Once you have electronically filed a return you must now pay the amount shown on your return. You can pay your taxes online using a credit card. This handout gives step-by-step instructions on how to pay a return in Denver's eBiz Tax Center with a credit card.
Step 1: Navigate to the payment screen

There are two ways to get to the payment screen. One way is from your home screen by clicking the **Make a Payment** hyperlink.
The second way is from an account detail screen. Start by the account ID hyperlink.
Click one of the Pay hyperlinks.
This is the payment screen
Step 2: Select your method of payment

Use your mouse to select the dropdown arrow
Use your mouse to select Credit Card from the dropdown menu.
Step 3: Select the Payment Amount

Use your mouse to either click the Incomplete flag or...

Click the Select Payment Amount hyperlink
<table>
<thead>
<tr>
<th>Tax/Fee Account</th>
<th>Business Name</th>
<th>Business Address</th>
<th>Period</th>
<th>Period Balance</th>
<th>Pending Returns</th>
<th>Pending Payments</th>
<th>Payment</th>
<th>Select Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>202441-070424</td>
<td>TEST ACCOUNT</td>
<td>201 W COLFAX AVE</td>
<td>Jan-Dec-2013</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>Yes</td>
</tr>
<tr>
<td>202441-070424</td>
<td>TEST ACCOUNT</td>
<td>201 W COLFAX AVE</td>
<td>Jan-Dec-2014</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>Yes</td>
</tr>
<tr>
<td>202441-070436</td>
<td>TEST ACCOUNT</td>
<td>201 W COLFAX AVE</td>
<td>Jan-Feb-2012</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>Yes</td>
</tr>
<tr>
<td>202441-070436</td>
<td>TEST ACCOUNT</td>
<td>201 W COLFAX AVE</td>
<td>Jan-Mar-2012</td>
<td>50.00</td>
<td>0.00</td>
<td>0.00</td>
<td>50.00</td>
<td>Yes</td>
</tr>
</tbody>
</table>

*Be careful: by default, all outstanding balances are selected for payment.*
Use your mouse to click the Select None tab to unselect all outstanding balances from payment.
Use your mouse to click the Select Accounts tab to select all outstanding balances for a single account type (i.e. license fee, sales tax opt, etc.)
Use your mouse to select which accounts balances you want to pay by inserting a check mark.
Use your mouse to click the OK button when you’re finished.
| Tax Type | Account Number | Account Description | Fiscal Year | Total | 02/2013 | 03/2013 | 04/2013 | 05/2013 | 06/2013 | 07/2013 | 08/2013 | 09/2013 | 10/2013 | 11/2013 | 12/2013 | 01/2014 | 02/2014 | 03/2014 |
|----------|----------------|---------------------|------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| OPT Tax  | 203441-100001  | TEST ACCOUNT        | 201 W COLFAX AVE | 126.20 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |
| OPT Tax  | 203441-100002  | TEST ACCOUNT        | 201 W COLFAX AVE | 125.40 | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    | 0.00    |

**Payment Total:** $585.00

Use your mouse to select individual outstanding balances to pay by inserting a check mark.
If you need to change the payment amount to be different than the amount outstanding use your mouse to double click the amount in the ‘Payment’ column and type the amount in the field.
Use your mouse to click the OK button when you're finished.
Step 4: Complete Your Detailed Credit Card Information

The credit card account detail screen will appear in a new window.

Make sure your pop-up blocker is not blocking the new window.
Type your email address in this field

Helpful tip: Press the Tab key to move to the next field
Type your phone number in this field

Helpful tip: Press the Tab key to move to the next field
Use your mouse to select the dropdown arrow.
Use your mouse to make your selection from the dropdown menu

Denver does not accept American Express for excise tax payments
Use your mouse to select a month from the dropdown menu.
Use your mouse to select the dropdown arrow
Use your mouse to select a year from the dropdown menu.
Type the billing zip code for the credit card in this field.
Use your mouse to click the View Cart button.
Step 5: Checkout
Either click the ‘Checkout Now’ button or the ‘Complete Transaction’ button.
Use your mouse to click the Complete Transaction button.
Your transaction was completed successfully.

Online Excise Tax

Payment Amount: $500.00

Account #: 203441-010062
Period MM/YYYY: 02/2014
Tax Type: Sales Tax 203441-010062 FILING PERIOD:02/2014

SubTotal: $500.00
N/A: $0.00
Total: $500.00

Payment: Visa Card , ************0133 : 06/14
Reference Number:
Authorization Number: TEST
Response Code:

This is your confirmation page
For a copy of the receipt for your own records you can print the receipt from this window.
The receipt will appear in a new window

Make sure your pop-up blocker is not blocking the new window
Use your mouse to click the Print button.
Click the red X button to close the window with the receipt.
Your transaction was completed successfully.

Transaction ID #: 551732
Issued: 13-May-2014 11:54 AM

Information
- Email Address (optional):
  - Payor Name: ID
  - Payor Phone: 3031112222

Description

**Online Excise Tax**

Payment Amount: $500.00
- Account #: 203441-010062
- Period MM/YYYY: 02/2014
- Tax Type: Sales Tax 203441-010062 FILING PERIOD:02/2014

SubTotal: $500.00
N/A: 0.00
Total: $500.00

Payment: Visa Card, ***********0133 - 06/14
Reference Number:
Authorization Number: TEST
Response Code:

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Click the red X button to close the credit card payment window to view eBiz Tax.