

# TOWNSHIP OF ST JOSEPH

## INSTRUCTIONS TO REGISTER FOR PROPERTY TAX E-BILLING

The Township of St Joseph is pleased to offer an e-billing service for property owners to receive their property tax bills electronically. When you register for this service you will receive an email notification when a property tax bill has been issued and you can log into your e-billing account to view and print your bill. Once registered, you will no longer receive a paper copy of your bill in the mail.

### **Before you begin you will need:**

- Your 19 digit roll number (located at the top centre of your bill)
- Your Personal Identification Number or PIN (located beside your owner name in the top right section of your bill). Each individual property owner has their own unique PIN and can set up their own e-billing account.

**STEP 1:** Go to the Township website [www.stjosephtownship.com](http://www.stjosephtownship.com) and click on  
You will then be directed to our e-Commerce site.

[View Property Tax eBills](#)

**STEP 2:** Register your account. Click on the “Register” button and you will be prompted to:

- Create a userid for your account
- Enter your name (the name must be the same as it appears on your property tax bill)
- Enter your email address
- Create a password for your account
- Choose a security question

You will then be sent an email with a verification code to verify your account.

**STEP 3:** Verify your account. Click on the link in the verification email and you will be prompted to enter:

- The username that you created
- The password that you created
- The verification code from the email

**STEP 4:** Add your property tax account. Click on the “Add an Account” button and enter:

- The 19 digit roll number located at the top centre of your bill
- The PIN # located beside your owner name at the top right of your bill
- Your owner name from the bill

At this point you will be asked to agree to the terms and conditions and to enter your month and year of birth as an electronic signature for security purposes.

You can add each property tax account that has your name listed as a property owner. If there is more than one owner of a property, each owner listed on the bill can create their own account to be able to view the bills.

**STEP 5:** View your property tax bill. Click on the binoculars beside your account number to view the bill.

If you need assistance, please call our office at 705-246-2625, ext 200.