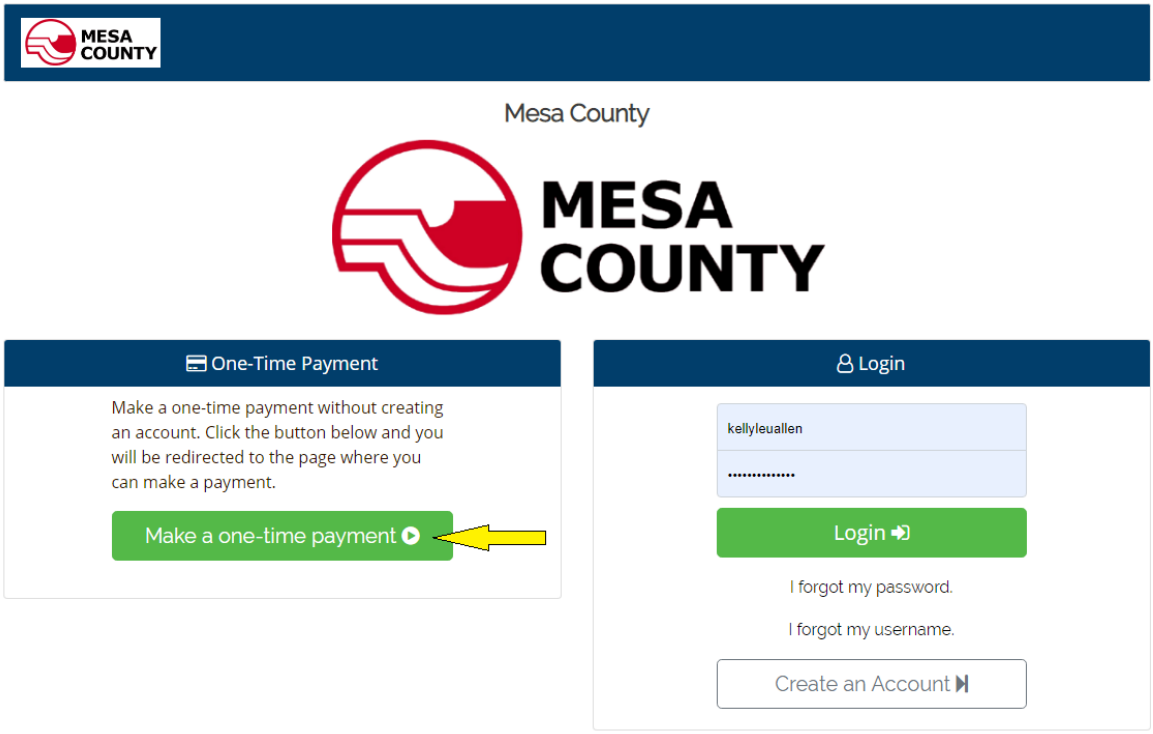
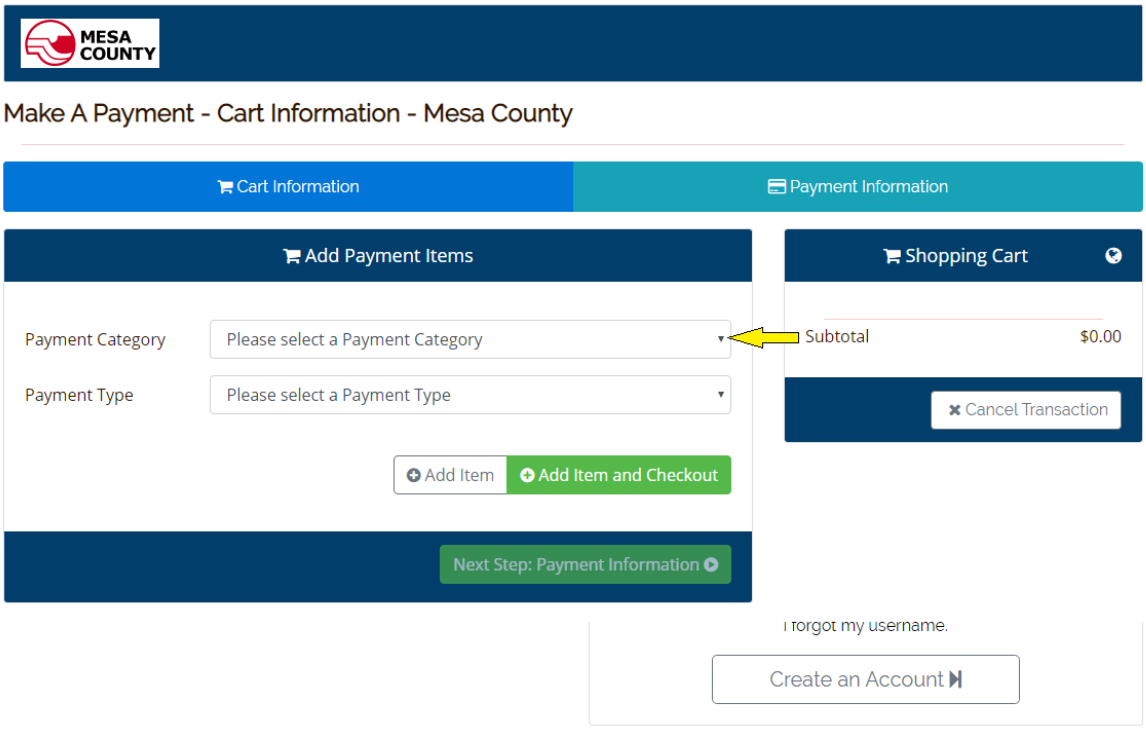
HOW TO MAKE A ONE-TIME PAYMENT

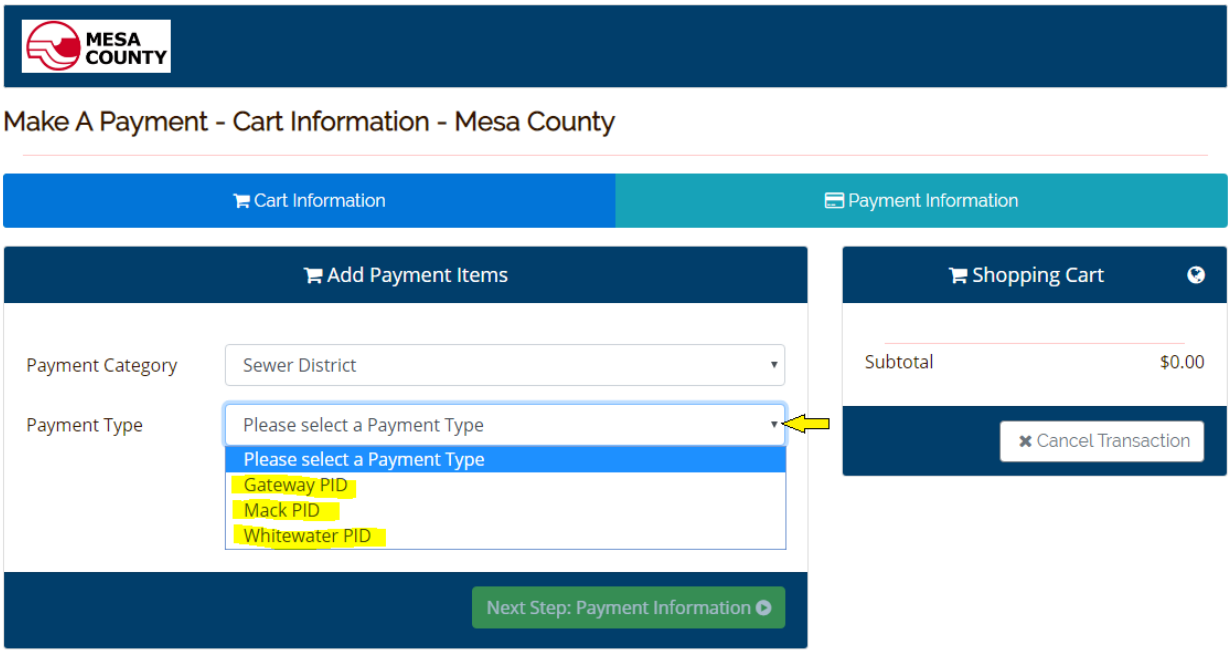
1) Use a web browser and browse to "https://magic.collectorsolutions.com/magic-ui/Login/mesa-county" then click on Make a one-time payment.



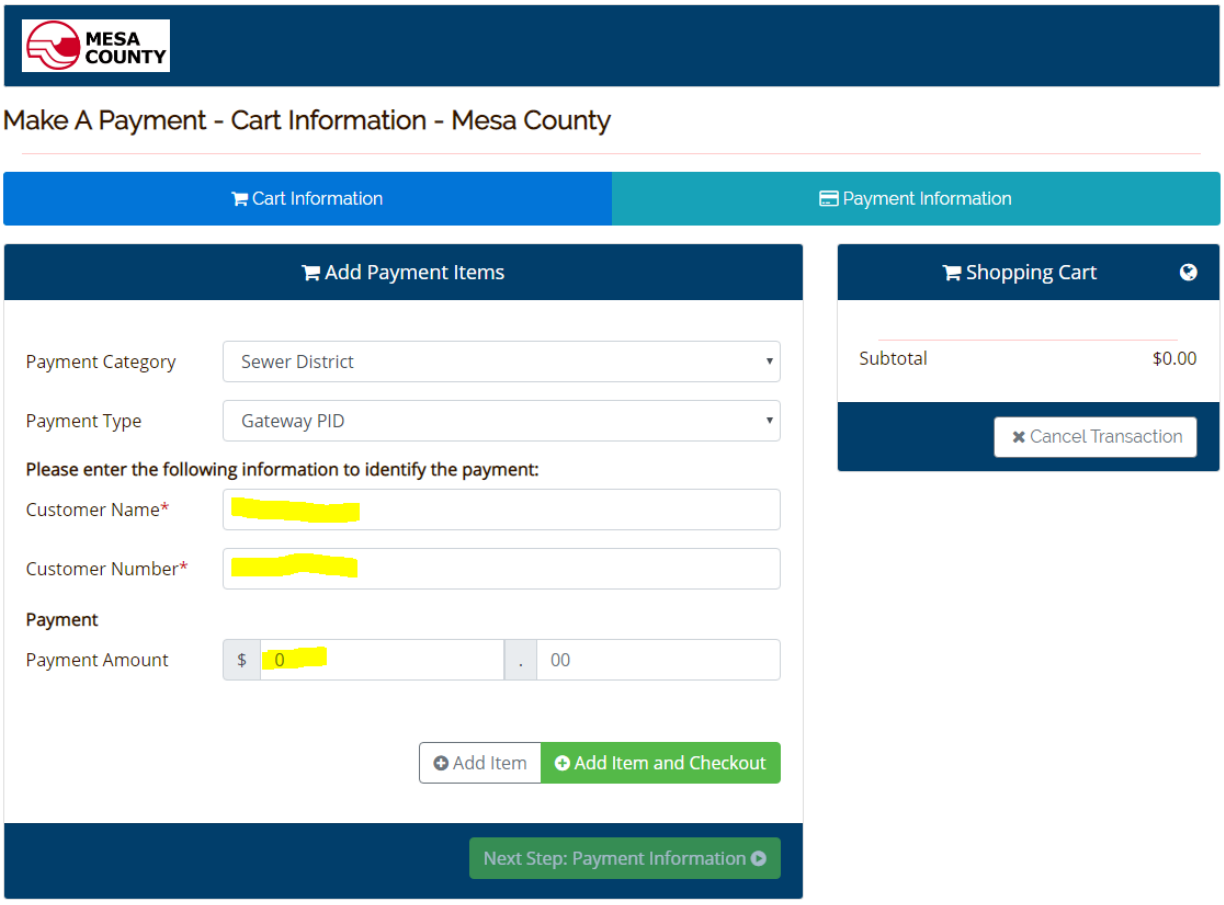
2) Select the Payment Category by clicking on the down arrow.



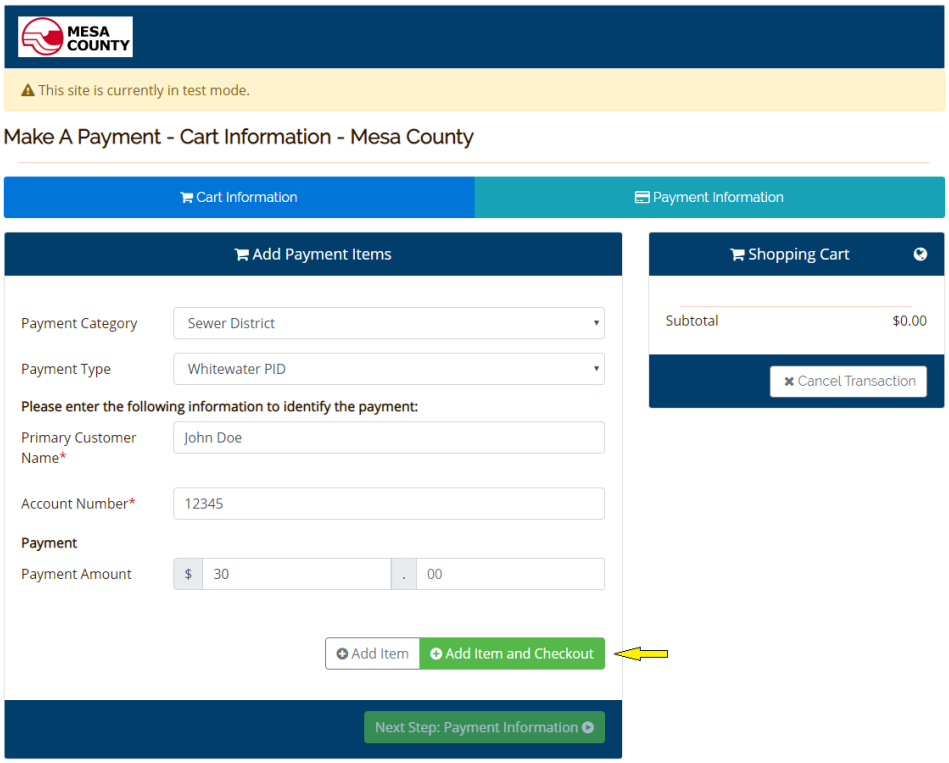
3) Select the Payment Type by clicking on the down arrow and select one from the drop down list.



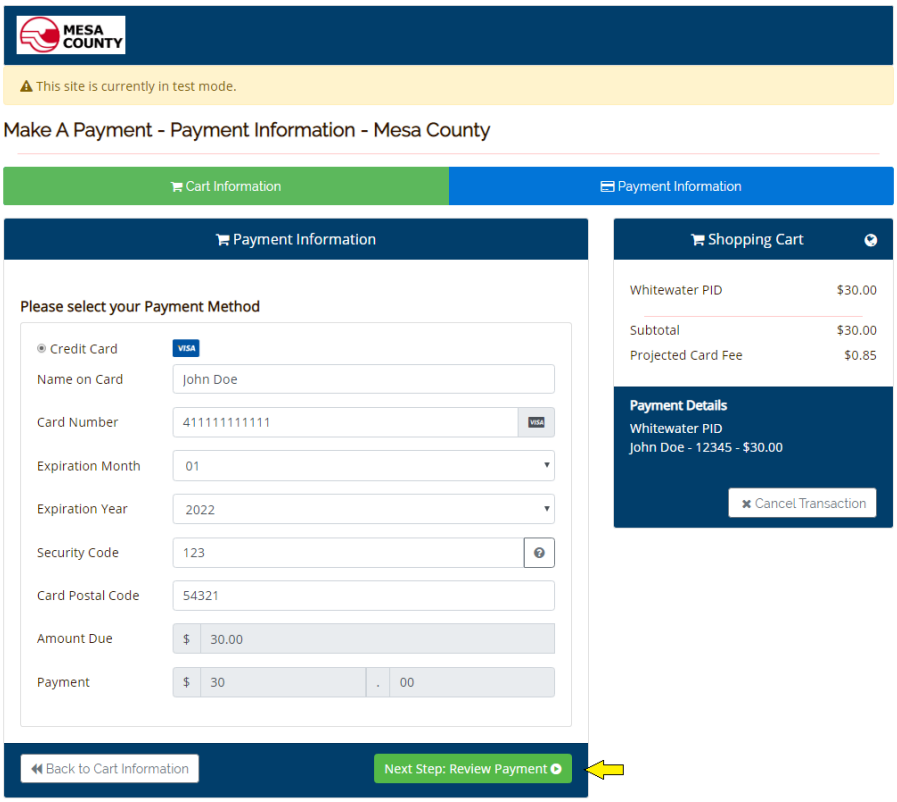
4) Once a payment type is selected, Input all required information (with a red asterisk *).



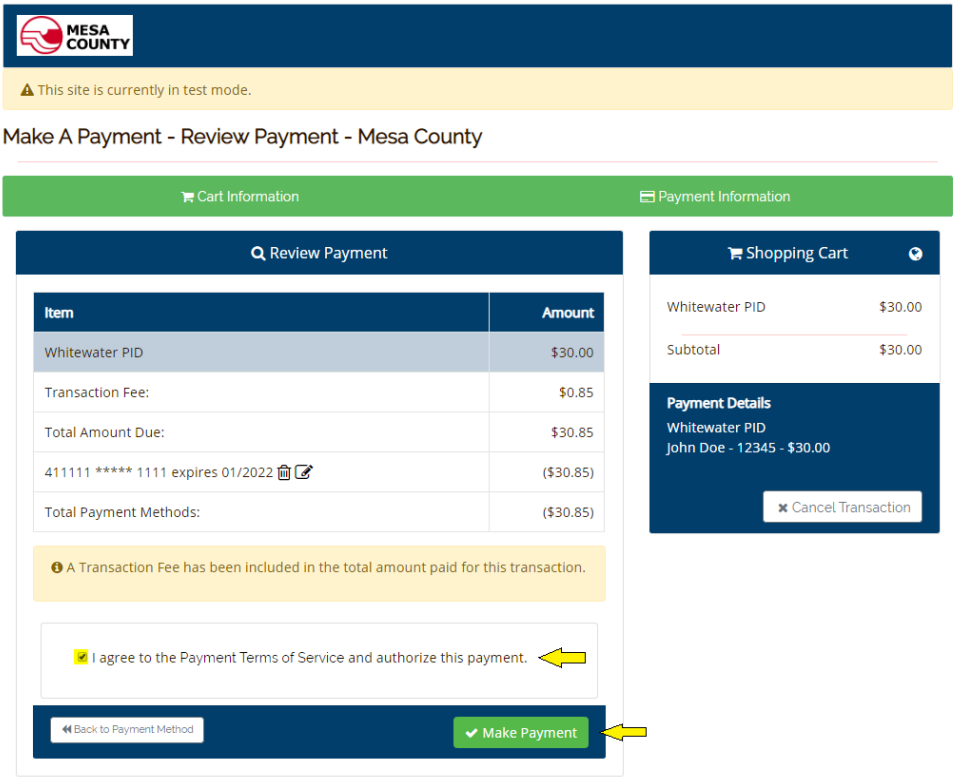
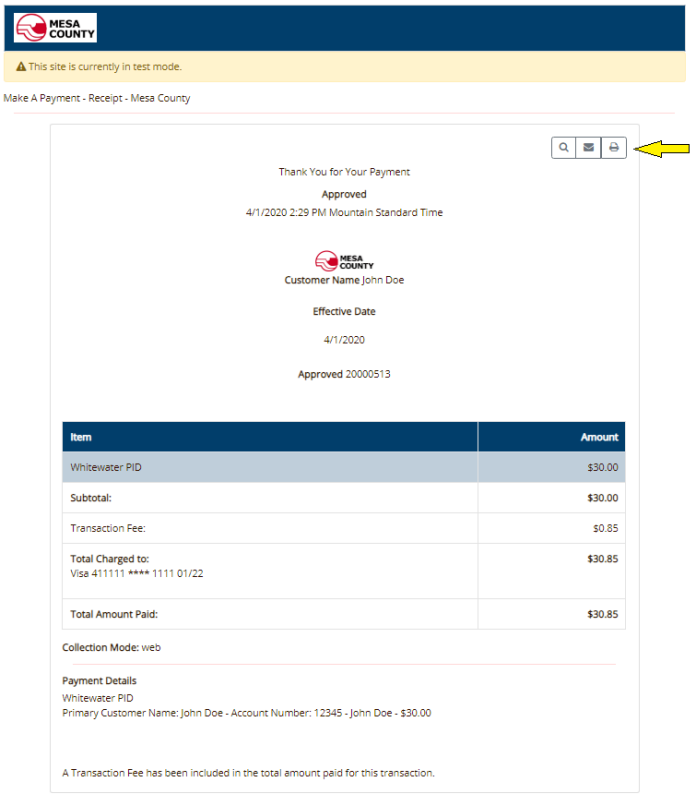
5) Click on either Add Item to pay another payment or click on Add Item and Checkout to proceed to checkout.



6) If Add Item and Checkout is selected, enter your card information and click on Next Step: Review Payment.



7) Once the payment information is reviewed, click on checkbox for payment consent; then, click on Make Payment to submit your payment.



8) Once payment a is made, a payment receipt like below can either be emailed or printed by clicking on the appropriate icon.