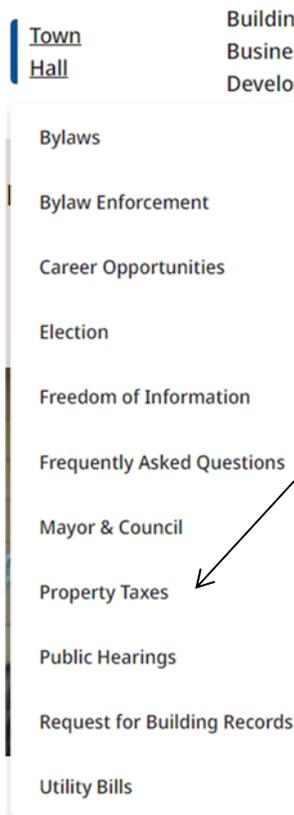


How to Register for Online Services – Property Taxes

1. Visit the Town of Oliver’s website www.oliver.ca and choose the “Town Hall” tab.



2. Choose “Property Taxes” from the dropdown menu.



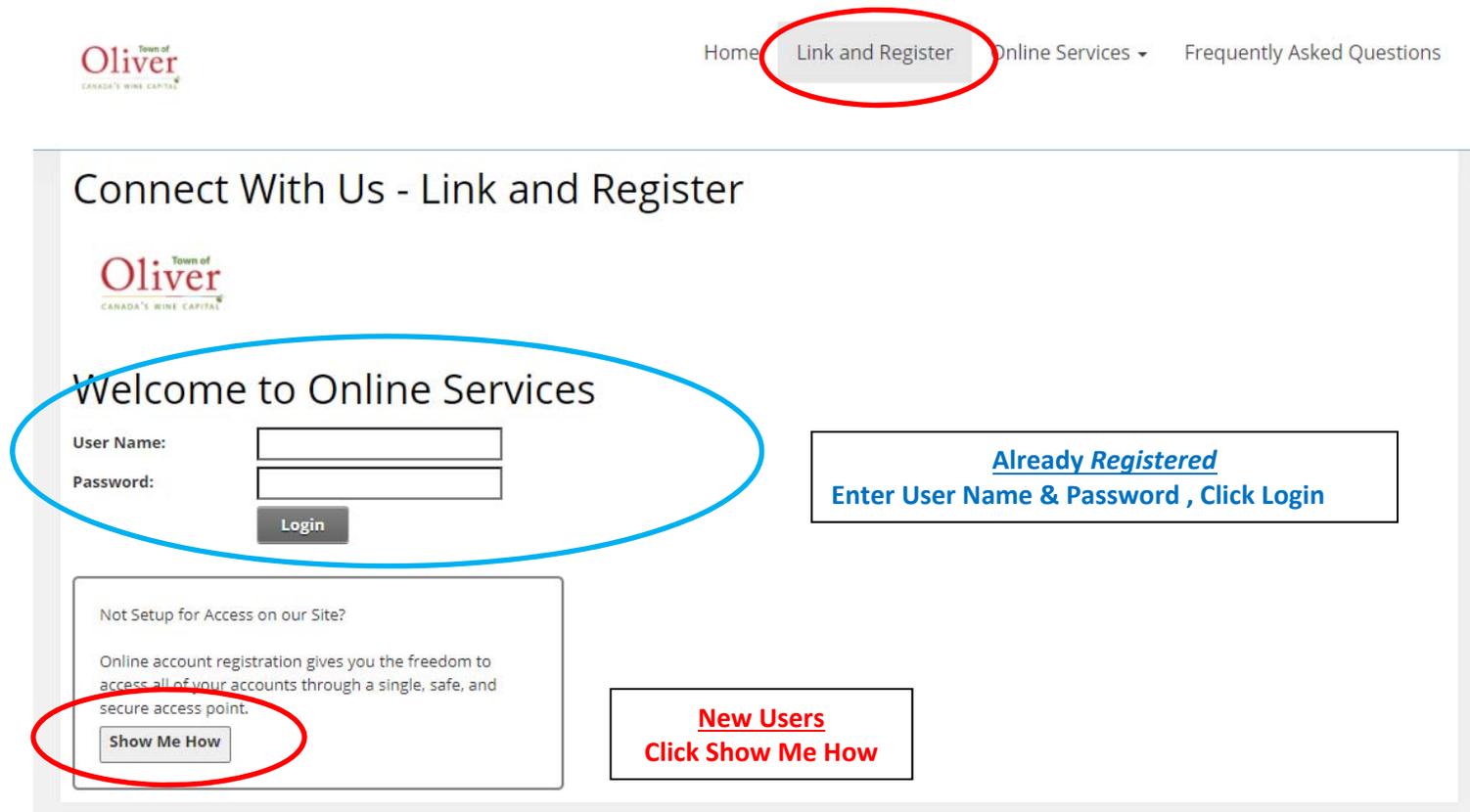
3. Click “Online Services”



4. Click on the Link and Register

The Welcome to Online Services registration page will display.

- If you are already registered, you can login by entering your user name and password then click “Login”.
- If you are a new user and registering for the first time, click the “Show Me How” button.



5. The Connect With Us – Link and Register screen will appear. Use the drop down arrow and select property taxes as the account type.

Connect With Us - Link and Register

What type of Account are you trying to add?

Select Account Type ▾
Back

6. Enter the last 8 digits of your Roll number (AFTER the 555 account number, including the decimal) and your access code from your most recent property tax notice. Then click “Continue”.

Connect With Us - Link and Register

What type of Account are you trying to add?

PT-Property Taxes ▾

Add PT Account

Enter your Property Tax Roll # & Access PIN #

Jurisdiction: 555-TOWN OF OLIVER ▾

Roll: Last 8 digits of Roll #

Access Code / Pin:

Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address: **Send Verification Email**

Verification Code

Cancel **Continue**

If you wish to be notified by email when your tax notice is ready you must click the notify box.

You have the option of viewing your tax notice online or attaching a PDF of the notice to an email. Tick the appropriate box (you cannot choose both). The email address defaults to the address that you used to register the account

Enter the 6 digit verification code and click Continue.

Enter your email address and click Send Verification Email. You will have 15 minutes to validate account.

Example of verification email.

Verify your Online Account Inbox x

e-services@oliver.ca

to me ▾

You need to validate your online account within 15 minutes of this email. You may request a new link on your profile page by editing your utility account, confirming your account information and click on send verification code.

Verification Code: XXXXXX

7. For New Users - Choose a user name, email address and provide a password (the password must be at least 7 characters). Click “Save”. You will receive an email confirming your user name. Please keep this for your records.

Just a couple more steps to setup your personal access account for the site.

User Name:

Email Address:

Password:

Confirm Password:

Example of New User email

From: SuperUser Account [mailto:e-services@oliver.ca]
Sent: December 21, 2020 10:57 AM
To: Finance Department <e-services@oliver.ca>
Subject: Town of Oliver New User Registration

Dear "User Name", Pleased be advised that you have now been added as a registered user to the Town of Oliver's Online Services. message in a safe location for future reference. Portal Website Address: [tooweb01:9191](#) Username: "user name".

Be sure to save this

If you have any difficulties, please contact the Finance Department at 250-485-6203 or at finance@oliver.ca. Town of Oliver

8. Once registered you will see your utility account displayed and that it is linked

	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	555-00044.000	TOWN OF OLIVER	Linked

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Need to Add an Account?

Select Account Type

ViewProfile



Edit Profile

My Account

- **If you have more than one property, you can add another account by clicking “need to add an account.”**
- **If you would like more than one owner to have access to your property tax account, they can set up their own user name and password.**

9. Property tax details will be displayed once you click on the tax account.

Search **My Property Info** Bill Summary Transactions Home Owner Grant

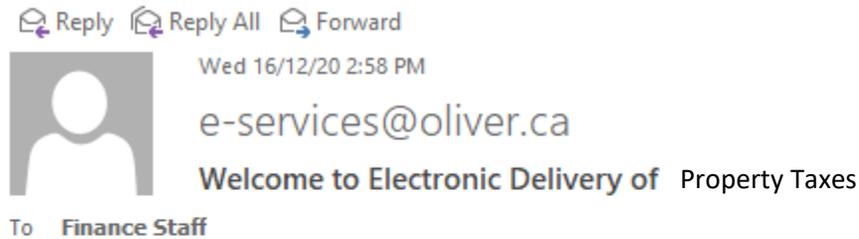
Property Information

Jur Number : 555
Roll Number : 00044.000
Property ID : 010-986-146
Address : 6173 Kootenay St
Postal Code :

Property Description

LT	3
PL	KAP2660
DISTRICT LOT	2450S
LAND DISTRICT	54
MANUAL CLASS CODE	C341
PERCENTAGE DEVIATION	00
NEIGHBORHOOD CODE	666
ACTUAL USE	600
Regional District	21
LOT SIZE KEY	3
LOT SIZE	0.126

10. You will receive notification that you have registered for Online Services.



Thank you for signing up.

Please contact the Finance Department at finance@oliver.ca or call (250)485-6203 if you have any questions.

Please do not reply to this message.

11. If you have chosen to receive your property tax notice by email, you will receive a notification when your notice is ready with a link to open the notice.

12. You will now see your login name at the top right hand corner as well as the log out.



13. Click log out to leave your Online Services account. If any questions please contact the Finance Department at finance@oliver.ca or 250-485-6200.