



# eTAG - Working With Payments

To **make a payment**, go to the *Payments* menu option then select **Payment Completed**.

1. The system displays the *Payments Due* page listing outstanding payments.
2. Select the inspection fee amount from the drop down.
3. The system displays the total tag cost in the fees column.
4. Select the record(s) then click **Make Payment**.
5. The *Record Payment* page displays the total amount for the tags selected. You have the option to pay online or at the county tax assessor-collector's (TAC) office.

To pay online:

- a. Select **Online** from the drop down.
- b. Click **Proceed To Pay**.
- c. The system will redirect to Texas.gov to make the payment. Enter the payment information then click **Submit**. After payment, the system will return to the eTAG system.

*Note: A 2 hour lock is placed on a payment once it is made. Wait at least 2 hours to make any changes.*

To pay at county TAC office:

- a. Select **County** from the drop down.
- b. Click **Make Payment**.

*Note: Payment to a TAC office is only allowed in the county where your dealership is located.*

- c. The *Tag Payment Details* page displays the payments for your review for the current month.

To **search** for a payment, go to the *Payments* menu option and select **Payment Completed**.

1. The system displays the Buyer Tag Payment Details with the current month's payments.
2. Select a payment from the results listed to view payment details.

*Note: You can narrow your search results by entering the batch ID of the payment and/or dates and clicking **Search**.*

To **cancel** a payment, go to the *Payments* menu option and select **Payment Completed**.

1. The system displays the Buyer Tag Payment Details with the current month's payments.
2. Search for the payment. When located, click **Cancel Payment**.

To **print** a payment report, go to the *Payments* menu option and select **Payment Complete**.

1. To generate a report of the payments complete, click on the **County Summary Report**.
2. Select **View**, **Save**, or **Print** to take the appropriate action on the report.

