

Instructions to make Balance Due Tax Payments

This guide walks you through how to make Balance Due Tax payments online for the City of Amherst.

1 Navigate to <https://cityofamherst.recoanywhere.io/sign-in>

Sign In

New Here? [Create an Account](#)

OR

[Return](#) to departments

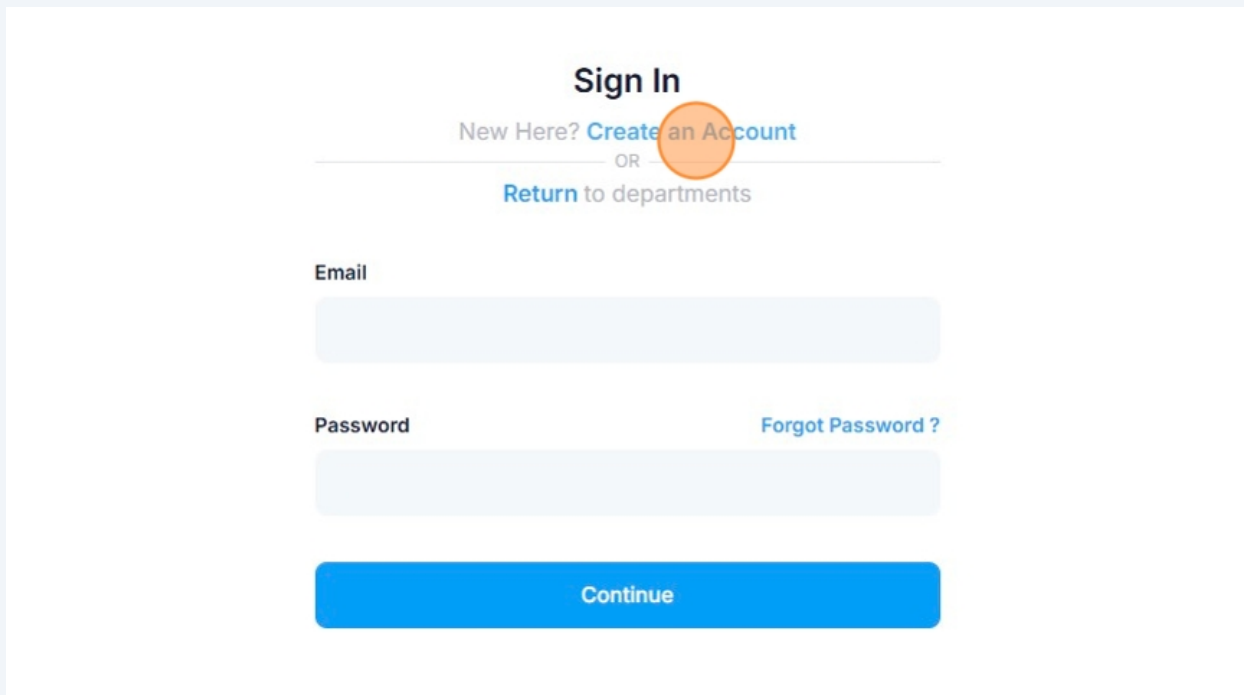
Email

Password [Forgot Password ?](#)

Continue

2

Click "Create an Account" if you do not have an account. Otherwise, sign in



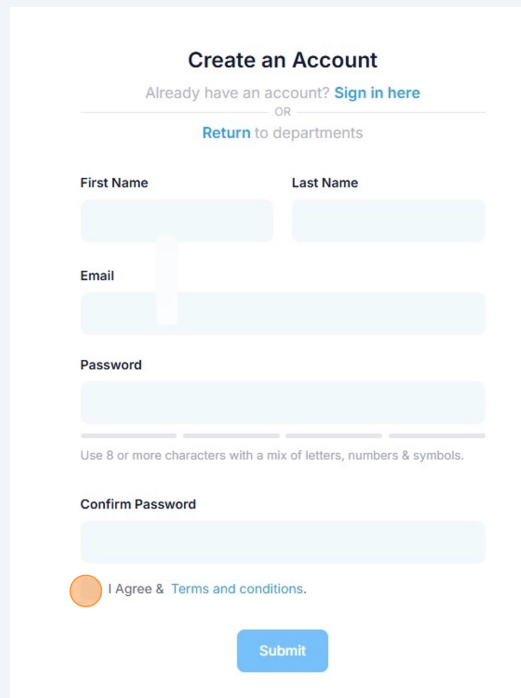
The image shows a 'Sign In' form. At the top, the text 'Sign In' is centered. Below it, there is a link 'New Here? Create an Account' where 'Create an Account' is highlighted with an orange circle. Underneath this is the text 'OR -' and a link 'Return to departments'. The form contains two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a link 'Forgot Password?'. At the bottom of the form is a blue button labeled 'Continue'.



The password requires at least 1 capital, 1 lowercase, 1 number, and 1 symbol.

3

Fill out the fields and create a password. Agree to the Terms and conditions, click submit.



Create an Account

Already have an account? [Sign in here](#)
OR
[Return](#) to departments

First Name Last Name

Email

Password

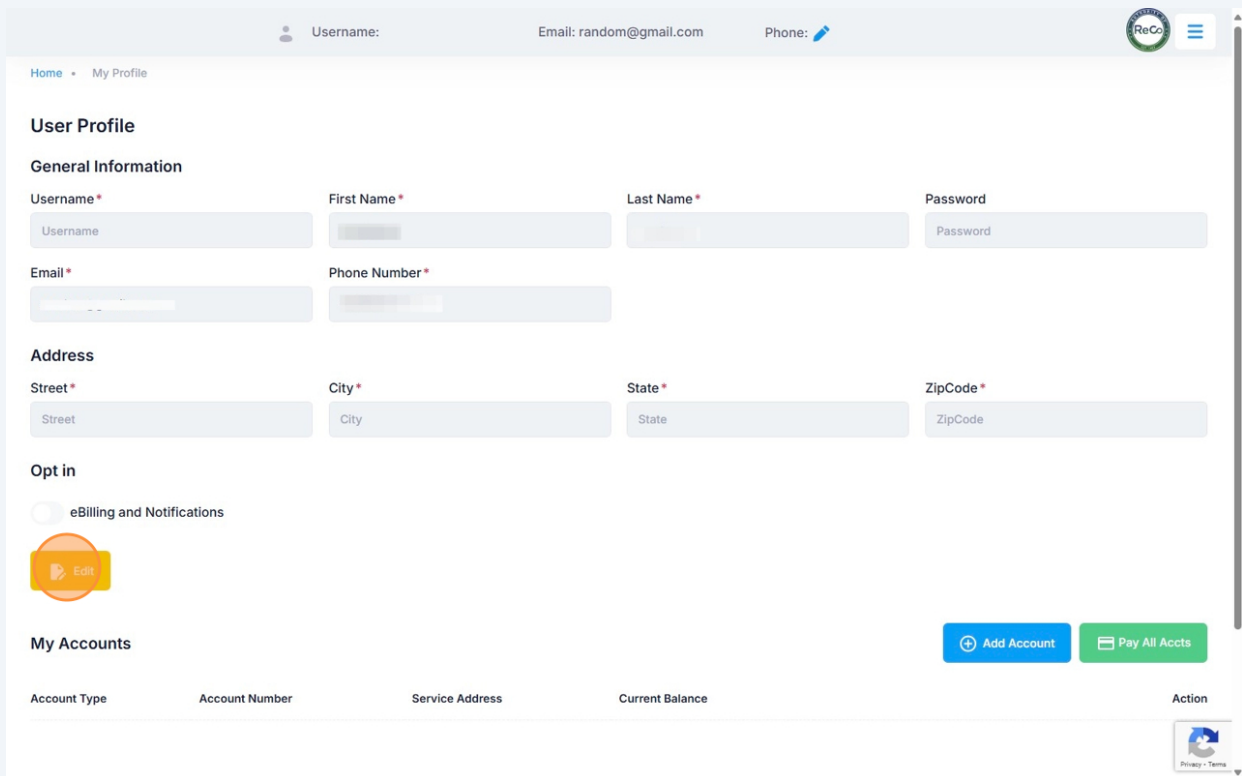
Use 8 or more characters with a mix of letters, numbers & symbols.

Confirm Password

I Agree & [Terms and conditions.](#)

4

Click "Edit"



Username: Email: random@gmail.com Phone:

Home • My Profile

User Profile

General Information

Username* First Name* Last Name* Password

Email* Phone Number*


Address

Street* City* State* ZipCode*

Street City State ZipCode

Opt in

eBilling and Notifications



My Accounts

Account Type	Account Number	Service Address	Current Balance	Action

[Privacy](#) • [Terms](#)

5 Click "Add Account"

City* State* ZipCode*

City State ZipCode

Send Notifications

Save

Account Number Service Address Current Balance Action

Pay All Accts

Please add your account number to view your bill.

Privacy - Terms

6 Input your Tax ID into Account/Filing Number field. Your Social Security number CANNOT be used. Input last name, your balance should appear, then click "Add"

Username* First Name* Last Name* Password

random random

Email* Phone Number*

random@gmail.com +1 (***) **-****

Address

Street*

Street

Opt in

eBilling and Not

Cancel Save

My Accounts

Account Type

Add Account

Account/Filing Number* Last Name

Account/Filing Number Last Name

DEPARTMENT	PARCEL NUMBER	OWNER NAME	ADDRESS	CURRENT DUE	ACTION
No data found					

Cancel

7

At the bottom of the screen, there will be a button to "View Acct/Pay". A screen with a breakdown of the charges will appear.

Click secure checkout to go through the payment process.