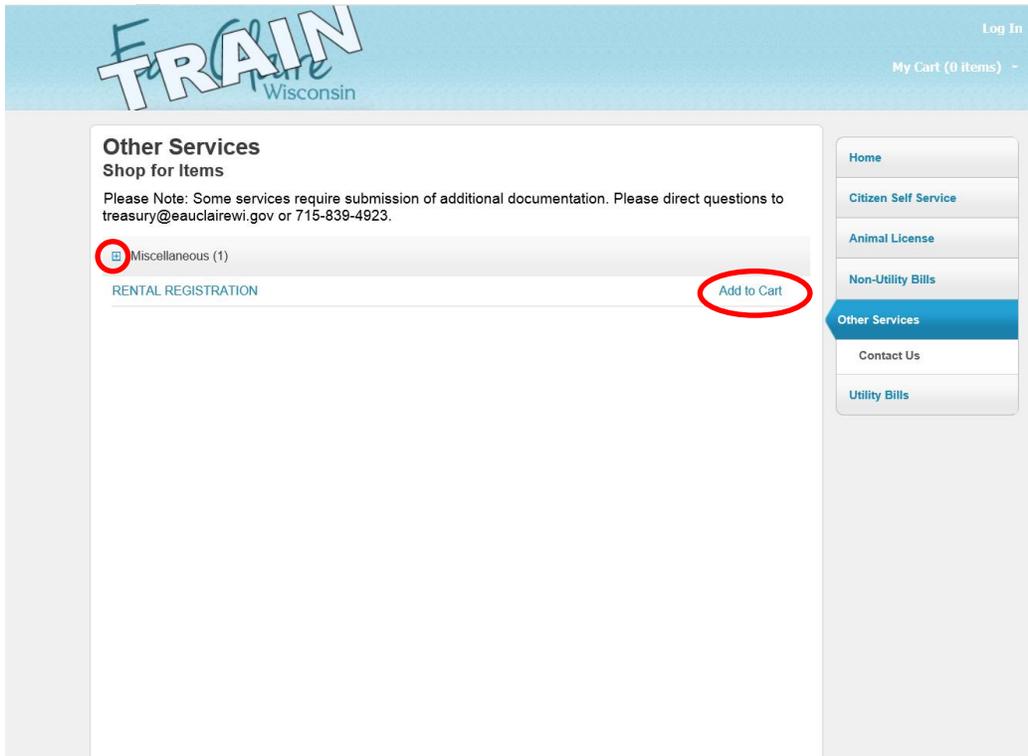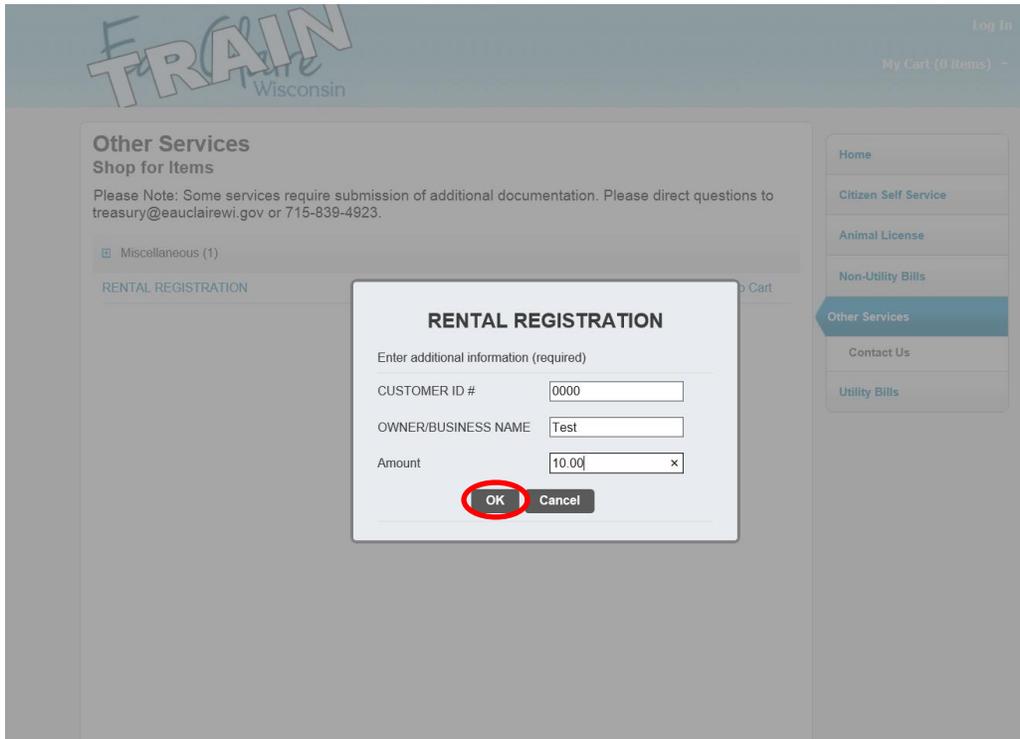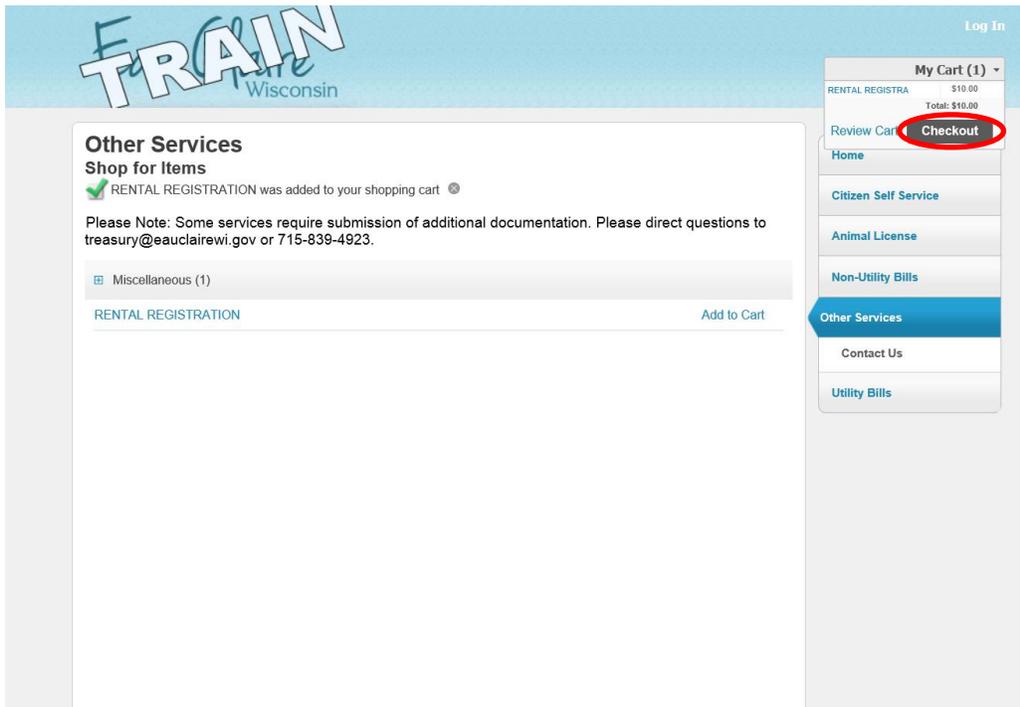**Step 1:** Click on **Other Services**

Step 2: Click the **plus** sign next to the Miscellaneous category to expand the selection. Then click **Add to Cart** to pay for rental registration.

Other Services
Shop for Items

Please Note: Some services require submission of additional documentation. Please direct questions to treasury@eauclairewi.gov or 715-839-4923.

⊞ Miscellaneous (1)

RENTAL REGISTRATION

RENTAL REGISTRATION

Enter additional information (required)

CUSTOMER ID #	0000
OWNER/BUSINESS NAME	Test
Amount	10.00 ✕

OK   Cancel

Home
Citizen Self Service
Animal License
Non-Utility Bills
Other Services
Contact Us
Utility Bills

Step 3: Please type in your Customer ID number provided to you from the rental registration e-mail, owner/business name and the total amount for the properties being paid for. **Click OK.**

Other Services
Shop for Items

✓ RENTAL REGISTRATION was added to your shopping cart ⊗

Please Note: Some services require submission of additional documentation. Please direct questions to treasury@eauclairewi.gov or 715-839-4923.

⊞ Miscellaneous (1)

RENTAL REGISTRATION   Add to Cart

My Cart (1) ▾
RENTAL REGISTRA $10.00
                    Total: $10.00
Review Cart   Checkout

Home
Citizen Self Service
Animal License
Non-Utility Bills
Other Services
Contact Us
Utility Bills

Step 4: Click the **My Cart** button in the upper right hand corner. Your total payment amount will be displayed. Click **Checkout** to enter payment information.

Step 5: You may either pay by eCheck or Credit Card. The following photo will show the information needed to pay by eCheck. If you want to pay with a Credit Card go to step 7.

Step 6: eCheck payment: Enter all fields need to process the payment. **Click Continue**. (Go to step 9).

Step 7: If you want to pay with a credit card click **Pay by Credit Card.**

Step 8: <u>Credit card payment:</u> Enter your credit card information. **Click Continue.**

Step 9: You will be brought to this screen after entering eCheck or Credit Card information. Enter all required information to complete the billing address information and contact phone number. Click **Continue.**

Step 10: Review your information and click **Submit** when you are finished. You will then be provided with a confirmation number and authorization code.