

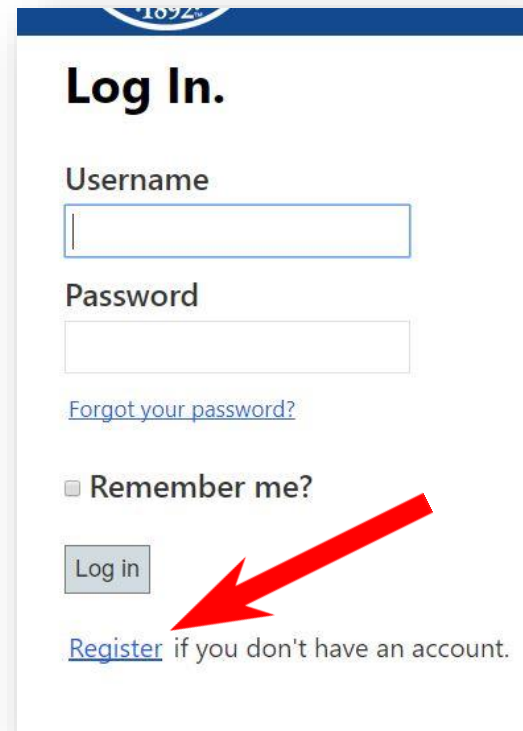
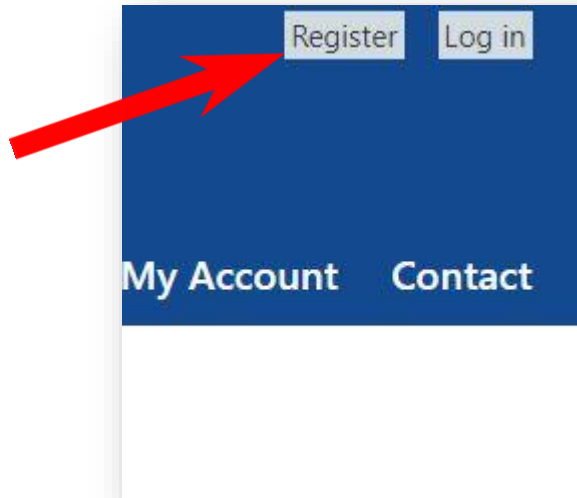


# Payment Application

User Guide

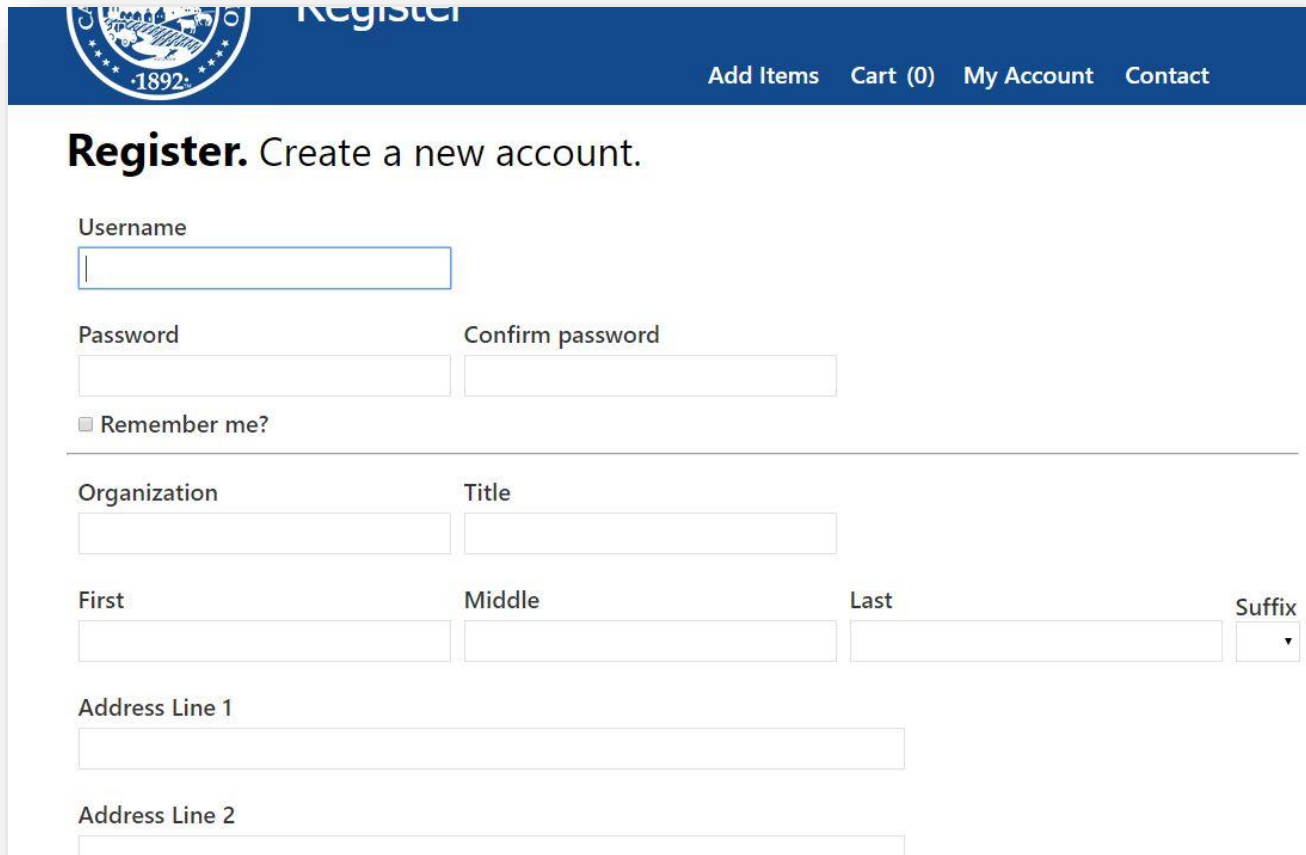
# Registering as a User

- ▶ To complete a purchase through the application you will need to register as a user by clicking on one of the “Register” links shown below.



# Registering as a User

- ▶ You will then be taken to the registration page where you can enter your personal information. When you are done press the “Register” button at the bottom of the page.



**Register.** Create a new account.

Username

Password  Confirm password

Remember me?

---

Organization  Title

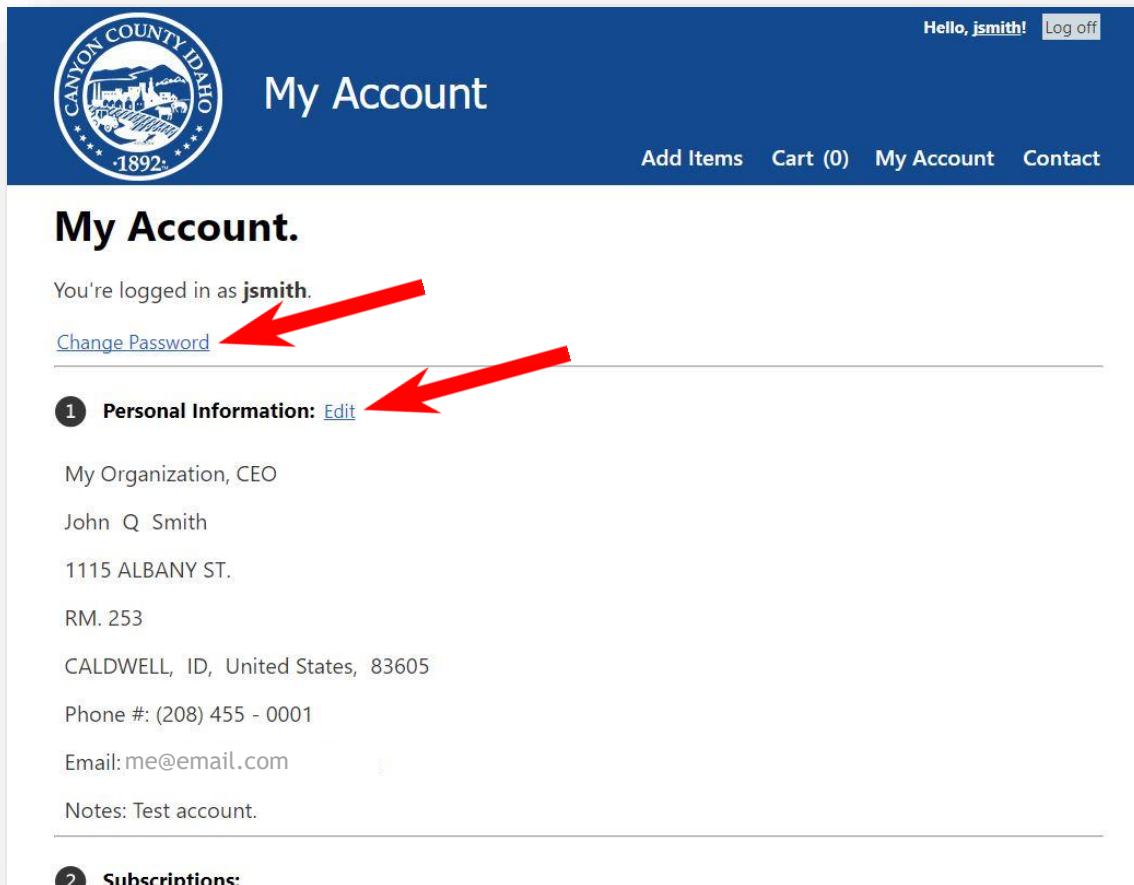
First  Middle  Last  Suffix

Address Line 1

Address Line 2

# Your “My Account” Page

- ▶ From your “My Account” page you can change your password and view, or edit, your personal information.



**CANYON COUNTY IDAHO** 1892

Hello, **jsmith!** [Log off](#)

**My Account**

[Add Items](#) [Cart \(0\)](#) [My Account](#) [Contact](#)

## My Account.

You're logged in as **jsmith**.

[Change Password](#)

---

**1 Personal Information:** [Edit](#)

My Organization, CEO  
John Q Smith  
1115 ALBANY ST.  
RM. 253  
CALDWELL, ID, United States, 83605  
Phone #: (208) 455 - 0001  
Email: me@email.com  
Notes: Test account.

---

**2 Subscriptions:**

# Your “My Account” Page

- ▶ You can also view your subscriptions and their expiration dates, along with being able to view your order history.

NOTES: TEST ACCOUNT

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**2 Subscriptions:**  
Parcel Information Subscription      Exp: 02/16/2018

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**3 Order History:** [\(show/hide\)](#)

<b>Order: 6112643</b>	<b>Order Date: 11/16/2017</b>	<b>Total: \$127.20</b>
<b>Items Ordered:</b>		
1. Parcel Information Subscription	Qty: 3	

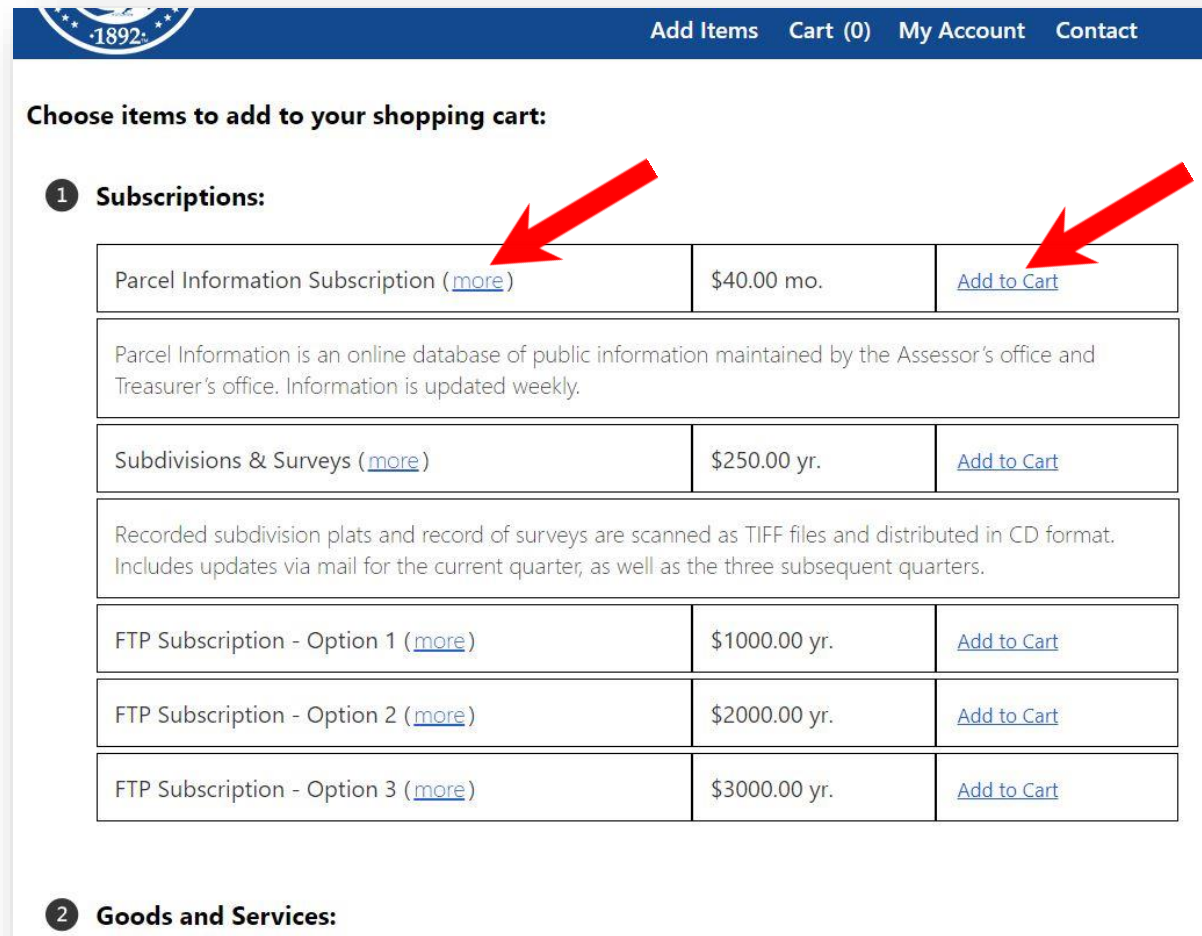
---

<b>Order: 6112647</b>	<b>Order Date: 11/16/2017</b>	<b>Total: \$1,378.00</b>
<b>Items Ordered:</b>		
1. GIS Data Package (All Layers)	Qty: 2	
2. County-wide 2012 Ortho Aerial Photography	Qty: 2	

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# Selecting Items for Purchase

- ▶ On the “Add Items” page you can select items to purchase. Clicking on “more” next to the item’s name will display additional information about the item. Selecting “Add to Cart” will add the item to your shopping cart and display the cart to you.



1892

Add Items Cart (0) My Account Contact

Choose items to add to your shopping cart:

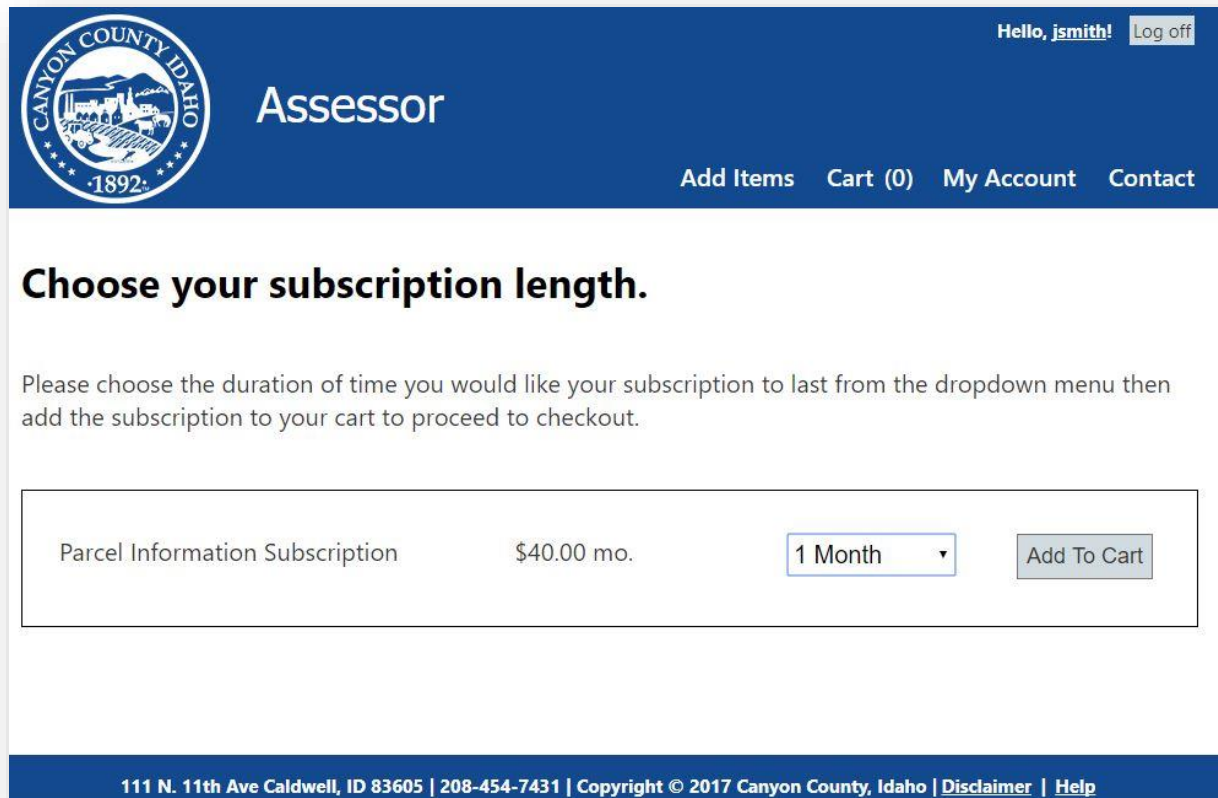
**1 Subscriptions:**

Parcel Information Subscription ( <a href="#">more</a> )	\$40.00 mo.	<a href="#">Add to Cart</a>
Parcel Information is an online database of public information maintained by the Assessor's office and Treasurer's office. Information is updated weekly.		
Subdivisions & Surveys ( <a href="#">more</a> )	\$250.00 yr.	<a href="#">Add to Cart</a>
Recorded subdivision plats and record of surveys are scanned as TIFF files and distributed in CD format. Includes updates via mail for the current quarter, as well as the three subsequent quarters.		
FTP Subscription - Option 1 ( <a href="#">more</a> )	\$1000.00 yr.	<a href="#">Add to Cart</a>
FTP Subscription - Option 2 ( <a href="#">more</a> )	\$2000.00 yr.	<a href="#">Add to Cart</a>
FTP Subscription - Option 3 ( <a href="#">more</a> )	\$3000.00 yr.	<a href="#">Add to Cart</a>

**2 Goods and Services:**

# Purchasing a Parcel Information Subscription

- ▶ Selecting “Add to Cart” for the Parcel Information Subscription will display another page where you can select the duration of time you would like the subscription to last. At the end of your subscription, or prior to it, you will have to purchase additional time if you do not want the subscription to end.



The screenshot shows the Canyon County Assessor's website interface. At the top left is the Canyon County Idaho logo with the year 1892. To the right of the logo is the word "Assessor". In the top right corner, it says "Hello, jsmith!" and "Log off". Below the header, there are navigation links: "Add Items", "Cart (0)", "My Account", and "Contact". The main content area has the heading "Choose your subscription length." followed by the instruction: "Please choose the duration of time you would like your subscription to last from the dropdown menu then add the subscription to your cart to proceed to checkout." Below this is a form with a table-like structure. The first row contains "Parcel Information Subscription", "\$40.00 mo.", a dropdown menu set to "1 Month", and an "Add To Cart" button. At the bottom of the page, there is a footer with the address "111 N. 11th Ave Caldwell, ID 83605", phone number "208-454-7431", and copyright information "Copyright © 2017 Canyon County, Idaho" along with links for "Disclaimer" and "Help".

**Choose your subscription length.**

Please choose the duration of time you would like your subscription to last from the dropdown menu then add the subscription to your cart to proceed to checkout.

Parcel Information Subscription	\$40.00 mo.	1 Month	Add To Cart
---------------------------------	-------------	---------	-------------

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# Purchasing a GIS Data Package with Individual Layers

- ▶ Selecting “Select Layers” for the Individual Layers GIS Data Package will display another page where you can select the layers you want by clicking the corresponding check box to the desired layer. Once the layers have been selected press “Add to Cart” to add the package to your shopping cart.

Select GIS Data Layers: (\$50.00 per layer)

<input type="checkbox"/> Building Characteristics (Table)	<input type="checkbox"/> City Limits
<input type="checkbox"/> County Boundary	<input type="checkbox"/> Dairies
<input type="checkbox"/> Feed Lots	<input type="checkbox"/> Gravel Pits
<input type="checkbox"/> Highways	<input type="checkbox"/> Hydro (River, Lake & Canals)
<input type="checkbox"/> Hydrography	<input type="checkbox"/> Impact Area
<input type="checkbox"/> Lake Lowell	<input type="checkbox"/> Land Value (Table)
<input type="checkbox"/> Mobile Homes	<input type="checkbox"/> Non-Routable Centerline
<input type="checkbox"/> Parcel Annotation	<input type="checkbox"/> Parcel Lines
<input type="checkbox"/> Parcel Ownership (Table)	<input type="checkbox"/> Parcels (Polygon)
<input type="checkbox"/> Permit Locations Issued by Canyon County DSD	<input type="checkbox"/> PLSS Sections
<input type="checkbox"/> Preliminary Plats	<input type="checkbox"/> Rail Road
<input type="checkbox"/> Snake River	<input type="checkbox"/> Subdivisi
<input type="checkbox"/> Zoning	

Add To Cart Cancel



# Purchasing Individual Plat Map Sections

- ▶ Clicking on “Select Layers” for the Individual Layers GIS Data Package will display another page where you can choose the plat sections you would like on the map. Select the Township, Range, Section, and if needed Quarter for a section from the dropdown boxes. Next press “Add” to add the plat section to your map. A list of the requested sections will be displayed below the selection box. Once you have all of the desired sections added to the list press “Add To Cart” to add the map with all of the chosen sections to your shopping cart.

**Plat Map with \*Individual Sections:**  
(\*Up to 5 sections for free, then \$0.25 + tax each.)

DIRECTIONS: To order a plat map with individually chosen sections, choose each desired section from the drop down lists below then press the add button. Once you have added all of the desired sections to your list press "Add To Cart" to add the map, with all of the plat sections listed, to your cart.

Township	Range	Section	Quarter
2N	4W	5	

Add

**Requested Sections:** [\(clear\)](#)

1. 1N 2W S4 NW
2. 2N 4W S5

Cancel Add To Cart

# Your Shopping Cart

- ▶ You can view your shopping cart at any time by selecting “Cart” from the menu at the top of the page. To adjust the quantity of an item, type the desired number in the box then press the enter button on your keyboard, you will see the total cost change. To confirm all of your order details before processing your payment select “Purchase”

Register Log in

## Shopping Cart

Add Items Cart (2) My Account Contact

### Shopping Cart.

Item	Price	Quantity	
Parcel Information Subscription	\$40.00 mo.	6 mo.	<a href="#">Remove</a>
GIS Data Package with Individual Layers	\$150.00	<input type="text" value="1"/>	<a href="#">Remove</a>

**Selected Layers:**  
1. City Limits, 2. County Boundary, 3. Impact Area.

Subtotal: \$390.00  
Tax: \$23.40

---

Total: \$413.40

[Continue Shopping](#) [Purchase](#)

# Confirming Your Purchase

- ▶ On the Confirm Purchase page you can review your personal details, to update the information press “My Account”. On this page you can also view the items you have selected for purchase, to make changes select “Update Cart”. Selecting “Purchase” on this page will redirect you to a third party site to process your payment. You will be charged a 2% convenience fee, with a minimum charge of \$2.00.

**Confirm Purchase.**

**Personal Details:**  
\*To update your personal details go to [My Account](#).

John Smith  
1115 ALBANY ST.  
RM. 253  
CALDWELL, ID 83605

Phone: (208) 455-0001  
Email: me@email.com

**Order Details:**

Parcel Information Subscription	\$40.00 mo.	Quantity: 6 mo.
GIS Data Package with Individual Layers	\$150.00	Quantity: 1

**Selected Layers:**  
1. City Limits, 2. County Boundary, 3. Impact Area.

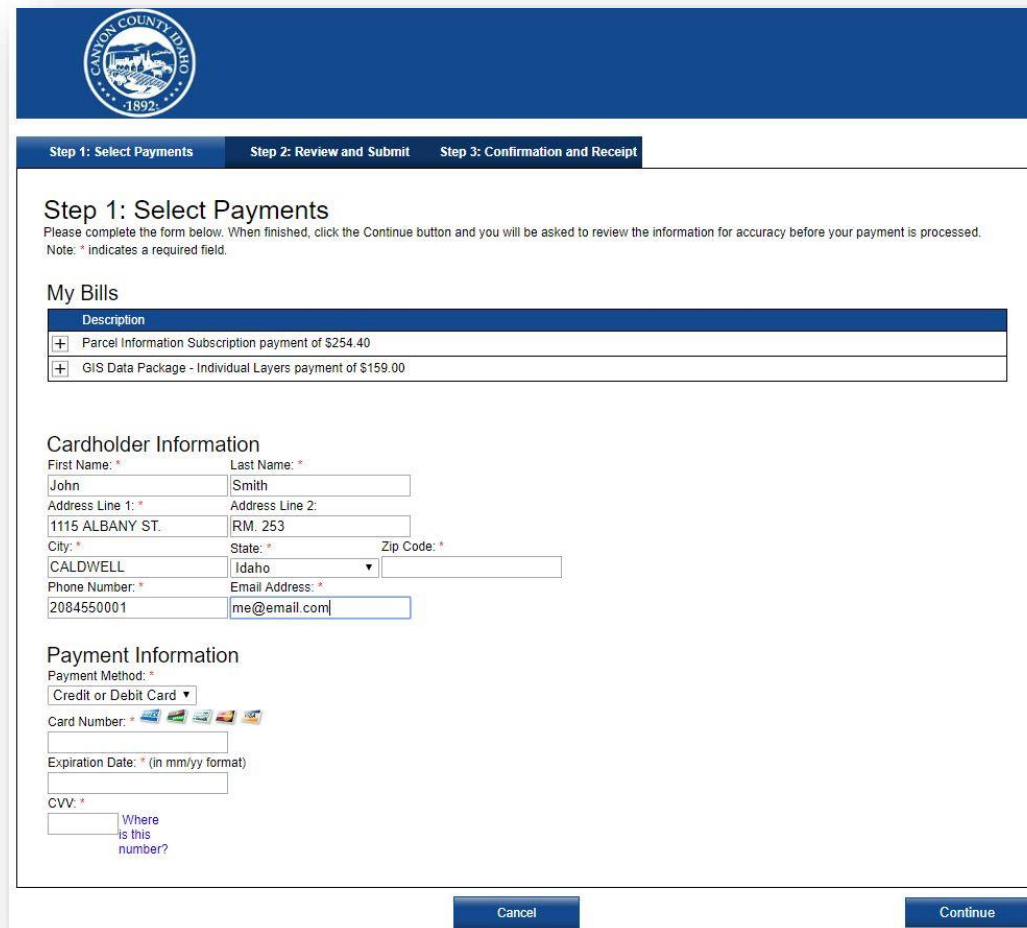
Subtotal:	\$390.00
Tax:	\$23.40
<b>Total:</b>	<b>\$413.40</b>

[Update Cart](#) [Purchase](#)

**NOTICE:**  
When you click the purchase button you will be redirected to a third party site to process your payment. You will be charged a convenience fee of 2%, with a minimum charge of \$2.00

# Processing Your Payment

- ▶ On the third party site you can confirm your personal details and enter your payment information. Once you have completed payment you will be displayed a printable receipt.



The screenshot shows the Canyon County Idaho website's payment processing interface. At the top, there is a blue header with the Canyon County Idaho logo and the year 1892. Below the header, a navigation bar indicates three steps: Step 1: Select Payments (active), Step 2: Review and Submit, and Step 3: Confirmation and Receipt.

**Step 1: Select Payments**  
Please complete the form below. When finished, click the Continue button and you will be asked to review the information for accuracy before your payment is processed.  
Note: \* indicates a required field.

**My Bills**

Description
<input type="checkbox"/> Parcel Information Subscription payment of \$254.40
<input type="checkbox"/> GIS Data Package - Individual Layers payment of \$159.00

**Cardholder Information**

First Name: \*  Last Name: \*   
Address Line 1: \*  Address Line 2:   
City: \*  State: \*  Zip Code: \*   
Phone Number: \*  Email Address: \*

**Payment Information**

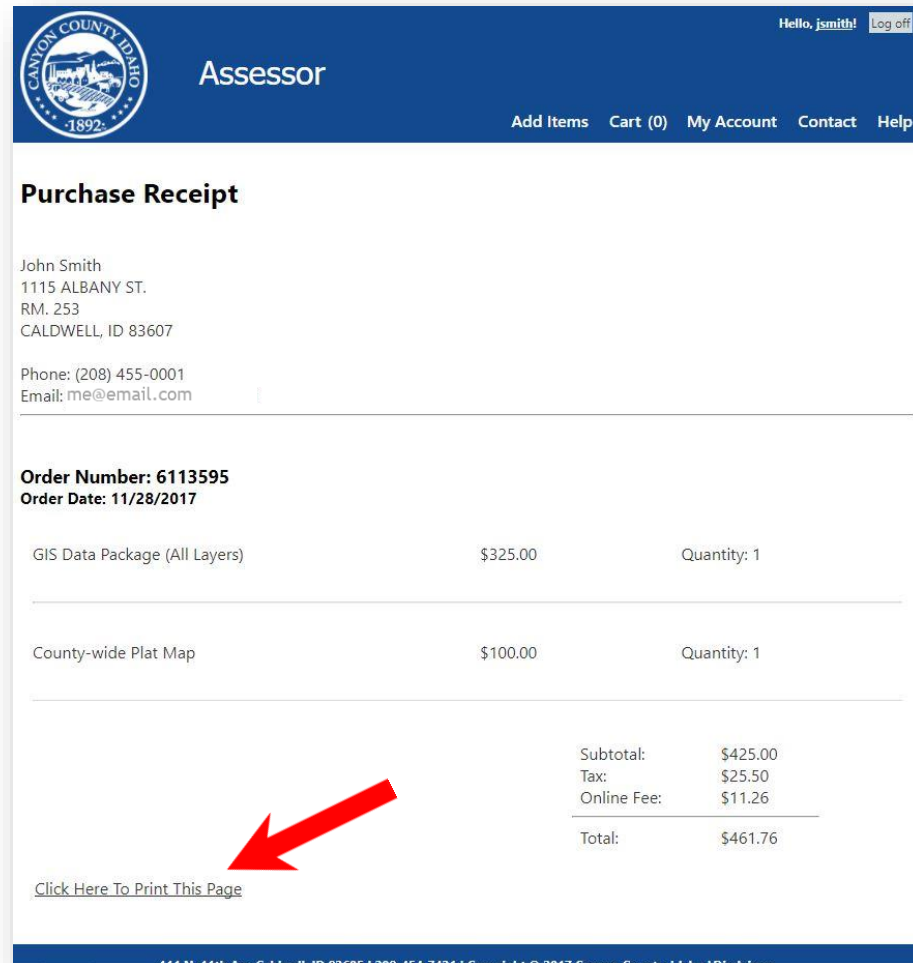
Payment Method: \*

Card Number: \*   
Expiration Date: \* (in mm/yy format)   
CVV: \*  Where is this number?

Buttons: Cancel, Continue

# Printing Your Receipt

- ▶ Once you have finished processing your payment on the 3<sup>rd</sup> party site you will be returned to Canyon County's site where you can view, and print, your receipt.



**CANYON COUNTY IDAHO** Assessor Hello, jsmith! Log off

[Add Items](#) [Cart \(0\)](#) [My Account](#) [Contact](#) [Help](#)

### Purchase Receipt

John Smith  
1115 ALBANY ST.  
RM. 253  
CALDWELL, ID 83607

Phone: (208) 455-0001  
Email: me@email.com

---

**Order Number: 6113595**  
**Order Date: 11/28/2017**

GIS Data Package (All Layers)	\$325.00	Quantity: 1
County-wide Plat Map	\$100.00	Quantity: 1

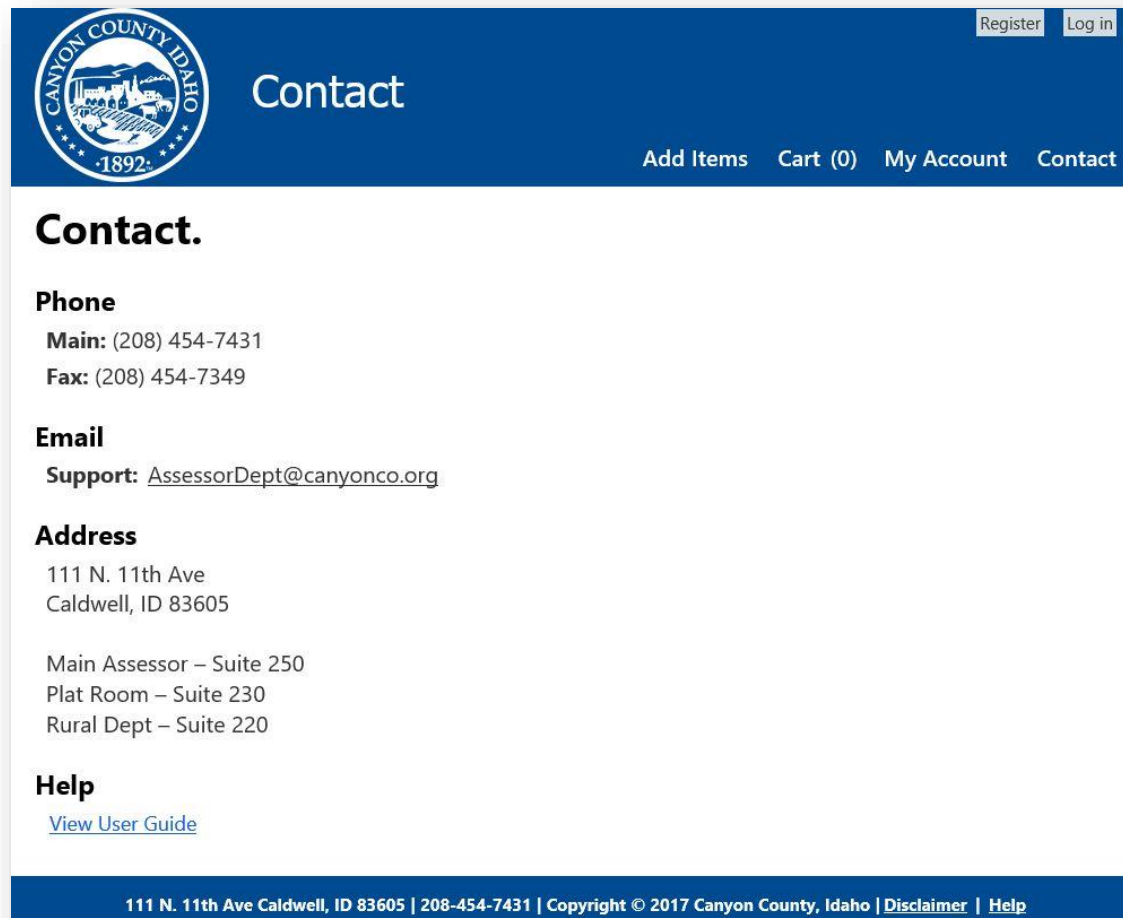
Subtotal:	\$425.00
Tax:	\$25.50
Online Fee:	\$11.26
<b>Total:</b>	<b>\$461.76</b>

[Click Here To Print This Page](#)

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# Contacting the Assessor's Office

- ▶ Choose the Contact page from the menu at the top of any page to send an email to the Assessor's office or to find their phone number and address.



The screenshot shows the 'Contact' page of the Canyon County, Idaho website. The page features a blue header with the Canyon County logo on the left, the word 'Contact' in the center, and 'Register' and 'Log in' buttons on the right. Below the header, there are navigation links for 'Add Items', 'Cart (0)', 'My Account', and 'Contact'. The main content area is white and contains the following information:

**Contact.**

**Phone**  
Main: (208) 454-7431  
Fax: (208) 454-7349

**Email**  
Support: [AssessorDept@canyonco.org](mailto:AssessorDept@canyonco.org)

**Address**  
111 N. 11th Ave  
Caldwell, ID 83605

Main Assessor – Suite 250  
Plat Room – Suite 230  
Rural Dept – Suite 220

**Help**  
[View User Guide](#)

The footer of the page is blue and contains the text: 111 N. 11th Ave Caldwell, ID 83605 | 208-454-7431 | Copyright © 2017 Canyon County, Idaho | [Disclaimer](#) | [Help](#)