



CITIZEN USER GUIDE FOR QUEEN ANNE'S COUNTY REAL PROPERTY TAX PAYMENT SYSTEM

REAL PROPERTY TAX PAYMENTS

AS OF: August 1, 2019

1. Select the "View or Pay Your Tax Bill Here" link above or visit <https://muselfservice.qac.org/MSS/citizens/RealEstate/Default.aspx?mode=new> in your web browser.
2. Enter **ONLY ONE OF THE THREE SEARCH ITEMS:**
 - a. The HOUSE NUMBER AND STREET NAME
OR
 - b. The PARCEL ID (8 digit number on your tax bill)
OR
 - c. The BILL NUMBER (8 digit number on your tax bill)
3. Enter the TAX YEAR (TAX YEAR 2020 starts July 1, 2019)
4. Click "SEARCH"
5. If you searched by Address, select the Parcel ID for the property you wish to pay, otherwise skip to step #7. (The Property may be listed more than once, just select any of the Parcel ID links).
6. Select "View Bill" for the latest tax year.
7. Select the Installment you wish to pay and click "Add Selected Installments to Cart"
8. When ready to pay, click on the Cart at the top right of the webpage and click "Checkout"
9. Note the fees associated with either credit card payments or e-check payments and select your payment method.
10. Enter payment amount in the box and Click "Continue"
11. Enter (and re-enter) your email address.
12. Complete payment information.
13. Click "Continue"
14. Ensure the information on the confirmation page is correct.
15. Select the checkbox agreeing to the processing fee (this fee DOES NOT GO TO THE COUNTY, it goes to the payment processing service).
16. Select the checkbox agreeing to the payment terms and conditions.

17. Check the box to Authorize Payment and Click the “Pay \$x.xx” button.

18. Print receipt for your records.

For Tax Bill Questions: [Email](#) or Call (410) 758-0414 x2087

For Website Issues: [Email](#) or Call (800) 420-1663