

STEP BY STEP PAYMENT INSTRUCTIONS - DOG LICENSES

STEP ONE: Fill out the Dog License Application on the City of Middleton Website. After you've completed the online Application successfully you will see the screen below. Note your Dog is not licensed until we have received payment from you.

STEP TWO: Click on the [PSN Dog Licesning Online Payments Link](#)

[Home](#) > [Departments](#) > [Administration](#) > [City Clerk](#) > [Licenses - Information, How & Where to Apply](#) > Dog License Confirmation Page

Dog License Confirmation Page

Thank you for your submission, please follow this link to continue making your payment - [PSN Dog Licensing Online Payments](#)

STEP THREE: The PSN Payment Portal Screen (below) will appear, click QUICK PAY



WELCOME TO OUR SECURE PAYMENT PORTAL.

Already have an account?
PLEASE LOG IN

LOG IN

[Forgot password?](#)


or

Don't have an account?
CREATE AN ACCOUNT

REGISTER NOW **QUICK PAY**

By registering for our payment service, you can:

- Make payments in 3, quick steps
- View electronic payment history
- View eBills
- View balance due
- Manage multiple billing accounts
- Set up Auto-Pay, recurring payments
- Save payment methods
- And more



STEP FOUR: Search for the City of Middleton

Business Name – City of Middleton, Business City – Middleton, Business State – WI (leave Business ID Blank) Click Search

The screenshot shows the PSN 'an Invoice Cloud Service' payment portal. The search criteria are: Business Name: City of Middleton, Business City: Middleton, Business State: WI. The 'Business ID' field is empty. The search results section displays 'No Results Found'. A help section on the right provides tips for finding businesses.

PSN
an Invoice Cloud Service

WELCOME TO OUR SECURE PAYMENT PORTAL.

Search for the Business You Want to Pay

*Required response

*Business Name: City of Middleton

*Business City: Middleton

*Business State: WI

-- OR --

*Business ID:

CANCEL SEARCH

No Results Found.

HELP: if you can't find the business you want to pay

- Make sure you used the proper business name
- Try using fewer words in the business name
- Make sure the business uses PSN for payment processing
- More help ...

STEP FIVE: after searching for the City of Middleton scroll down to see the following options.

Click Make a Payment under the City of Middleton, WI (Dog Licenses)

Business Name	Address	City	State	Options
City of Middleton, WI (Court (No Parking Pmts)	7341 Donna Dr	Middleton	WI	Register (your info is saved) Make a Payment (your info is not saved)
City of Middleton, WI (Police - Parking tickets)	7341 Donna Dr	Middleton	WI	Register (your info is saved) Make a Payment (your info is not saved)
City of Middleton, WI (Police - Alarms Licenses & Fees)	7341 Donna Dr	Middleton	WI	Register (your info is saved) Make a Payment (your info is not saved)
City of Middleton, WI (Police - Other)	7341 Donna Dr	Middleton	WI	Register (your info is saved) Make a Payment (your info is not saved)
City of Middleton, WI (Dog Licenses)	7426 Hubbard Avenue	Middleton	WI	Register (your info is saved) Make a Payment (your info is not saved)
City of Middleton, WI (Utility)	7426 Hubbard Avenue	Middleton	WI	Continue to locate your billing account

STEP SIX: Add the quantity of each tag that you will need based on the number of dogs you have and if the dog(s) are Altered (Neutered or spayed dog) or an unaltered. You can also purchase a Dog Park permit here as well.

Once you have the Quantity filled in you will need to click the ADD TO CART

After clicking ADD TO CART, click checkout

WELCOME TO OUR SECURE PAYMENT PORTAL.
CITY OF MIDDLETON, WI (DOG LICENSES)

Cart

Availability subject to change at time of checkout

Product List

Item Details	Item Price	Status	Quantity
Dog License			
Altered Dog License	\$25.00	Available	<input type="text"/> ADD TO CART
Unaltered Dog License	\$25.00	Available	<input type="text"/> ADD TO CART
Dog Park License			
Dog Park License (1st Dog)	\$35.00	Available	<input type="text"/> ADD TO CART
Dog Park License (Additional Dogs)	\$17.00	Available	<input type="text"/> ADD TO CART

CANCEL VIEW CART CHECKOUT

STEP SEVEN: Fill in your payment information. You will receive an emailed receipt. The Actual tags will come in the mail in 7-10 business days after your payment is processed.

WELCOME TO OUR SECURE PAYMENT PORTAL.
CITY OF MIDDLETON, WI (DOG LICENSES)

Payment Information

Company Name: City of Middleton, WI (Dog Licenses)

Receipt Email Address:

*Name as it appears on your bill/invoice:

*Billing Address:

*Billing City:

*State:

*Zip:

New Payment Methods

*Account Type:

*Billing Name:

CANCEL CONTINUE