

HOW TO REGISTER FOR Property Tax E-BILLING

1

Go to: www.summerland.ca
Hover your mouse on City Services on the top banner, go to
Property Taxes, Online Property Tax Inquiry

Property Taxes

- ▶ Notice of Property Tax Sale
- ▶ Online Property Tax Inquiry

2

Click on **ONLINE SERVICES**. You will be redirected to a new page

[Click here to access Online Services](#)

3

Click on **LINK & REGISTER** at the top of the new page

Home [Link & Register](#) Online Services ▾ Frequently Asked Questions

4

Click on **SHOW ME HOW**

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

Select **PT – Property Taxes** from the drop-down menu

Select Account Type ▾

[Back](#)

6

1. Enter your 8-digit roll number, including the decimal.
2. Enter your 4-digit access code/pin, located in the top right-hand corner of your annual tax notice
3. Select “Please Notify me by Email.”
4. Select “Attach a PDF Copy of the PT Notice to the Email.”
5. Enter your email address.
6. Click “Send Verification Email”
7. Enter the verification code sent to your email.
8. Click “SAVE”

Add PT Account

Jurisdiction: 325-THE CORP. OF THE DISTRI

1 → Roll:

2 → Access Code / Pin:

3 → Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

4 → Attach a PDF Copy of the Property Tax Notice to the Email:

5 → Email Address:

6 → **Send Verification Email**

7 → Verification Code:

8 → **Save**

7

1. Enter a User Name you would like
(ONLY USE LETTERS, NUMBERS PERIODS, DASHES AND UNDERSCORES**)**
 2. Enter your Email Address
 3. Click SEND VERIFICATION EMAIL
 4. Enter the verification code sent to your email
 5. Enter a Password
 6. Type it again to confirm
(ONLY USE LETTERS, NUMBERS PERIODS, DASHES AND UNDERSCORES**)**
 7. Click SAVE
- Your account is now created and you will be logged in

no special characters or spaces

1 → User Name:

2 → Email Address:

3 → **Send Verification Email**

4 → Verification Code:

5 → Password:

6 → Confirm Password:

Please use only letters,numbers,periods,dashes and underscores.

7 → **Save**

IF YOU SEE THIS MESSAGE, IT IS REFERRING TO THE USER NAME

8

Click on your User Name at the top of the page

YOUR USER NAME

Home Link & Register Online Services - Frequently Asked Questions

9

Click on EDIT PROFILE on the bottom left of the page



Edit Profile My Account

10

Fill in the required fields **Enter your COUNTRY first, then enter your REGION**

Name

Prefix:

First Name: * **First name is required.**

Middle Name:

Last Name: * **Last name is required.**

Suffix:

Address

Unit: **Street is required.**

Street: * **City is required.**

City: *

Region: * **Postal Code is required.**

Country:

Postal Code: *

Contact Info

Telephone: * **Telephone is required.**

Cell/Mobile:

Fax:

Website:

IM:

Preferences

For all Property Tax related questions
please e-mail propertytaxes@summerland.ca