab**, drop down to **Assessment**.



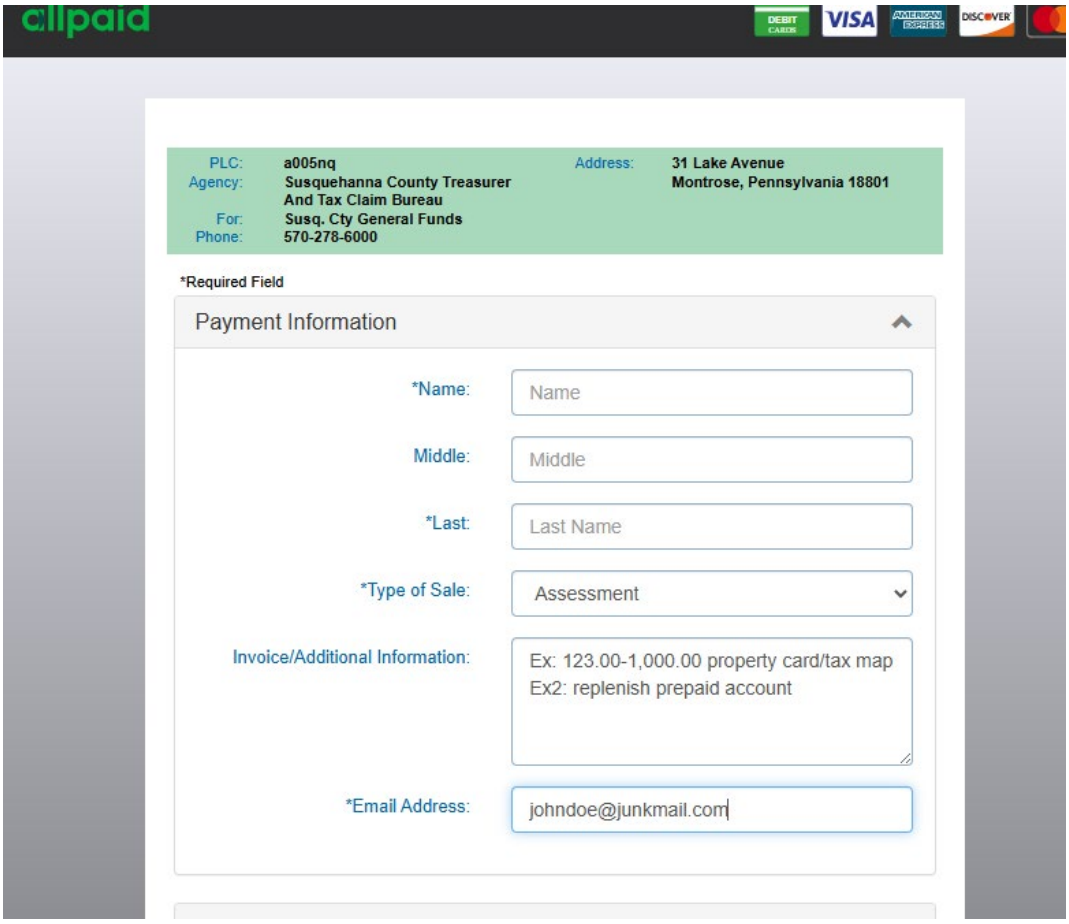
Once on our page; over on the right-hand side there is a link, **click on "place order**"



This will then take you to ***GovPayNet - The Simple Way To Pay*** ***(below)***



In Type of Sale - drop down, select Assessment. Please enter **detailed** information for what you are ordering in the **"Additional Information"** field, Ex: "property card" or "tax map" (whatever it is you are requesting, i.e. "replenish account") Include a "parcel number" i.e. 000.00-0,000.00 *see Example below



Payment Instructions:

Enter your credit card information in the **bottom portion of the page**. Be sure to provide a **valid email address** in the required field above, as your property cards and/or tax maps will be delivered electronically to the email address you provide.

Please note that **GovPay/Allpaid will automatically add a service fee** to your payment.

Assessment Fees:

The Assessment Office fees are as follows:

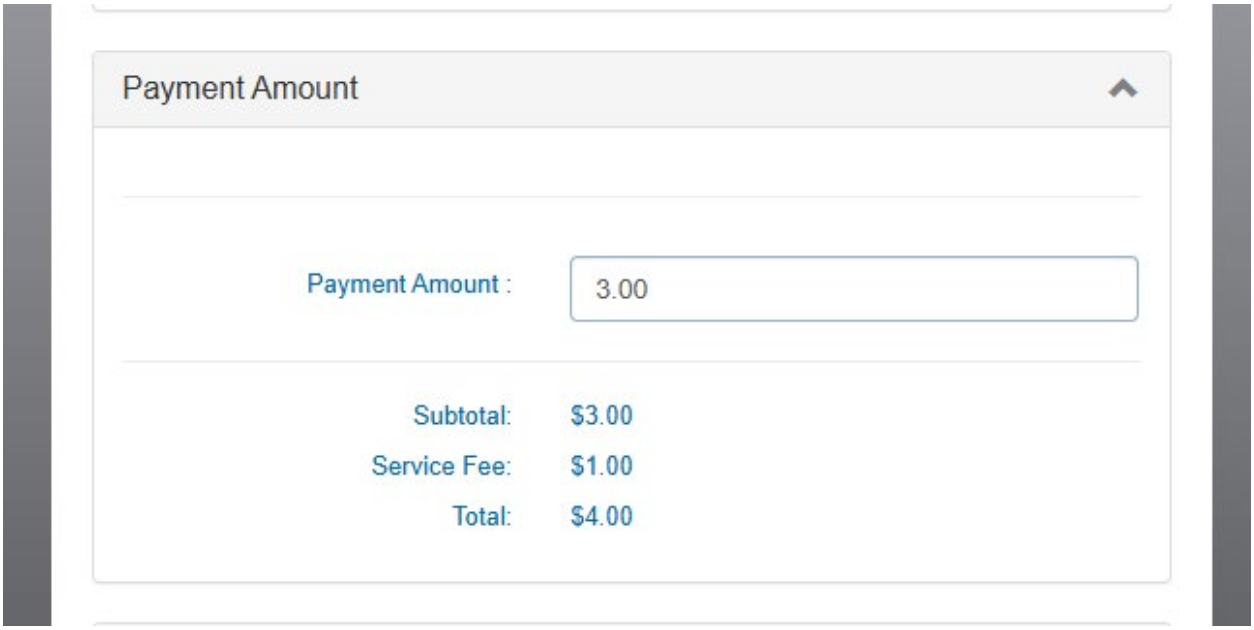
- **$1.00** per property card or tax map.
- **$1.00 email delivery fee** per email (includes up to 5 cards/maps).
- **$1.00 additional fee** for each card/map beyond the first.

If replenishing an existing account: Enter only the dollar amount you wish to add to your account. **There is no email delivery fee for account replenishments.**

Payment Amount:

Enter the **total Assessment Office fee** in the Payment section shown below.

Example: Ordering one property card ($1.00), one tax map ($1.00), and the email delivery fee ($1.00) results in an Assessment Office total of **$3.00**, before any GovPay/Allpaid service fees.



(Questions: Contact the Office – (570) 278-4600 ext. 4001)