Guide for using our New Utility Billing 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
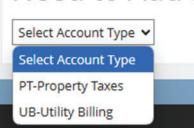
User Name:

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.
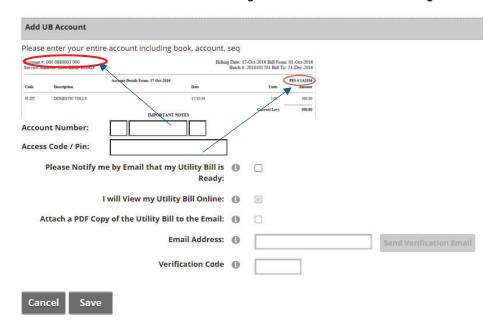
Show Me How

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!**

4. **To add your water account, please select UB-Utility Billing and use the account # and PIN number found on your latest bill halfway down the page as shown below.**

Pick which option you would like for delivery of your water 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.

5. **Only a few more steps and you are all set up for your utility bill online. You will need to create a username and password. Just make it something you will remember. Ensure that your password is at least 8 characters long and contains an uppercase, 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.
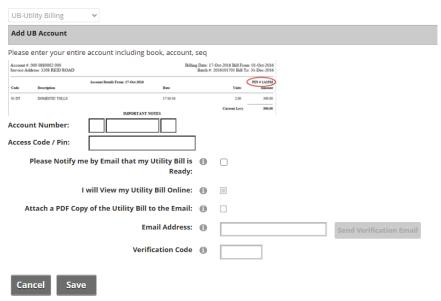
User Name:

Email Address: [Send Verification Email]

Verification Code:

Password:

Confirm Password:

[Back] [Save]

6. **Once you click save, you will be redirected to your accounts page that will display the water account that you just registered with, if you want to review information for that property click on the account number.**

7. **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 the utility billing option, and complete the above steps for those water accounts separately.**

Need to Add an Account?

UB-Utility Billing

Add UB Account

Please enter your entire account including book, account, seq

Account #: 000 0880002 000   Billing Date: 17-Oct-2016 Bill From: 01-Oct-2016
Service Address: 3208 REID ROAD   Batch #: 2016101701 Bill To: 31-Dec-2016

	Account Details: From: 17-Oct-2016			PIN # 1A25M	
Code	Description	Date		Units	Amount
01 DT	DOMESTIC TOLLS	17/10/16		2.00	300.00
				Current Levy	300.00

IMPORTANT NOTES

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: ⓘ [ ] [Send Verification Email]

Verification Code: ⓘ [ ]

[Cancel] [Save]

8. **To add your property tax account also, Go to Need to Add an Account at the bottom of the page and do the steps again using your tax bill for your roll number/account number and PIN number for reference.**