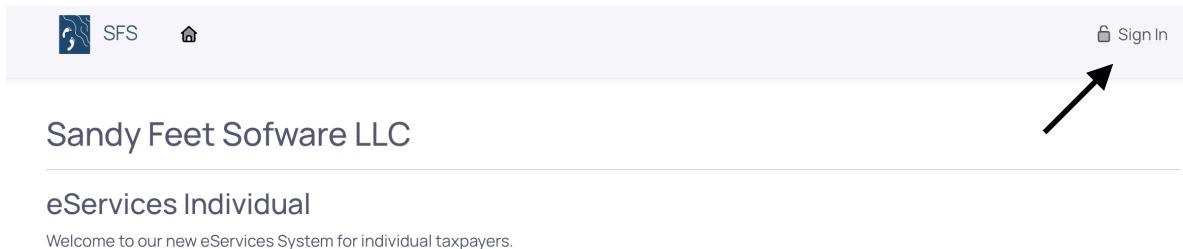


Quick Start Guide for Individual eServices

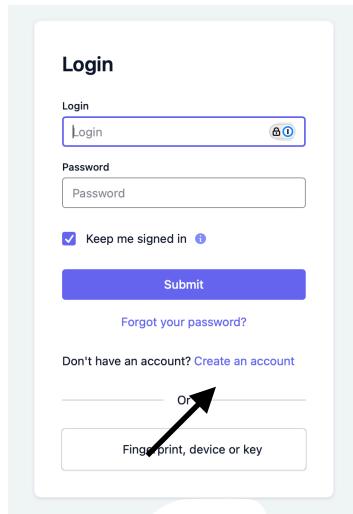
This guide is intended for individual users. If you are a professional tax preparer please refer to the 3rd Party Quick Start Guide.

Create and register an account on (*insert website link*)

1. In the upper right corner, click on **Sign In**.



2. Click on **Create an account**.



3. Enter the required information then click **Register**.

Register

Email *

Password *

Confirm password *

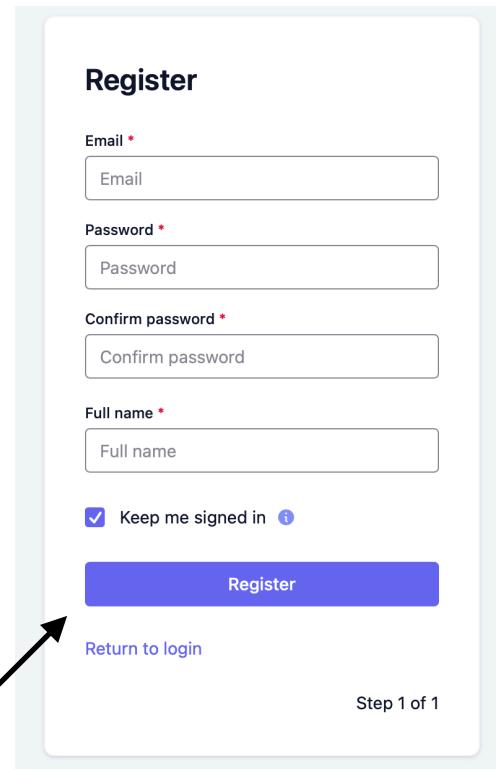
Full name *

Keep me signed in (i)

Register

[Return to login](#)

Step 1 of 1



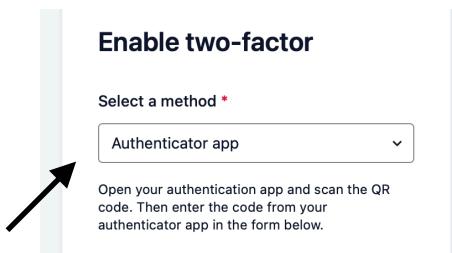
4. Enable two-factor authentication.
 1. Choose your preferred authenticator app.

Enable two-factor

Select a method *

Authenticator app

Open your authentication app and scan the QR code. Then enter the code from your authenticator app in the form below.



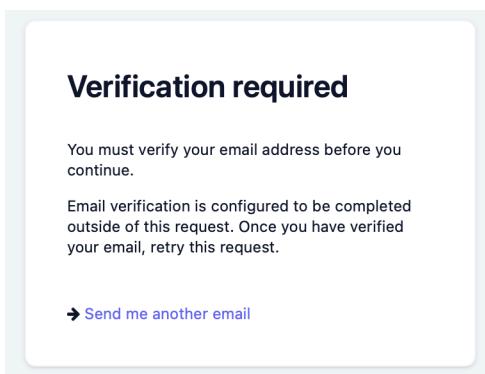
2. Save your recovery codes in a safe place and click **Done**. The following message will display:

Verification required

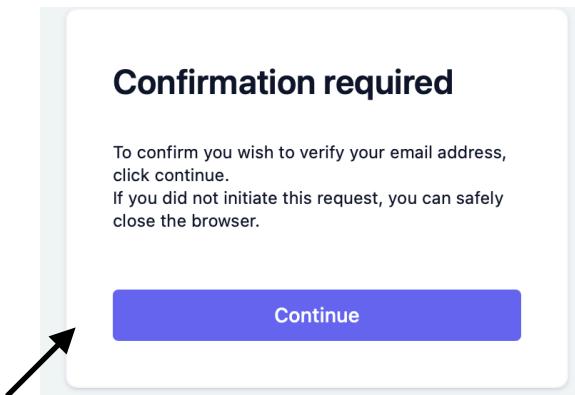
You must verify your email address before you continue.

Email verification is configured to be completed outside of this request. Once you have verified your email, retry this request.

[Send me another email](#)



5. Verify your email address.
 1. Check your email and click the link in the email to verify your account.
 2. On the website click **Continue**.



6. Congratulations on successfully creating your account! Return to the homepage. (*insert website link*)

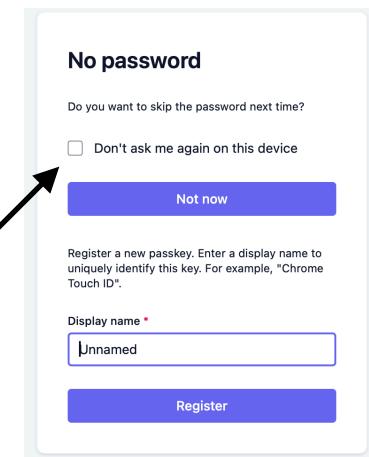
Sign in/manage your account

Follow these steps to sign in to your account and manage your account.

1. In the upper right corner, click on **Sign In**.



2. Enter your info for the account you created.
3. Click **Not Now**. (You will have the opportunity to set up a passkey at a later time.)

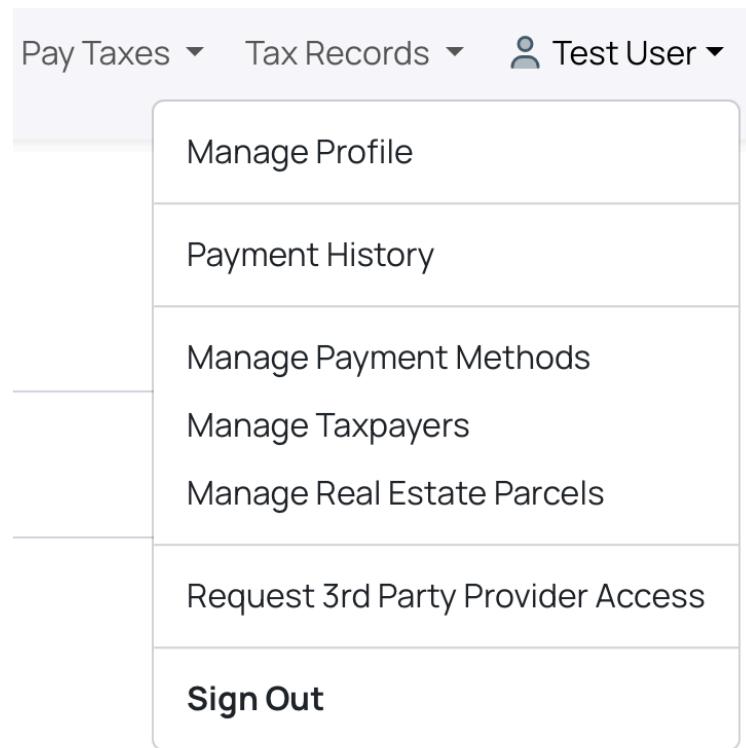


4. Click on your user name on the upper right side.



Welcome Back Test User

5. A drop down account menu will display where you can choose options to manage your account.



Set up a payment method

1. In the account menu click on **Manage Payment Methods**. The following screen will display:

Payment Methods

Available Bank Accounts

Record #	Description	Account Number	Actions
Add Bank Account			

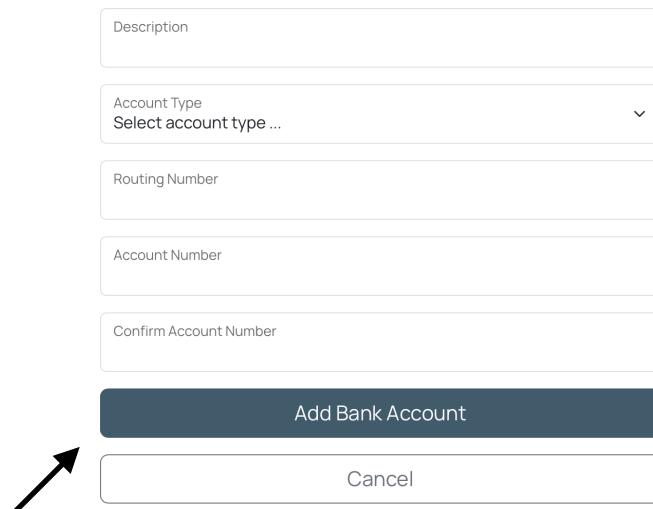
Available Cards

Add Card

Choose which type of payment method to add and follow the steps below for that type.

To add a bank account:

1. Click on the **Add Bank Account** button.
2. Enter your information, then click **Add Bank Account** at the bottom.



The form consists of five input fields and two buttons. The fields are: 'Description' (text input), 'Account Type' (dropdown menu with placeholder 'Select account type ...'), 'Routing Number' (text input), 'Account Number' (text input), and 'Confirm Account Number' (text input). Below these fields are two buttons: a dark blue 'Add Bank Account' button and a light blue 'Cancel' button. A black arrow points from the text 'Add Bank Account' to the 'Add Bank Account' button.

Description
Account Type Select account type ...
Routing Number
Account Number
Confirm Account Number
Add Bank Account
Cancel

To add a credit card:

1. Click on the **Add Card** button.
2. Enter your information, then click **Add Payment Method** at the bottom.

Card Payment Methods

 **Card**

Card number

Expiration date Security code



Country ZIP code

By providing your card information, you allow Lancaster County Tax Collection Bureau to charge your card for future payments in accordance with their terms.

Add Payment Method

Cancel



Set up taxpayers for your account

1. In the account menu click on **Manage Taxpayers**.
2. Click on **Add New Account**.

Taxpayer Accounts

Record #	First Name	Last Name	SSN	Actions
Add New Account				

3. Enter your information, then click **Search for Taxpayer**.

Taxpayer Accounts

Add New Taxpayer



Social Security Number
Last Name
Zip Code
Search for Taxpayer
Cancel

4. On the next screen confirm your information, then click **Add Taxpayer**.
5. Follow these steps to add additional taxpayers to your account.

Set up a real estate parcel

1. In the account menu click on **Manage Real Estate Parcels**.
2. Click on **Add New Real Estate Parcel**.

Real Estate Parcels

Record #	Description	Parcel Number	Address	Actions
Add New Real Estate Parcel				



3. Choose if you want to search by Bill Number, Parcel, or Name and enter your information. Click on **Find Parcel**.

Real Estate Find & Add New Real Estate Parcel

Bill Number
0

Or

Parcel

Or

Name

Find Parcel

Cancel

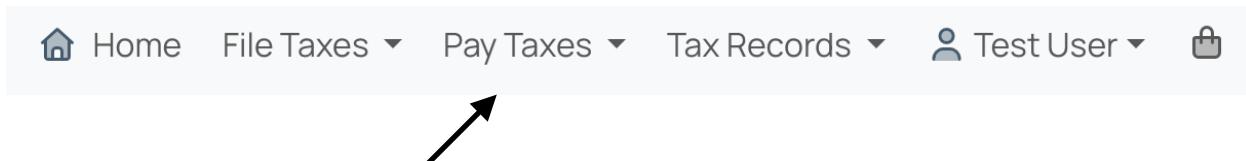


4. Scroll down to see the list of parcels. Click on the **Add** button by your respective parcel.

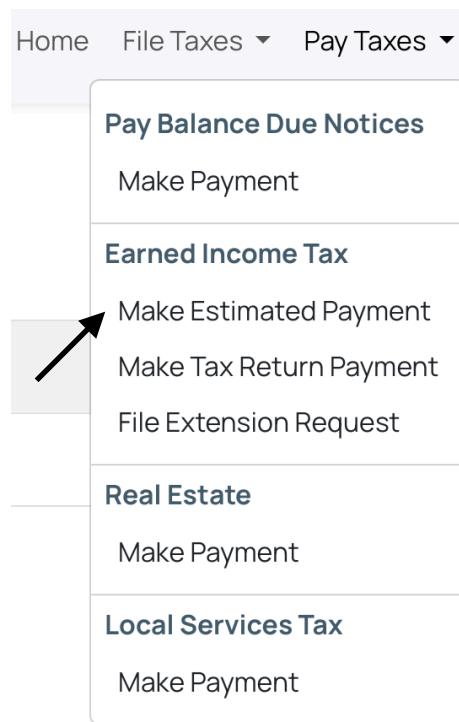
How to pay taxes online

*This guide covers how to make an **Earned Income Tax estimated payment**. For more information on paying taxes online see the [full documentation](#).*

1. Locate **Pay Taxes** in the top menu bar and click.

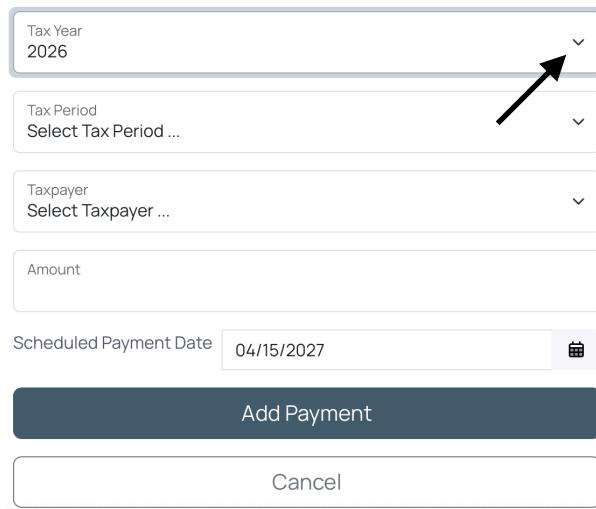


2. A drop down Pay Taxes menu will display where you can choose options for paying taxes. For this example, under Earned Income Tax click on **Make Estimated Payment**.



3. Select the tax year, tax period, and taxpayer you wish to make a payment for by clicking the down arrows in each box.

Make Estimated Payment



Tax Year
2026

Tax Period
Select Tax Period ...

Taxpayer
Select Taxpayer ...

Amount

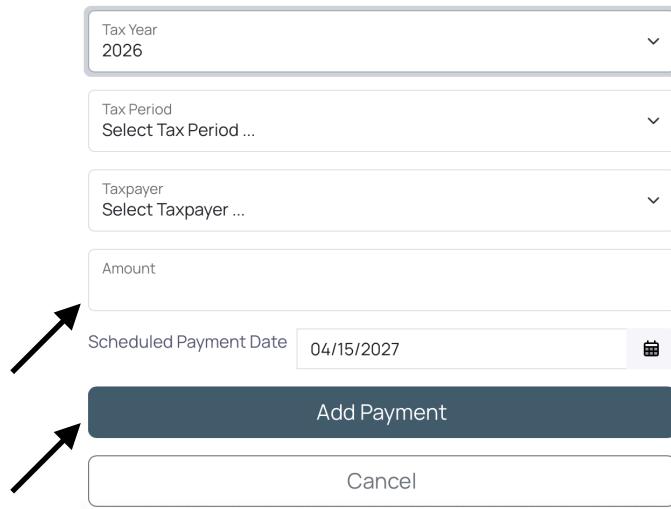
Scheduled Payment Date 04/15/2027

Add Payment

Cancel

4. Enter a dollar amount then click on **Add Payment**. Please note the amount must be greater than \$10 and less than \$100,000.

Make Estimated Payment



Tax Year
2026

Tax Period
Select Tax Period ...

Taxpayer
Select Taxpayer ...

Amount

Scheduled Payment Date 04/15/2027

Add Payment

Cancel

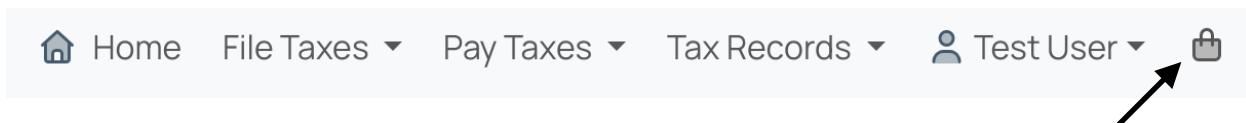
5. The next screen will display that the payment has been added to your cart. At this point you can choose to add additional payments or proceed to the cart and begin the checkout process. Refer to **The Checkout Process** in this guide for more information.

Earned Income Tax

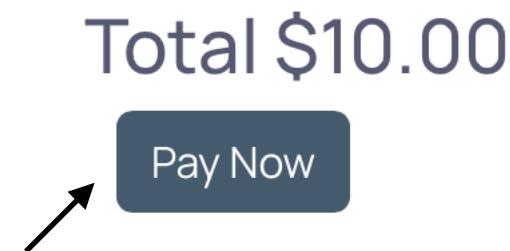
Payment Added to Cart

The checkout process

1. Click on the cart in the upper right corner by your user name.



2. The dollar amount will display along with a Pay Now button. Click on **Pay Now**.



3. Choose your payment method and bank account, if applicable. *Please note there is no fee if paying by bank account/ACH debit.* Click **Confirm Payment**.

Make Payment

Today's Payment - \$0.00
Future Payments - \$10.00

Payment Method
Bank Account/ACH Debit

Bank Account
Select Bank Account ...

Confirm Payment

Review Details

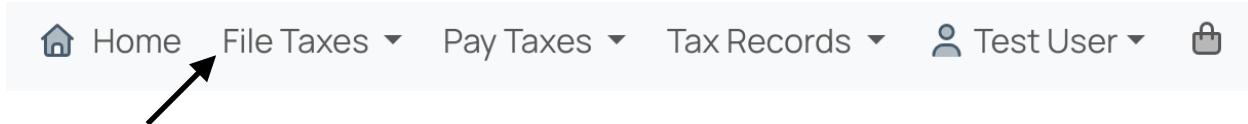
A black arrow points to the 'Confirm Payment' button.

4. A screen will display confirming your payment was successfully submitted.

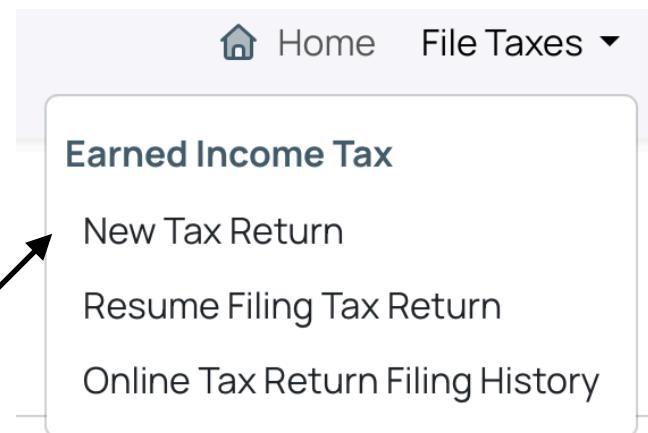
Payment Submitted Successfully

How to file your tax return online

1. Locate **File Taxes** in the top menu bar and click.



2. A drop down File Taxes menu will display. Click on **New Tax Return**.



For further assistance filing your taxes online refer to the **Quick Start Guide to Filing your Individual Tax Return**.