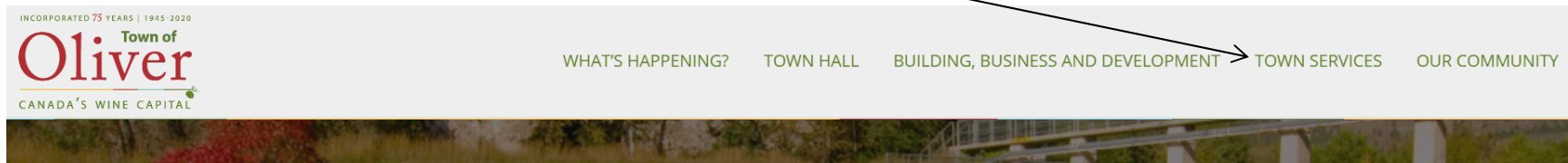


How to Register for Online Services:

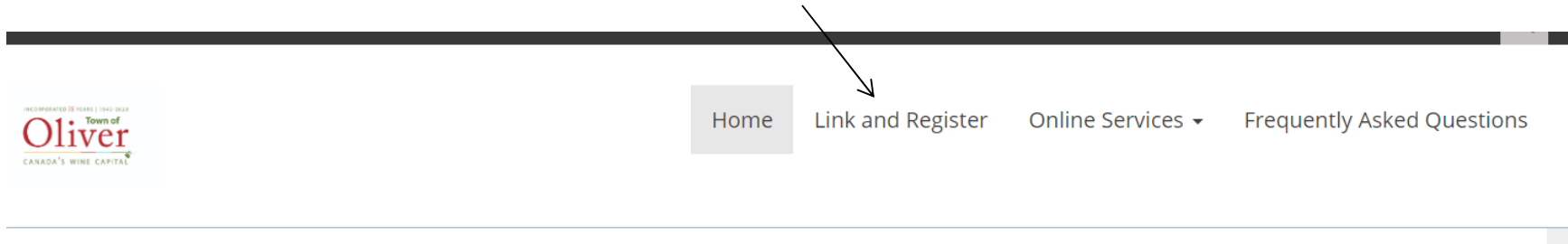
1. On the Town of Oliver homepage choose the “Town Services” tab.



2. Choose “Online Services” from the dropdown menu.



3. The home page for Online Services will display. Choose “Link and Register” from the top right side of the page.



4. The Welcome to Online Services registration page will display. If you are already registered, you can log in by entering your user name and password then click “Login”. If you are a new user and registering, click the “Show Me How” button.

Connect With Us - Link and Register



Welcome to Online Services

User Name:

Password:

Login

Not Setup for Access on our Site?

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

Show Me How

5. The Connect With Us – Link and Register screen will appear. 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

You may choose a user name and a display name. They can both be the same or you may choose a different name for each. The user name will be the name you use to log in. The display name will be the name displayed when you are logged into Online Services.

6. The property tax account detail screen will display.

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:

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:

Cancel Continue

7. The jurisdiction field will automatically default to the Town of Oliver. Enter the roll number as the 8 digits after the 555 account number (including the decimal) and your access code from your most recent property tax notice. Then click “Continue”.

Add PT Account

Enter your Property Tax Roll # & Access PIN #

Jurisdiction:

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:

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.

8. Complete the personal information on the screen. Choose a user name (this name will be the name you use to log in) and a password (the password must be at least 7 characters). Click “Save”.

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

User Name:

Email Address:

Password:

Confirm Password:

9. Once registered you will see your tax displayed and that it is linked. If you have more than one property you can add another account by clicking “need to add an account.” To see your account details click on the property tax account.

	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

hwilson



10. Property tax details will be displayed once you click on the tax account. If there is more than one owner on a property, all property owners can register with the same account code, however you cannot use the same user name.

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

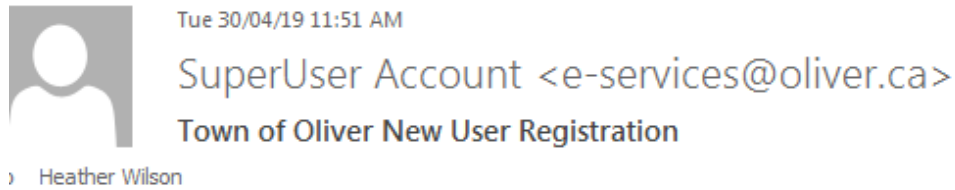
Property Information

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

11. You will receive notification that you have registered for Online Services with your log in and password.

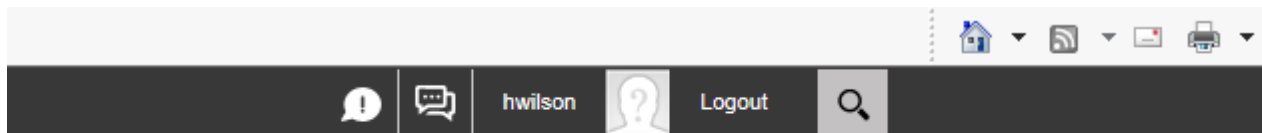


Dear hwilson,

Pleased be advised that you have now been added as a registered user to the Town of Oliver's online property tax services. Be sure to save this message in a safe location for future reference.

12. 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.

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



14. Click log out to leave your Online Services account. If any questions please contact the Finance Department at finance@oliver.ca or 250-485-6203.