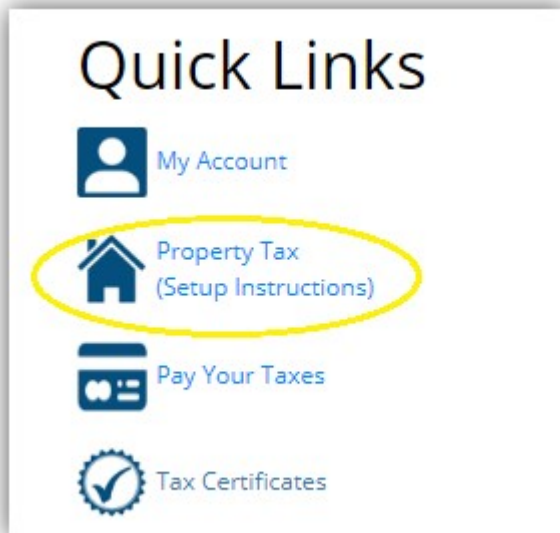
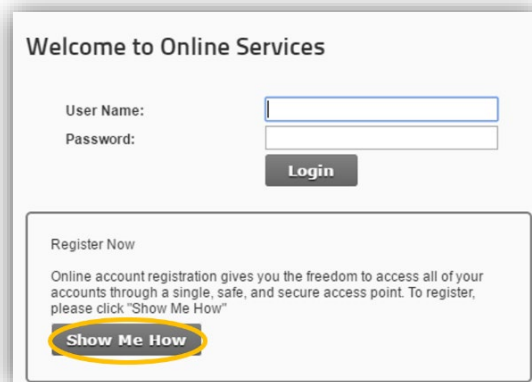


Guide for using the Property Tax Online Service

1. Click on the Property Tax link under Quick Links:



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.



A screenshot of 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 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.

What type of Account are you trying to add?

Select Account Type ▾
Select Account Type
AP-Accounts Payable
AR-Accounts Receivable
PT-Property Taxes

- 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	FINAL
		Billing Date
Access Code/PIN: 6MTNF		
Roll No. 3706 540 00016300.0000	Mortgage Co:	
	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.

- 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:

MUNICIPALITY OF LEAMINGTON
111 ERIE ST N
LEAMINGTON ON N8H 2Z9
Tel. No. : (519) 326-5761

Get Connected with Us - Register and Login

What type of Account are you trying to add?

Access Code/PIN: 6MTNF

Roll No. 3706 **540 00016300.0000**

PT-Property Taxes ▼

Add PT Account

Jurisdiction: 540-540 ▼

Roll: 00016300.0000

Access Code / Pin:

MUNICIPALITY OF LEAMINGTON
111 ERIE ST N
LEAMINGTON ON N8H 2Z9

Cancel Continue

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

Get Connected with Us - Register and Login

What type of Account are you trying to add?

PT-Property Taxes ▼

Add PT Account

Jurisdiction: 540-540 ▼

Roll: 00016300.0000

Access Code / Pin: 6MTNF

Cancel Continue

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:

Email Address:

Password:

Confirm Password:

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:

	Module	AccountCode	Name	Linked
Edit	PT-Property Taxes	040-00007500 0000	MUNICIPALITY OF LEAMINGTON	Linked

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Need to Add an Account?

Select Account Type