



St. Clair Civic Centre 1155 Emily Street, Mooretown, Ontario N0N 1M0  
Phone 519-867-2021 • [www.stclairtownship.ca](http://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 Taxes](#)[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!**

Need to Add an Account?

Select Account Type ▼  
Select Account Type  
PT-Property Taxes  
UB-Utility Billing

- 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 #**

		TOWNSHIP OF ST. CLAIR 1155 EMILY STREET MOORETOWN ON N0N 1M0 Tel. No. : (519) 867-2128		TAX BILL		FINAL 2025	
				Billing Date Jun 17, 2025			
Roll No. 3805 010 05007500.0000		Mortgage Co: TOWNSHIP OF ST. CLAIR					
Access Code / PIN 25707		Mortgage No. 05007500					
ST CLAIR TOWNSHIP 1155 EMILY ST MOORETOWN ON N0N 1M0		ST CLAIR TOWNSHIP 1245 WILKESPORT LINE SOMBRA CON 12 PT LOT 13 RP 25R11416 PARTS 1 AND 2 3.79AC 333.02FR 495.99D					
Assessment		Municipal		Education			

Jurisdiction: 220-MOORE TOWNSHIP ▼ 220-MOORE TOWNSHIP ▼  
Roll: Rest of roll 010-SOMBRA  
Access Code / Pin: 220-MOORE TOWNSHIP

Please Notify me by Email that my Property Tax Notice is Ready: ☐  
I will View my Property Tax Notice Online: ☐  
Attach a PDF Copy of the Property Tax Notice to the Email: ☐

Email Address:  Send Verification Email  
Verification Code:

Choose either 010 or 220 as per your roll #

Be sure to get your verification code before pressing Save

Cancel Save

- 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**

Just a couple more steps to setup your personal access account for the site.

Your password must contain 8 characters including at least 1 upper case and 1 special character.

User Name:

Email Address:

Verification Code:

Password:

Confirm Password:

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.

Need to Add an Account?

UB-Utility Billing

Please enter your entire account including book, account, seq

Account #: 000 080002 000 Billing Date: 17-Oct-2016 Bill From: 01-Oct-2016  
Service Address: 3208 REED BLVD Batch #: 2016101701 Bill To: 31-Dec-2016

Code	Description	Account Details From: 17-Oct-2016	Date	Units	Amount
01 DT	DOMESTIC TOLLS		17/10/16	1.00	300.00
				Current Levy	300.00

Account Number:

Access Code / Pin:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☒

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

Verification Code:

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.

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 007 71700 001 Billing Date: 25-May-2025 Bill From: 01-May-2025  
Service Address: Batch #: 2025053001 Bill To: 30-May-2025

Account Details From: 25-May-2025

Code	Description	Date	Units	Amount
WAT WCM05	Water Commercial Mthly < 1"	25/05/25	1.00	19.86