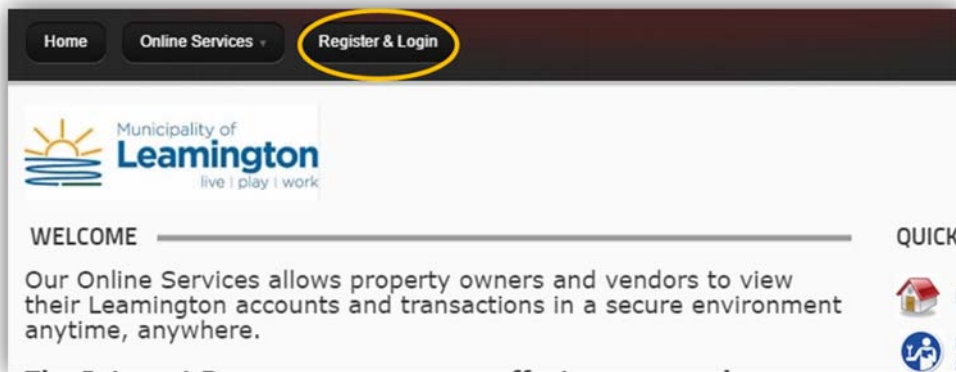
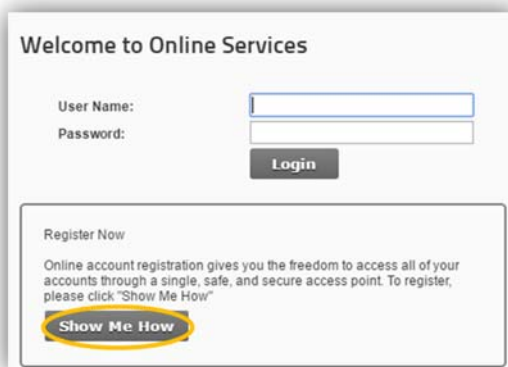


Guide for using the online Property Tax Service

1. Click on the **[Register & Login]** button at the top of the site:

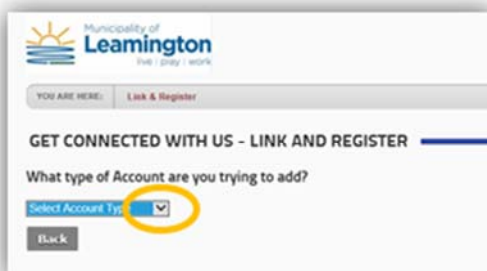


2. For first time users, you are required to set up a new account.
Scroll down and click on the **[Show Me How]** button near the bottom of the page.

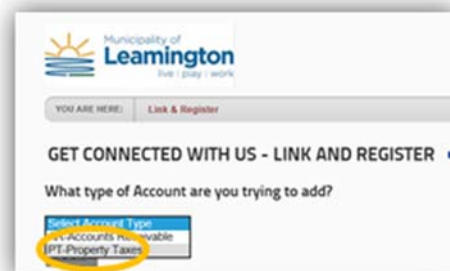


The screenshot shows the 'Welcome to Online Services' page. It features a login form with fields for 'User Name:' and 'Password:', and a 'Login' button. Below the login form, there is a 'Register Now' section with a paragraph of text and a 'Show Me How' button circled in yellow.

3. Click the drop down menu and select **[PT-Property Taxes]** to indicate the type of account to add.



The screenshot shows the 'GET CONNECTED WITH US - LINK AND REGISTER' page. The 'Select Account Type' dropdown menu is circled in yellow. The page includes a 'YOU ARE HERE: Link & Register' breadcrumb and a 'Back' button.



The screenshot shows the 'GET CONNECTED WITH US - LINK AND REGISTER' page. The 'PT-Property Taxes' option in the dropdown menu is circled in yellow. The page includes a 'YOU ARE HERE: Link & Register' breadcrumb and a 'Back' button.

4. Once you've selected the Property Tax from the drop down box, you will need to fill in the Jurisdiction, Roll and Access Code/PIN information. This will be found on your Tax Bill.

MUNICIPALITY OF LEAMINGTON 111 ERIE ST N LEAMINGTON, ON N8H 2Z9 Tel. No. : (519) 326-5761	TAX BILL	INTERIM 2017
		Billing Date Jan 12, 2017
Roll No. 3706 540 00016300.0000	Mortgage Co:	
Access Code/PIN: 6MTNF	Mortgage No.	
MUNICIPALITY OF LEAMINGTON 111 ERIE ST N LEAMINGTON ON N8H 2Z9	MUNICIPALITY OF LEAMINGTON PLAN 1218 LOTS 20 & 21 REG 8000.00SF 80.00FR 100.00D	

This Tax Bill is an example that should look just like yours.

5. Use the Roll No. on your Tax Bill to fill in the Jurisdiction and Roll fields on the website.
Using the example from the previous step:

The screenshot shows a registration form on the right side of a page. The page header includes "YOU ARE HERE:" and a "Link & Register" button. The main heading is "GET CONNECTED WITH US - LINK AND REGISTER". Below this, a question asks "What type of Account are you trying to add?" with a dropdown menu set to "PT-Property Taxes". Underneath, there is a section titled "Add PT Account" with the instruction "Enter your Property Tax Roll # & Account/PIN#". This section contains three input fields: "Jurisdiction:" with a dropdown menu showing "540-540", "Roll:" with a text box containing "00016300.0000", and "Access Code / Pin:" with an empty text box. At the bottom of this section are "Cancel" and "Continue" buttons. On the left side of the screenshot, a portion of a tax bill is visible, with yellow boxes highlighting the Roll No. "3706 540 00016300.0000" and the Access Code/PIN "6MTNF". Two yellow arrows originate from these boxes: one points to the "Jurisdiction:" dropdown and the other points to the "Roll:" text box.

6. Now enter the Access Code / PIN that was indicated on your Tax Bill next to the same header.

The TAX BILL example in this document is Access Code/PIN: 6MTNF

Note: The PIN is Case Sensitive.

Press Continue once all three fields have been filled in.

Note: If you entered any of the 3 items above incorrectly, you will not be able to continue with the registration. Please double check the information on your Tax Bill and try again.

7. Choose a User Name for your account. Your User Name can be identical to your e-mail address. Ensure your password is at least 8 characters long and contains at least one special character. Examples of special characters are: (! @ # \$ % ^ & *)
Once complete click on the Save button.

Access Code / Pin: *****

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

User Name: nemo@leamington.ca

Email Address: nemo@leamington.ca

Password: *****

Confirm Password: *****

Back Save

8. Once you click on Save, you will be redirected to your Accounts page that will display the Roll that you just registered with. **If you have other properties**, you are able to add them within this window by clicking on the 'Need to Add an Account?' heading below, choosing the PT-Property Taxes option, and completing the above steps for subsequent properties. Click on your Roll number in the list of Accounts to access the Tax information for your property.

Accounts

Show 10 ▼ entries

Search: [] Print

Module	AccountCode	Name	Linked
PT-Property Taxes	040-0007500 0000	MUNICIPALITY OF LEAMINGTON	Linked

Showing 1 to 1 of 1 entries

Need to Add an Account?

Select Account Type ▼