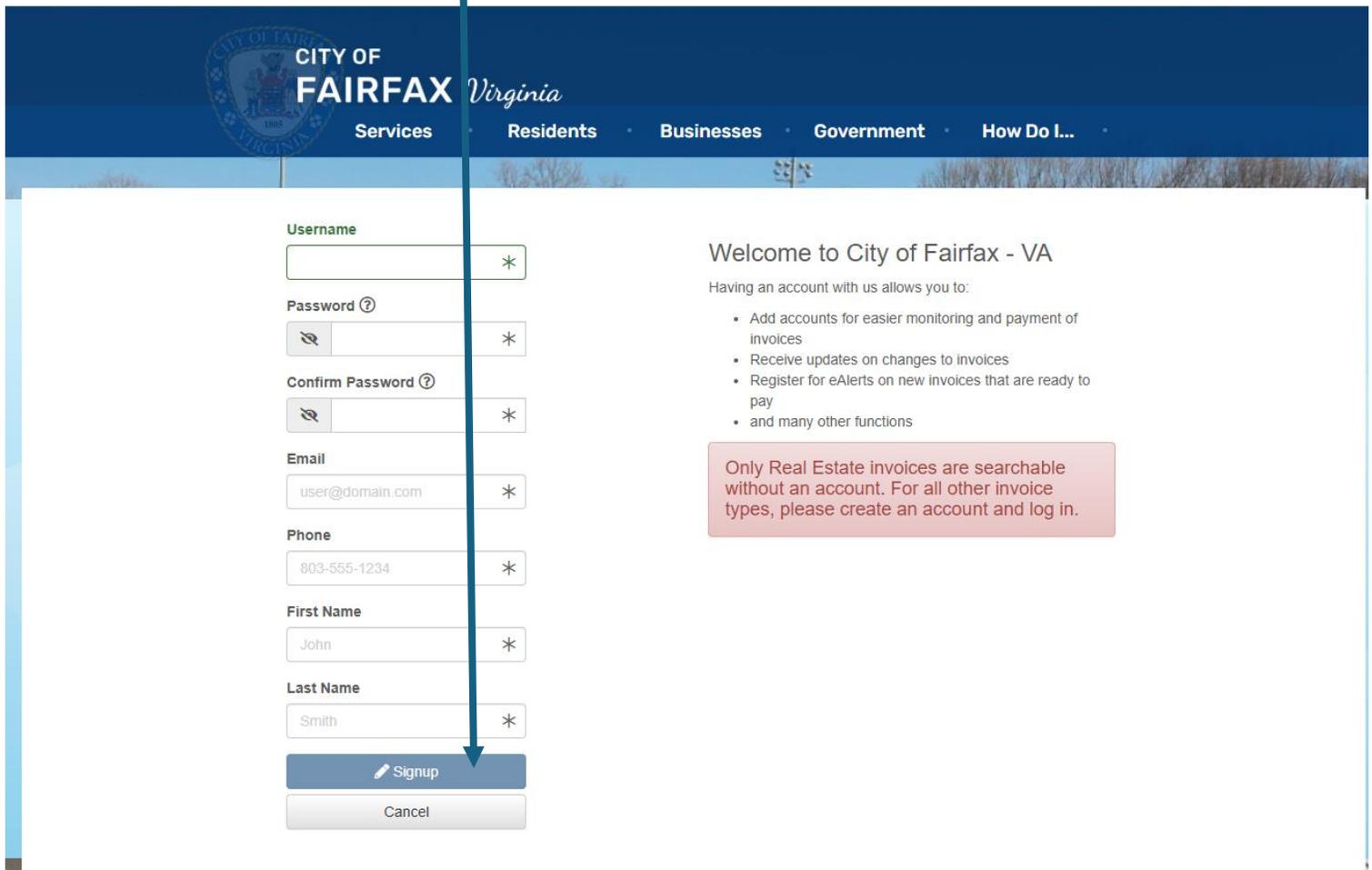


Step 1 – Create a login

- All fields are required to create a login
- Password must contain:
 - 8 characters
 - 1 upper case
 - 1 number
 - 1 special character

Click signup once completed



CITY OF FAIRFAX Virginia

Services Residents Businesses Government How Do I...

Username

*

Password ?

*

Confirm Password ?

*

Email

*

Phone

*

First Name

*

Last Name

*

Welcome to City of Fairfax - VA

Having an account with us allows you to:

- Add accounts for easier monitoring and payment of invoices
- Receive updates on changes to invoices
- Register for eAlerts on new invoices that are ready to pay
- and many other functions

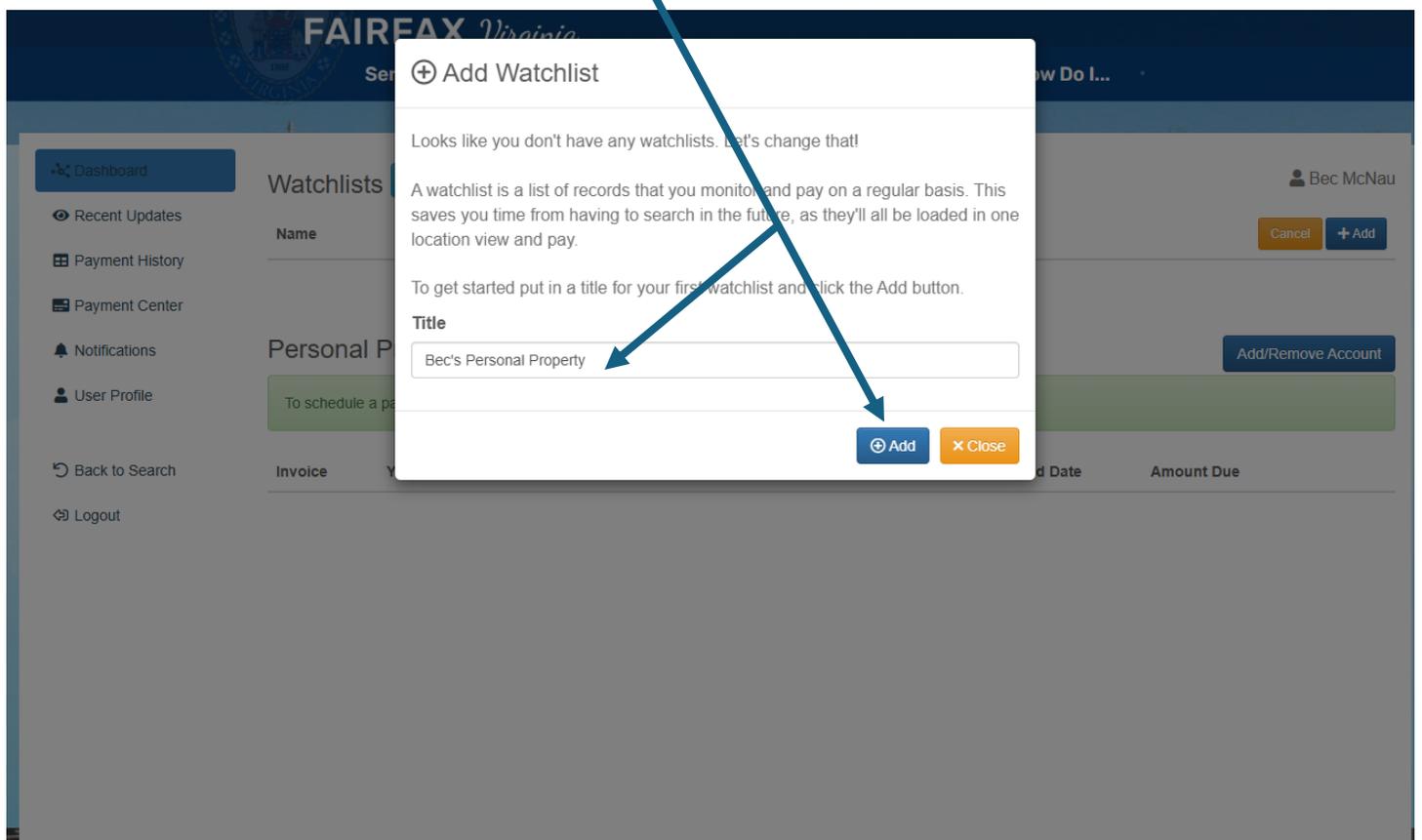
Only Real Estate invoices are searchable without an account. For all other invoice types, please create an account and log in.

Step 2 – Add Watchlist

You will be required to create/add at least once “Watchlist”. A watchlist is a list of records that you monitor and pay on a regular basis. This saves you time from having to search in the future, as they'll all be loaded in one location view and pay. To get started put in a title for your first watchlist and click the Add button.

You can name this anything. The popup will not appear after you have added a watchlist unless you choose to add additional watchlists.

- Fill in the title and click on Add
- You can have as many watchlists as you like or add multiple accounts to current watchlist



Step 3 - Add an account to the watchlist

- Choose Add/Remove Account
 - You will be prompted to supply
 - Account Number
 - Last 4 numbers of SSN or FEIN
 - Both of these numbers are masked for your security
 - Note that if you are adding a real estate account to your watchlist you do not include the last 4 numbers of SSN or FEIN

FAIRFAX Virginia

Services Residents Businesses Government How Do I...

Dashboard

Recent Updates

Payment History

Payment Center

Notifications

User Profile

Back to Search

Logout

Watchlists

Bec McNau

Name	Last Accessed	Created	Cancel	+ Add
Bec's Personal Property	01/14/25	01/14/25	Delete	

Personal Property

Add/Remove Account

To schedule a payment on a record in this watchlist, select the button to the right of Add to Cart.

Invoice	Year	Inst	Owner Name	Record Type	Due Date	Paid Date	Amount Due
---------	------	------	------------	-------------	----------	-----------	------------

FAIRFAX Virginia

Services Residents Businesses Government How Do I...

Dashboard

Recent Updates

Payment History

Payment Center

Notifications

User Profile

Back to Search

Logout

Watchlists

Bec McNau

Name	Last Accessed	Created	Cancel	+ Add
Bec's Personal Property	01/14/25	01/14/25	Delete	

Personal Property

Cancel

Account

..... ✓

NON-REAL ESTATE:
Last 4 digits of SSN/FEIN or Driver's License #

.....

+ Add to Watchlist

Owner	Address	Newest Invoice Year	Newest Invoice	Account Number
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Step 4 – View/Pay

CITY OF FAIRFAX Virginia
Services Residents Businesses Government How Do I...

Dashboard Watchlists ? Bec McNau

Recent Updates
Payment History
Payment Center
Notifications
User Profile
Back to Search
Logout

Status
 Paid
 Unpaid

Years
 2025
 2024
 2023
 2022
 2021
 2020
 2019

Watchlists

Name	Last Accessed	Created	
Bec's Personal Property	01/14/25	01/14/25	Manage Watchlists + Add View

Bec's Personal Property [Add/Remove Account](#)

To schedule a payment on a record in this watchlist, select the button to the right of Add to Cart.

Invoice	Year	Inst	Owner Name	Record Type	Due Date	Paid Date	Amount Due		
450206	2025	1	[REDACTED]	Vehicle Registration Fee	01/03/25		\$33.00	Add to Cart	View
938708	2024	1	[REDACTED]	Personal Property	01/30/25		\$6,001.36	Add to Cart	View
435501	2025	1	[REDACTED]	Vehicle Registration Fee	10/07/24	08/27/24	\$0.00	Paid	View
211681	2024	1	[REDACTED]	Personal Property	10/07/24	08/27/24	\$0.00	Paid	View
414266	2024	1	[REDACTED]	Vehicle Registration Fee	10/05/23	11/27/23	\$0.00	Paid	View
193663	2023	1	[REDACTED]	Personal Property	10/05/23	09/07/23	\$0.00	Paid	View
393572	2023	1	[REDACTED]	Vehicle Registration Fee	10/05/22	08/11/22	\$0.00	Paid	View
404825	2023	1	[REDACTED]	Vehicle Registration Fee	11/15/22	08/12/22	\$0.00	Paid	View

Once you have added at least one account the information will populate as seen above and you will be able to:

- Click on  to see invoice detail
- Add an invoice to the cart for payment 
 - If you have set up a wallet in the payment center you can schedule a payment or you can go directly to the cart to make a payment,

Status

- Paid
- Unpaid

Years

- 2025
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019

You can click on items listed under status to filter the view

Additional Features

 Dashboard

 Recent Updates

 Payment History

 Payment Center

 Notifications

 User Profile

Dashboard: This takes you back to the main page where your watchlists and accounts are listed

Recent Updates: When changes in key values (such as amount due via payments or additions to penalty and interest) are detected on a record, they will show here. You'll be informed of the specific record as well as the prior and current value that changed.

Payment History: Only payments made through this portal via the Payment Center will show up here. Payments made in person or through the mail will not be listed here. The list of invoices on the account and whether they have been paid or not will also remain on the dashboard.

Payment Center: You can schedule payments on the records you add to your watchlist. In order to schedule a payment, you must first add a payment method in the Wallet to your right. Then, if you haven't already, create a watchlist of the properties you want to pay. When you view the records in your watchlist, you will have the option to select 'Schedule Payment'.

Notifications:

Watchlist Notifications: Enabling notifications for a Watchlist will allow you to receive e-mails informing you when watched records within are updated. These e-mails include information regarding key values that have changed.

eAlert Notifications: Register for eAlerts and receive your tax bills for items on your watchlists electronically, along with important email and text updates from the tax office. You will receive an email notification and text message alert that your bill is ready to view. You will be able to view and pay your bill online within a matter of minutes.

User Profile: You can update your contact information and/or change your password