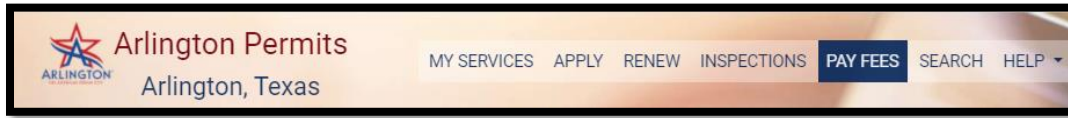


## General Instructions for Hotel Occupancy Tax Electronic Payment

**Make electronic HOT payments only.** *{Note: There is not an option to pay with a credit or debit card.}*

- A. Select the “PAY FEES” option at the top of the main screen.



- B. Locate HOT property with a balance to pay and select the “**Add To Cart**” button. The button will highlight blue to indicate it is in the shopping cart.

- C. Select “**Review Shopping Cart**” button at the top of screen when ready to move forward with payment.

- D. Select “**Go to Secure Payment**” to proceed with making HOT payment.

- i. Enter all required information with an asterisk.

1. Select Bank Account Type
2. Bank Routing Number (Check Info.)
3. Bank Account Number (Check Info.)
4. First Name (Check Spelling)
5. Last Name (Check Spelling)
6. Address (Address should match address for bank account.)
7. Zip Code (Zip should match Zip for bank account)
8. I Agree box (Click if agree with above statement)
9. The “Pay” option will highlight along with payment amount when all information is ready for submission.
10. Select “Pay” to process payment.
11. A nonreply email receipt will be sent to you by Elavon.
12. Print or Save receipt for your records.