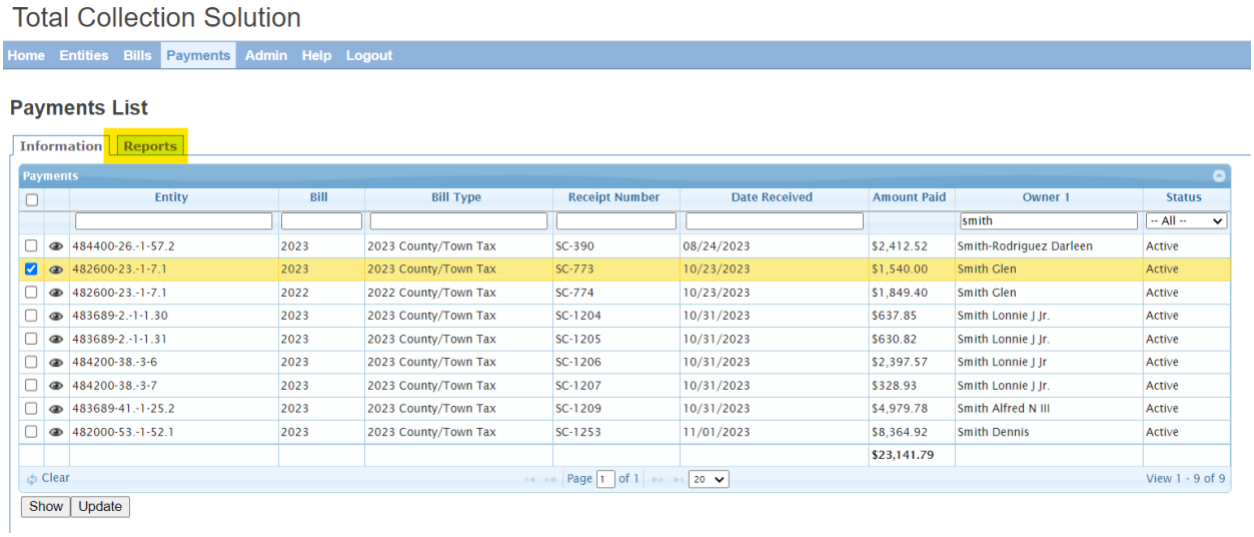
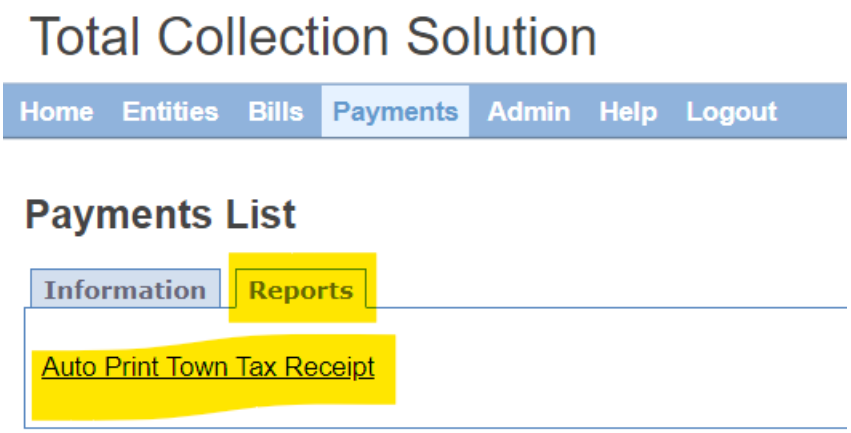
TO REPRINT A RECEIPT:

1. Click on Payments from the blue menu bar
2. Search for your payment. You can ever information into the white search boxes under each column then click enter.
    a. Search by:
        i. Owner
        ii. Tax Map Number
        iii. Bill Number
3. Place a check mark in the box to the left of the eyeball then click the reports tab.



4. Click on the report for Auto Print Town Tax Receipt or Town Tax Receipt