

St. Clair Civic Centre 1155 Emily Street, Mooretown, Ontario N0N 1M0 Phone 519-867-2021 • www.stclairtownship.ca

# Guide for using our New Property Tax Online Service

### 1. Click on the link to register an account on the secure Website



Home Online Services → eDocs Link & Register

#### WELCOME TO ST. CLAIR TOWNSHIP'S ONLINE SERVICES

Our Online Services allows citizens and staff to view their Municipality of St. Clair Township's property tax and utility billing accounts and transactions in a secure environment anytime, anywhere.

**Returning User?** Login in the top right corner of this screen.

**First Time User?** To sign up for e-billing, you must first create an online account. With a single account, you can easily view your property tax, and water information Click here.

This site is best accessed using Google Chrome or Firefox

#### **Quick Links**



My Account

Property Taxe

Utility Billing

## 2. This page will come up and go to Show Me How



## Welcome to Online Services

User Name:		
Password:		
	Login	

Not Setup for Access on our Site?

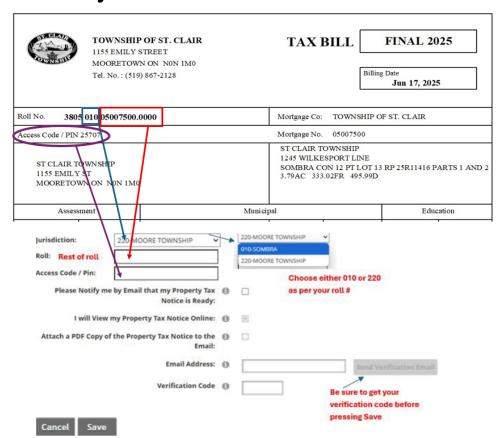
Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

Show Me How

3. Choose which account you want to set up first. We have UB-Water and PT- Property Taxes Available for now. Don't worry you can go link another account later once you are set up!



4. For Property Taxes, please pick what jurisdiction you are in. This can be found on your bill. 010 is Sombra/Port Lambton and 220 is Moore/Corunna area. This is found at the front of your roll #



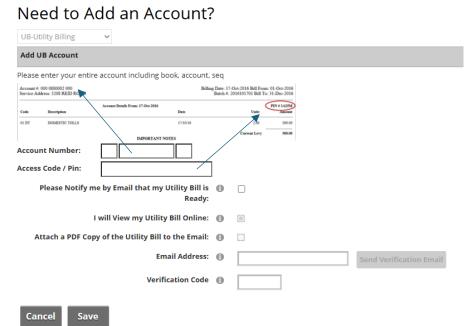
5. Pick which option you would like for delivery of your tax bill.

Once you fill in your Email address and all the above, press The SEND VERIFICATION CODE. This will be sent to your email and you will have 15 minutes to enter it and save the screen.

6. Only a few more steps and you are all set up for your property taxes. You will need to create a username and password. Your username can be identical to your email address or can be a short formed version. Just make it something you will remember. Ensure that your password is at least 8 characters long and contains an uppercase, and number and at least one special character (ex.!@#^%&). Once completed press the Save Button

	•	to setup your personal access account for the site.
User Name:		
Email Address:	dawz11@live.ca	Send Verification Email
Verification Code:		
Password:		
Confirm Password:		
Back Save		

- 7. Once you click save, you will be redirected to your accounts page that will display the roll that you just registered with, if you want to review information for that property click on the roll number.
- 8. If you have other properties, you are able to add them within this window by clicking on the 'Need to Add an Account' button, choosing property taxes option, and complete the above steps for those roll numbers separately.



9. To add your water account, Go to Need to Add an Account at the bottom of the page and do the steps again using your water bill and water PIN number for reference.

