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. On the home page, there is an e-billing section with a blue **View/Pay eBills** button. This will direct you to our e-Commerce site.

STEP 2: On the e-Commerce site, register your account. Click on the "Register" button and:

- Enter your email address
- Enter your name
- Create a password for your account
- Choose a security question (the answer will be required if you forget your password)

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:

- Your email address
- 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 in small print beside your owner name in the top right section of your bill
- The owner name (the name must be exactly as it appears on your property tax 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.

Note: To ensure that all our emails get to your Inbox, click on the prompt to add us to your whitelist.

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