



Portage County Treasurer — Paying Your Property Taxes Online

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————— **An Extended Guide · No. 1786** —————

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SUMMARY

The 60-Second Version

Here is the whole guide in a nutshell. Your property taxes are collected by the Portage County Treasurer, and you can pay them online, by phone, by mail, or in person. To pay online, start by typing portagecounty-oh.gov yourself, then find the Treasurer's Payment Options page. Have your tax bill handy, because you will need your parcel number — the long string of digits that names your property. You can pay from your checking account by e-check, which carries only a small fee, or by card for a convenience fee. The county uses a trusted payment company to handle the money safely. Taxes come due twice a year, in two halves, so watch for each bill. After you pay, save or print the confirmation and keep it in a folder. The Treasurer will never call to demand gift cards. If any part of this feels tangled, that is exactly the sort of thing I help neighbors with, so call me.

1. What the Treasurer Actually Does

The office that collects your property tax.

In Ohio, two county offices handle property taxes, and it helps to keep them straight. The County Auditor decides what your property is worth and figures the tax. The County Treasurer is the office that collects the money. When you pay your property taxes, you are paying the Treasurer.

The Portage County Treasurer sends you a bill twice a year and offers several ways to pay it — online, by phone, by mail, or in person at the office in Ravenna. This guide is about the Treasurer's side: actually paying the bill. If you want to look up what your home is worth or check the tax figure, that is the Auditor, and I have a separate guide for that.

GOOD TO KNOW

The Treasurer collects; the Auditor values. If your question is about the amount or a possible reduction, that is the Auditor. If it is about paying, you are in the right place.

2. What You Need Before You Start

A short list to have within reach.

You do not need much to pay online, but gathering a few things first makes it smooth and calm. Most people finish in well under ten minutes once everything is at hand.

- Your most recent property tax bill from the Treasurer.
- Your parcel number, which is printed on that bill.
- A way to pay — your checkbook for the account number, or a debit or credit card.
- A computer, tablet, or phone with an internet connection.
- An email address, if you would like a receipt sent to you.

If you cannot find your paper bill, do not worry. You can still look up your property and the amount owed using your name or address, and I will show you how in a later chapter. The bill simply makes it quicker.

TIP

Set your checkbook or card on the desk before you begin. It is easier than hunting for it halfway through, and you will feel more relaxed.

3. Understanding Your Parcel Number

The number that names your property.

Every piece of property in Portage County has its own parcel number — a string of digits, sometimes with dashes, that tells the county exactly which property you mean. When you pay online, the system uses this number to pull up your bill, so it is worth finding before you start.

Your parcel number is printed on your tax bill, usually near the top where your name and address appear. It stays the same year after year, so once you know it, you can jot it in a notebook and reuse it every time.

- Look on your tax bill for a line labeled parcel, parcel number, or permanent parcel number.
- It is a row of digits, often grouped with dashes.
- It does not change from year to year.
- If you cannot find it, the Auditor's property search can look it up by your address.

GOOD TO KNOW

Think of the parcel number as your property's permanent name. Typing it correctly makes sure your money lands on the right property.

4. Getting to the Real Website

Type the address yourself; do not trust links.

The single most important habit is starting at the genuine county website. The real address is portagecounty-oh.gov. Type that into the address bar at the top of your browser yourself, rather than clicking a link in an email or a text message.

Official government sites in Ohio end in dot gov, which is reserved for real government bodies. Copycats often end in dot com or dot net, or slip in a small misspelling, hoping you land there by mistake and hand over a payment or your card number. When in doubt, close the page and type the address again slowly.

WATCH OUT

No real county office will text or email you a link saying your taxes are overdue and you must click immediately to avoid arrest or a lien. That urgency is the tell. Go to portagecounty-oh.gov on your own instead.

5. Finding the Payment Options Page

Where paying actually begins.

Once you are on portagecounty-oh.gov, you are looking for the Treasurer's office and, within it, a page called Payment Options. County websites are organized by department, so look for a list of offices or a search box on the page.

- 1 Go to portagecounty-oh.gov and let the home page load.
- 2 Find the Treasurer's Office, often under a Departments or Offices menu.
- 3 On the Treasurer's pages, look for a link called Payment Options.
- 4 That page lists every way to pay and the links to pay online.

The Payment Options page is the trustworthy starting point. From there, the county points you to its payment partner — the company that safely handles the actual card or bank transaction. Because you reached it from the county's own site, you can follow those links with confidence.

TIP

If you cannot spot the Treasurer right away, use the little search box on the county site and type the word treasurer. It will take you straight there.

6. The Two Ways to Pay Online

E-check or card, and the difference.

When you pay online, you will be offered two main choices: paying straight from your checking account, called an e-check or electronic check, or paying with a debit or credit card. Both are safe and both reach the Treasurer the same way. The difference is the fee.

- E-check pulls the money from your checking account and carries only a small, low fee.
- Card payments carry a larger convenience fee, charged by the payment company, not the county.
- Either way, your tax payment itself is the same amount.
- You choose which you prefer; there is no wrong answer.

For most people, paying by e-check is the thriftier choice because the fee is so small.

Paying by card can be handy if you would rather not share your bank details or want the card's own record. I will walk through each in its own chapter.

GOOD TO KNOW

The fee is charged by the company that processes the payment, not by the Treasurer. The county does not keep it.

7. Paying by Electronic Check

The thrifty way, straight from your bank.

An electronic check, or e-check, works just like writing a paper check, except the computer does it. You give your bank's routing number and your account number, and the money moves from your checking account to the Treasurer. The fee for this is small.

- 1 On the payment page, choose the e-check or electronic check option.
- 2 Enter your parcel number so the right bill comes up.
- 3 Type your bank's routing number — the nine digits along the bottom left of a check.
- 4 Type your checking account number, found beside it.
- 5 Review the amount and the small fee, then confirm.

Those two numbers along the bottom of your checks are all you need. The routing number names your bank, and the account number names your account. Take your time typing them, and double-check before you confirm.

TIP

Keep a paper check in front of you so you can read the numbers directly. The routing number is the first group on the bottom left; your account number is the group next to it.

8. Paying by Debit or Credit Card

Quick, with a convenience fee.

If you would rather pay with a card, the online system accepts debit and credit cards. This is quick and familiar, and it keeps your bank account number out of the picture. The trade-off is a larger convenience fee than the e-check charges.

- 1 Choose the card payment option on the page.
- 2 Enter your parcel number to bring up your bill.
- 3 Type your card number, expiration date, and the security code from the back.
- 4 Enter the billing address that matches your card.
- 5 Review the amount plus the convenience fee, then confirm.

The page will clearly show the convenience fee before you finish, so there are no surprises. If the fee feels too steep for your taste, you can always back out and switch to the e-check option instead.

GOOD TO KNOW

Some cards offer rewards, which a few people use to offset the fee. Only you can judge whether that is worthwhile for your situation.

9. What the Convenience Fee Is

Why there is a small charge to pay online.

Many people are surprised to see a fee for paying online, so it helps to understand it. When you pay by card or e-check, an outside payment company does the work of moving the money securely. That company charges a fee for the service. The county does not profit from it.

The e-check fee is small and flat, while the card convenience fee is larger and often based on the size of your payment. Neither fee is part of your tax; it is simply the cost of the convenience of paying from home. The page always shows you the fee before you agree to it.

- E-check: a small, low, flat fee.
- Card: a larger convenience fee, often a percentage.
- Paying by mail with a paper check avoids these fees entirely.
- The fee is always shown before you confirm.

TIP

If avoiding any fee matters most to you, mailing a check or paying in person costs nothing extra. Choose the way that fits you best.

10. Looking Up Your Bill Without the Paper

No bill in hand? You can still pay.

If your paper bill has wandered off, you can still pay online. The payment system lets you find your property and the amount owed using your parcel number, and the Auditor's property search can find that parcel number from your name or address.

- 1 On the Auditor's property search, type your street address or your name.
- 2 Open your property's record and note the parcel number.
- 3 Return to the Treasurer's Payment Options page.
- 4 Enter the parcel number to see what is owed and pay.

Seeing the amount owed on screen is reassuring, and it matches what the paper bill would have told you. Once you have your parcel number written down, future payments are even faster because you will not need to look it up again.

GOOD TO KNOW

A lost bill is not a missed payment. As long as you pay by the due date, it does not matter whether you had the paper copy in hand.

11. Enrolling in E-Billing

Get your bill and reminders electronically.

The Treasurer offers electronic billing through its payment partner, Point & Pay, at a portal called paydici. If you enroll, you can receive your tax bill by email, get reminders, and pay with fewer steps each time. It is optional, but handy if you check email regularly.

Enrolling means creating a simple account at the portal and connecting your property to it. After that, you no longer have to hunt for your parcel number each time, and the system can nudge you when a payment is coming due so a bill never slips past you.

- Receive your tax bill by email instead of, or alongside, paper.
- Get reminders before each due date.
- Store your parcel so paying is quicker next time.
- Set up recurring payments if you wish.

TIP

Enrolling in e-billing is a once-only setup that saves effort every time afterward. Do it when you have a few unhurried minutes.

12. Claiming Your Parcel in the Portal

Connecting your property to your account.

When you set up an account in the payment portal, one step is called claiming your parcel. This simply links your specific property to your account so the system knows which bill is yours. It is a one-time step, and the portal walks you through it.

- 1 Create your account at the payment portal with an email and password.
- 2 Choose the option to add or claim a parcel.
- 3 Enter your parcel number when asked.
- 4 Confirm the property that appears is yours.
- 5 Save, and your property is now linked to your account.

Once your parcel is claimed, signing in shows your property and its balance right away. You can claim more than one parcel if you own several properties, and each will show up on your dashboard.

GOOD TO KNOW

Claiming a parcel does not change who owns the property or anything official. It only tells the payment system which bill to show you.

13. Paying by Phone

No computer needed — just a call.

If you would rather not use a computer at all, you can pay by phone. Call the Treasurer's payment line at 330-355-1544 and follow the spoken prompts. A card or your checking account both work over the phone, and a convenience fee applies just as it does online.

- 1 Have your parcel number and your card or checkbook ready.
- 2 Call 330-355-1544.
- 3 Listen to the menu and press the number for the kind of payment you want.
- 4 Enter your parcel number and payment details as prompted.
- 5 Write down the confirmation number the system reads to you.

The automated system is patient and will repeat the choices if you need. There is no rush, and you can hang up and call again if you lose your place. Many people find paying by phone the most comfortable route of all.

GOOD TO KNOW

Keep a pen handy during the call so you can write down the confirmation number at the end. That number is your proof of payment.

14. Paying in Person at Ravenna

The counter is still there when you want it.

Some folks simply prefer to pay in person, and that is perfectly fine. The Treasurer's office is at 449 S. Meridian Street, on the first floor, in Ravenna. It is open Monday through Friday, from eight in the morning until half past four, except on holidays.

- Bring your tax bill or know your parcel number.
- You can pay with cash, a personal check, or a card.
- A convenience fee applies to card payments at the counter.
- The office is on the first floor, which is easy to reach.

Paying in person lets you ask a real person any question on the spot and walk out with a stamped receipt in hand. If you are near Ravenna anyway, it can be a pleasant, simple errand.

GOOD TO KNOW

The office keeps regular weekday hours and closes for holidays. Near a due date it can be busier, so allow a little extra time if you go then.

15. Paying by Mail

The old-fashioned way still works.

You can always pay the way you may have for years — by mailing a check. Your tax bill includes a payment stub and the mailing address. Paying by mail avoids every online and card fee, which is one reason many people stick with it.

- Write your check to the Portage County Treasurer.
- Write your parcel number on the memo line so it is credited correctly.
- Include the payment stub from your bill.
- Mail it early enough to arrive by the due date.

The one thing to watch with mail is timing. Allow several days for the letter to travel, because the payment must reach the office by the deadline. Near a due date, mailing a few days ahead gives you peace of mind.

WATCH OUT

Use the mailing address printed on your own bill, not one from a letter or email you did not expect. Scammers sometimes send fake notices with a different address to collect your check.

16. When Your Taxes Are Due

Two bills a year, in two halves.

Property taxes in Portage County come in two halves each year. You get a bill for the first half, and later a bill for the second half. Each has its own due date, so it helps to expect two bills across the year rather than one.

Missing a due date can add a late charge, so the halves are worth marking on a calendar. The exact dates shift a little from year to year, and your bill always prints the deadline plainly, so check each bill when it arrives and note the date.

- A first-half bill arrives, with its own due date.
- A second-half bill follows later in the year.
- Each bill prints its exact deadline.

- Paying late can add a penalty, so mark the dates.

TIP

When each bill comes, jot the due date on your kitchen calendar and set a reminder a week ahead. That small habit prevents nearly every late fee.

17. Reading Your Tax Bill

What the lines on the bill mean.

A tax bill can look busy, but only a few lines matter for paying. Near the top you will find your name, your property address, and your parcel number. Further down is the amount due and the due date. Those are the parts you need.

- Parcel number — the digits that identify your property.
- Amount due — what to pay for this half of the year.
- Due date — the deadline to pay without a penalty.
- Payment stub — the tear-off section to mail with a check.

The rest of the bill breaks down where your taxes go — schools, the county, local services — which is interesting but not something you act on. For paying, keep your eye on the parcel number, the amount, and the date.

GOOD TO KNOW

If the amount on your bill looks wrong or you do not understand a line, that is a question for the Treasurer's office, and they are glad to explain it.

18. Setting Up Reminders

Let the system nudge you before each deadline.

One of the quiet benefits of enrolling in e-billing is reminders. Instead of relying on memory, you can have the payment portal send you a text or an email before each half comes due. For many people, this alone is worth setting up an account.

- 1 Sign in to the payment portal where you claimed your parcel.
- 2 Open the settings for notifications or alerts.
- 3 Choose to receive reminders by email, text, or both.
- 4 Enter the email address or mobile number to use.
- 5 Save your choices.

With reminders turned on, a friendly message arrives ahead of each deadline, giving you plenty of time to pay. It takes the worry out of remembering two separate due dates spread across the year.

TIP

Choose text reminders if you keep your phone nearby, or email if you check it daily. Either way, the nudge arrives in time to act.

19. Saving and Printing Your Receipt

Keep proof that you paid.

When your payment goes through, the screen shows a confirmation with a number. This is your proof, and keeping a copy saves worry if a question ever comes up later. Take a moment to save or print it before you close the page.

- Use your browser's Print button to print a paper copy.
- Choose Save as PDF in the print window to keep a digital copy.
- Write the confirmation number in a notebook as a backup.
- Note the date you paid and the amount.

If you gave an email address, a confirmation often arrives there too. That is handy, but an email can be deleted or lost, so a printed or saved copy that you control is the sturdier record. A small folder for these is one of the most reassuring habits with any government payment.

GOOD TO KNOW

The confirmation number is the key reference if you ever need to prove a payment. Guard it the way you would a paper receipt from a store.

20. Keeping a Records Folder

A little organization goes a long way.

One plain folder makes paying taxes easier every year. It does not need to be fancy — a labeled envelope or a single document on your computer is plenty. The idea is to keep the handful of details that help you pick up quickly each time.

- Your parcel number, written where you can find it.
- Confirmation numbers and dates for each payment.

- Copies of your receipts, paper or digital.
- A note of how you usually pay and any portal login.

Keep any password itself somewhere separate and private, like a home notebook. The folder is for the harmless details that save you from hunting around when the next bill arrives. Future you will be grateful for five minutes of tidiness now.

TIP

Label the folder clearly, something like Property Taxes, and put each year's receipts in it. At a glance you will see exactly what has been paid.

21. Half Payment or Full

You can pay a half at a time.

Because taxes come in two halves, you pay each half when its bill arrives. Some people prefer to pay the whole year at once if their budget allows; others pay each half as it comes due. Both are fine, and the choice is yours.

When you pay online or by phone, the system may offer the exact amount due for the current half, or let you enter a custom amount. Paying the full half shown keeps you current and avoids any penalty. Paying more than due is usually possible too, applied toward the next bill.

- Pay each half by its own due date to stay current.
- Pay the whole year at once if that suits your budget.
- The system shows the exact amount due for the current half.
- Overpaying is generally credited toward the next bill.

GOOD TO KNOW

If you are ever unsure how much to pay, choose the full amount the system shows for the current half. That keeps your account in good standing.

22. If Your Mortgage Pays the Taxes

Escrow and who actually pays.

Many homeowners with a mortgage have their taxes paid through an escrow account. That means a slice of your monthly house payment is set aside by your lender, who then pays the Treasurer for you. If that is your setup, you may not need to pay the bill yourself at all.

The tricky part is knowing which applies to you. If your mortgage includes escrow, paying the bill yourself could mean it gets paid twice. If you have paid off your home, or your loan does not include escrow, then paying is up to you.

- With an escrow account, your lender usually pays the taxes.
- Check your mortgage statement for an escrow line.
- If in doubt, call your lender before paying yourself.
- Paid-off homes have no lender, so you pay directly.

WATCH OUT

Before paying a bill yourself, make sure your lender is not already paying it through escrow. A quick call to your lender prevents a double payment.

23. If You Cannot Pay It All at Once

There are options; do not ignore the bill.

If paying the full amount feels out of reach, the worst thing to do is nothing. Unpaid taxes add penalties and can grow into a larger problem over time. The Treasurer's office would much rather work with you than have a bill go unpaid.

Counties commonly offer a way to pay in smaller installments or to set up a plan to catch up gradually. The details vary, so the right step is to call or visit the Treasurer's office and ask what is available for your situation. They handle these conversations often and will not judge you.

- Do not ignore a bill you cannot fully pay.
- Call or visit the Treasurer to ask about installment or payment plans.
- Ask what deadlines apply to any arrangement.
- Keep any paperwork they give you about the plan.

TIP

A short phone call early is far better than silence. The office can often set up an arrangement that keeps the penalties from piling up.

24. Ways to Lower Your Bill

Reductions handled by the Auditor.

Some homeowners qualify for programs that reduce the property tax itself. The Homestead Exemption helps many seniors and people with disabilities, and the Owner-Occupancy reduction helps those who live in the home they own. These lower what you owe before the bill is even figured.

These reductions are handled by the County Auditor, not the Treasurer, because they affect the amount of the tax rather than the payment. If you think you might qualify, it is worth asking, because the savings can be meaningful year after year.

- Homestead Exemption — for eligible seniors and people with disabilities.
- Owner-Occupancy reduction — for homes you live in.
- Both are administered by the Auditor's office.
- Eligibility rules apply, so confirm with the Auditor.

GOOD TO KNOW

Ask the Auditor's office whether you qualify for the Homestead Exemption. If you do, it can lower your bill for every year ahead.

25. Scams That Target Property Taxes

Know the shapes the tricks take.

Because everyone owes property taxes, scammers find them a tempting target. Knowing the common tricks makes them easy to spot and ignore. The thread running through all of them is pressure — act immediately or face something frightening.

- A call claiming you owe back taxes and must pay by gift card. (Always a scam.)
- A text saying a lien will be filed today unless you click a link. (Fake.)
- An email with a fake bill and a different payment address. (Fake.)
- A caller demanding your card number to avoid arrest. (Fake.)

Real government correspondence gives you time, arrives mostly by mail, and never asks for gift cards or threatens immediate arrest. When anything feels urgent or odd, stop, and go to portagecounty-oh.gov yourself or call the office directly, or call me.

WATCH OUT

The Treasurer will never call to demand payment in gift cards or threaten to arrest you. Anyone who does is a scammer, no matter how official they sound.

26. Why Dot Gov Matters So Much

The ending reserved for real government.

Web addresses ending in dot gov are reserved for genuine United States government bodies. A private company or a scammer cannot simply buy one. That makes the dot gov ending a dependable safety signal — maybe the most useful one you have when paying anything official.

Portage County's site lives at portagecounty-oh.gov, ending in dot gov. If you ever land on a page about Portage County taxes that ends in dot com or dot net and asks for your card, pause. It may be an imitation hoping to collect your payment.

WATCH OUT

Search-engine ads sometimes put a look-alike at the very top of the results. Look past the little Ad label for the real dot gov address, or just type portagecounty-oh.gov yourself.

27. Using a Library or Borrowed Computer

Public computers are fine if you sign out.

Not everyone has a computer at home, and that is no barrier. The Portage County District Library and many senior centers have computers you can use for free, and paying your taxes on one is fine — with a little extra care.

- Do not let the browser remember your card or password on a shared machine.
- Sign out of any payment portal completely when you finish.
- Close the browser window before you walk away.
- Never leave printed pages with your details at the printer.

A public computer is safe for this as long as you do not save anything and you sign out. The librarians are used to helping and will not mind a question, though you should never share your card number with anyone standing by.

WATCH OUT

If a shared computer offers to save your card or login, choose No. Saving is for your own devices at home, never public ones.

28. Phone, Tablet, or Computer

The same payment on any device.

Paying online works the same on a phone, a tablet, or a desktop computer. The buttons may sit in slightly different places on a small screen, but every step is the same. Use whatever you are most comfortable with.

On a phone, you may find typing easier if you turn the phone sideways so the keys are larger. On a computer, a full keyboard can make entering the parcel and card numbers feel quicker. Neither is more correct than the other; comfort is what counts.

GOOD TO KNOW

If you start on one device and get stuck, you can switch to another and begin again. Your payment is not tied to a single gadget.

29. Making the Text Bigger

Zoom the page to a size your eyes like.

If the print on a payment page feels small, you are not stuck with it. Every browser can enlarge a page, and the change sticks for that site. Reading the amounts clearly is well worth a moment of setup.

- On a computer, hold Ctrl (or Command on a Mac) and press the plus key to zoom in.
- On a phone or tablet, the pinch-to-spread gesture enlarges most pages.
- Your device's accessibility settings can raise text size everywhere at once.
- Press Ctrl and zero to return to normal size if you overshoot.

There is no penalty for making things larger, and it will not change how the payment works — only how comfortably you can read it. Set it where your eyes are happy, especially when you are reading numbers that matter.

TIP

Enlarge the page before you type your parcel or card number, so you can clearly confirm every digit is right.

30. Helping a Family Member

Paying with a loved one, not instead of them.

Many people help a parent or spouse pay their property taxes, and that is a kind thing to do. The clearest approach is to sit together, use their bill and their payment details, and let them stay in the driver's seat as much as they are able.

If you handle affairs for a family member under a power of attorney, you can pay on their behalf. Keep good records of what you paid and when, and save the confirmations in their folder so everything is clear and accounted for.

GOOD TO KNOW

Keep the confirmation for any payment you make for someone else. A clear record protects both of you and makes the next year simpler.

31. If the Payment Will Not Go Through

Calm steps when something stalls.

Now and then a payment will not complete — a card is declined, a page freezes, or an error appears. The trick is to step back rather than tap the button again and again, which can sometimes cause a double charge. A calm, ordered check usually finds the snag.

- Confirm you are on portagecounty-oh.gov and its payment partner, not a look-alike.
- Double-check your card number, expiration, and security code.
- Make sure your card has not expired and has room for the amount plus fee.
- Try the e-check option if the card keeps failing.
- Wait a bit and try again, or switch to another device.

If it still will not go through, pay by phone at 330-355-1544 or call the office during business hours. And remember, you can always mail a check or pay in person if the website is having a bad day.

WATCH OUT

If a payment seems to fail, do not simply repeat it several times. Check your bank or card statement first to be sure it did not actually go through.

32. Double-Checking Before You Pay

A quick look that prevents mistakes.

The moment before you confirm a payment is the best time to catch a slip. A few seconds of checking saves the headache of fixing a payment that went to the wrong property or the wrong amount. Make this a small ritual every time.

- Is the parcel number exactly the one on your bill?
- Does the property address shown match your home?
- Is the amount the full amount due for this half?
- Are your card or bank numbers typed correctly?
- Do you see the fee clearly, so there is no surprise?

When all five check out, you can confirm with confidence. This habit matters most if you own more than one property or if you typed the numbers by hand, where a single wrong digit can send the payment astray.

TIP

Read the property address on the confirmation screen out loud. Hearing it is a surprisingly good way to catch a mismatch.

33. Confirming the Payment Posted

Peace of mind a few days later.

After you pay, it is reassuring to confirm the money actually moved and the Treasurer credited it. You do not need to fret, but a quick check a few days later puts any lingering worry to rest, especially the first time you pay online.

- 1 Keep your confirmation number and the date you paid.
- 2 Check your bank or card statement for the charge.
- 3 If you have a portal account, sign in and see the balance update.
- 4 If anything looks off after several days, call the office with your confirmation number.

Payments can take a few days to show as credited, so do not be alarmed if the balance does not change instantly. As long as your bank shows the charge and you have the confirmation, your payment is on its way.

GOOD TO KNOW

Give it a few days before worrying. Processing takes time, and your confirmation number is proof you paid even before the record catches up.

34. Setting Up Automatic Payments

Let each half pay itself, if you like.

If remembering due dates is a chore, the payment portal may let you set up automatic or recurring payments. Once arranged, each half is paid for you when it comes due, so you never miss a deadline. It is optional, and some people love the hands-off ease of it.

Automatic payments work best when you keep an eye on them. Check that the right bank account or card is on file, and that it has funds when the payment is scheduled. A reminder to review it once a year keeps everything running smoothly.

- Set up recurring payments in the portal where you claimed your parcel.
- Confirm which account or card will be charged.
- Make sure that account has funds at each due date.
- Review the arrangement once a year.

GOOD TO KNOW

Even with autopay on, keep watching for the bills. It is good to know the amount and confirm the payment went out as planned.

35. Paying for More Than One Property

Several parcels, one account.

If you own more than one property in Portage County — perhaps a home and a piece of land, or a rental — you can pay for each. The simplest way is to claim all your parcels in the payment portal so they appear together on one dashboard.

- 1 Sign in to your payment portal account.
- 2 Claim each parcel by entering its parcel number.
- 3 Confirm each property as it appears.
- 4 Pay each one, checking the address and amount for each.

The one thing to watch is keeping the parcels straight, since it is easy to pay the wrong amount on the wrong property when you have several. Check the address on each payment, and keep a note of which parcel is which.

TIP

Write a short list pairing each parcel number with a plain name, like Home or Lot on Main. It prevents mix-ups when you have more than one.

36. If You Bought or Sold

New owners and changing bills.

Buying or selling a home can make the first tax bill confusing. The bill may still show the previous owner's name for a while, or the amounts may be split between buyer and seller as arranged at closing. This is normal and sorts itself out over time.

If you have just bought a property, make sure you know the parcel number and watch for the next bill, even if it arrives in the old owner's name. If you are unsure who owes what, your closing paperwork or the title company can explain how the taxes were divided.

- A new bill may still show the former owner's name at first.
- Taxes are often split between buyer and seller at closing.
- Check your closing papers for how taxes were handled.
- Confirm your parcel number so you can pay the right property.

GOOD TO KNOW

If you are a new owner and unsure about a bill, the Treasurer's office can tell you what is owed on your parcel and when it is due.

37. Protecting Your Login and Details

Guard it like a bank account.

If you set up an account in the payment portal, it holds your parcel and payment details, so it is worth protecting like a bank login. The good news is that a handful of simple habits cover almost everything that matters.

- Choose a strong password you do not use anywhere else.
- Never share your password or card details with a caller.
- Start at portagecounty-oh.gov yourself; never from an email link.
- Sign out when you finish on a shared or public computer.
- Look for the dot gov ending before entering any details.

There is no shame in keeping a written note of your password at home, as long as it stays in your house and not your wallet. The real danger is reusing one password everywhere, not writing one down in a drawer.

WATCH OUT

No real county staff will phone, email, or text to ask for your portal password or card number. Anyone who does is trying to get into your account.

38. A Few Plain Questions and Answers

The things neighbors ask me most.

Q: Is there a fee to pay online? A: Yes, a small one for e-check and a larger convenience fee for cards. Paying by mail or in person with a check avoids fees.

Q: What do I need to pay? A: Your parcel number, from your bill, plus a card or your checking account details.

Q: I lost my bill — can I still pay? A: Yes. Look up your parcel number on the Auditor's site, then pay on the Treasurer's page.

Q: Does my mortgage already pay this? A: It might, through escrow. Check with your lender before paying yourself to avoid paying twice.

TIP

If the question keeping you stuck is not here, that is a perfect thing to call me about. A few minutes on the phone often clears it up.

39. Portage County at a Glance

The addresses and numbers you may need.

It helps to have the real contact details in one place. The Portage County Treasurer collects your property taxes, and the office is in Ravenna, the county seat. Keep these by your phone for when you want to reach a real person.

- County website: portagecounty-oh.gov.
- Treasurer's office: 449 S. Meridian Street, 1st Floor, Ravenna, Ohio.
- Office hours: Monday through Friday, 8:00 a.m. to 4:30 p.m., except holidays.
- Pay by phone: 330-355-1544.
- Treasurer: Joseph Bica.

Whenever you have a doubt about a bill, a due date, or a payment that did not seem to post, calling or visiting the office is a sound move. The staff deal with these questions every day and are there to help Portage County residents.

GOOD TO KNOW

Always confirm contact details on portagecounty-oh.gov itself. Offices can move or change phone lines, and the county's own site stays current.

40. A Calm Word About Paying Online

Go slow; nothing here is a race.

If paying a government bill on a computer makes you uneasy, you are in good company, and that feeling is worth taking seriously rather than pushing past. The steps in this guide are meant to be done slowly, and nothing here is a race.

Every screen can be re-read, every amount can be checked, and you always have the gentler fallbacks of paying by phone, by mail, or in person. You will not break anything by being careful, and you can close the page and start again whenever you like.

Most people find that after the first time, paying taxes online becomes a quick, almost pleasant errand done from the kitchen table. Getting there comfortably is the whole point of this guide.

TIP

If you would rather not do the first payment alone, that is exactly the sort of thing I help with. We can do it together, at your pace, and you will own the account.

CHEAT SHEET

Everyday Cheat Sheet

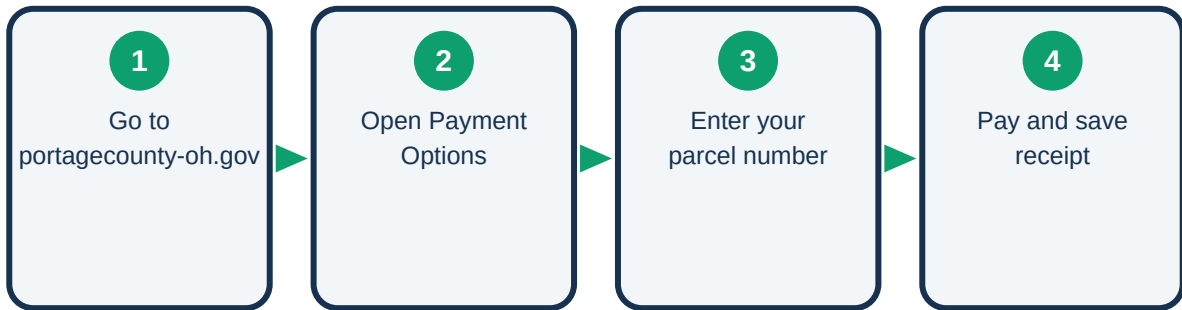
Keep this by the computer. I want to... Get to the site: type portagecounty-oh.gov yourself and open the Treasurer's Payment Options page. Pay online: have your bill, enter your parcel number, choose e-check or card. Pay the cheaper way: use e-check from your checking account. Pay by phone: call 330-355-1544 and follow the prompts. Find my parcel number: look on your tax bill, or search the Auditor's site. Get a receipt: print or save the confirmation page. Set reminders: enroll in e-billing for text or email alerts. Get help: call Bill at (330) 200-8042.

AT A GLANCE

A Picture to Follow Along

Pay Your Taxes Online

From your own computer, in a few calm minutes.



Start at the county's own site and keep your confirmation.

Illustration - details vary by device, plan, and provider. Always check your own setup.

AT A GLANCE

A Second Look

Ways to Pay

Pick whichever is most comfortable for you.

Online	By Phone	In Person
E-check or card Any time	330-355-1544 Card or check Follow prompts	Ravenna Mon-Fri 8 to 4:30

All four ways reach the same Treasurer's office.

Illustration - details vary by device, plan, and provider. Always check your own setup.

BEFORE YOU GO

A Note From Bill

A quick note from Bill. I write these guides to make home tech a little less frustrating, and I do my best to keep every step accurate and up to date. Still, every home, device, and setup is a bit different, so I can't promise a guide will match yours exactly or fix your particular problem. These guides are for general information only — they're not professional, legal, or financial advice, and they don't replace your device's own manual or the manufacturer's instructions. Please go slow, use your own good judgment, and use everything here at your own risk. If a step involves electrical wiring, a gas appliance, a water heater, plumbing, or climbing a ladder — or if anything just doesn't feel safe — please stop and call a licensed professional (or give me a call at 330-200-8042). Bill's Home Tech and Bill Davis can't be responsible for any damage, data loss, or injury that results.



HOW I CAN HELP

Your Visit — and My Promise

In-home visit — \$99 flat for your first visit. No contracts and no surprise charges, and a 30-day follow-up is included.

Remote Support — \$49 for a screen-share session. I only connect with your permission, you watch the whole time, and you can end anytime. If I can't fix it over the screen-share, I refund the \$49 — and if it turns out you need me in person, that \$49 goes toward your visit. It's included free for Support Plan members (\$39/mo).

GOOD TO KNOW

My promise — If you're not 100% satisfied with your visit, I'll come back at no charge, or refund the full \$99. No questions, no awkwardness. That's how I'd want to be treated.

Call or text **(330) 200-8042** · Book a visit: billshometech.com/book · bill@billshometech.com

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