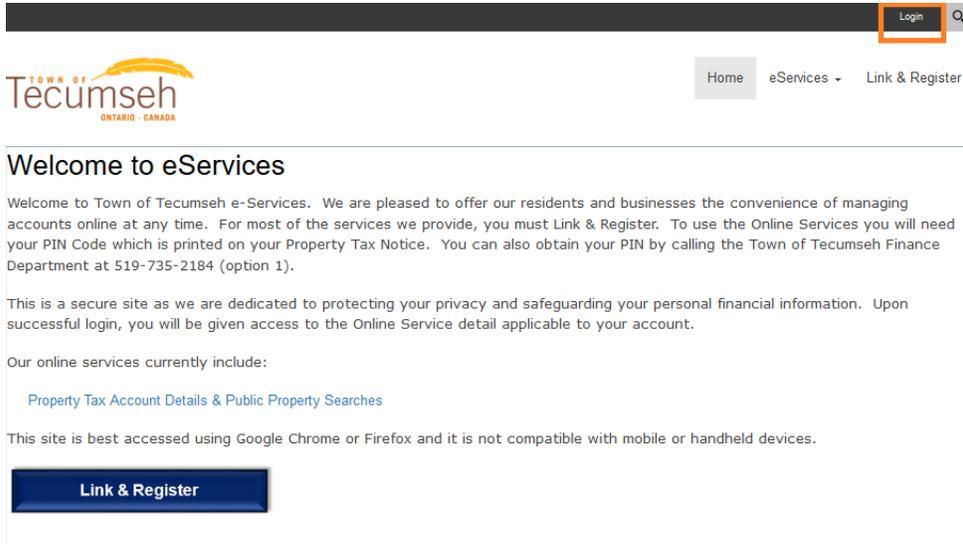


Guide for using the online Property Tax Service

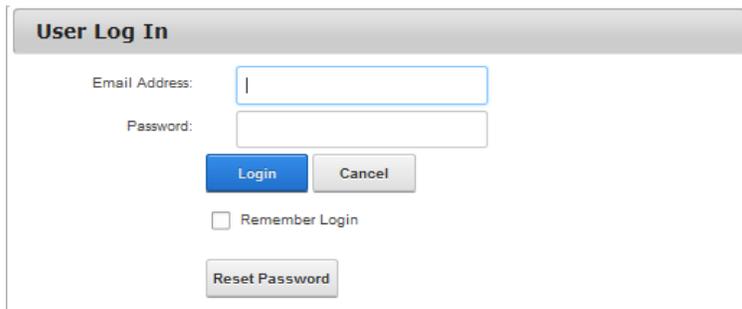
For returning users:

1. If you have already registered your iCitizen account and linked your property, you can access your account by clicking the **[Login]** button in the upper right corner of the main page.



The screenshot shows the top navigation bar of the Town of Tecumseh eServices page. The 'Login' button is highlighted with a red box. Below the navigation bar, the page title is 'Welcome to eServices'. The main content area contains a welcome message, a security notice, and a list of online services. A 'Link & Register' button is visible at the bottom of the main content area.

2. Enter your previously setup username and password in the field below and click **Login**.



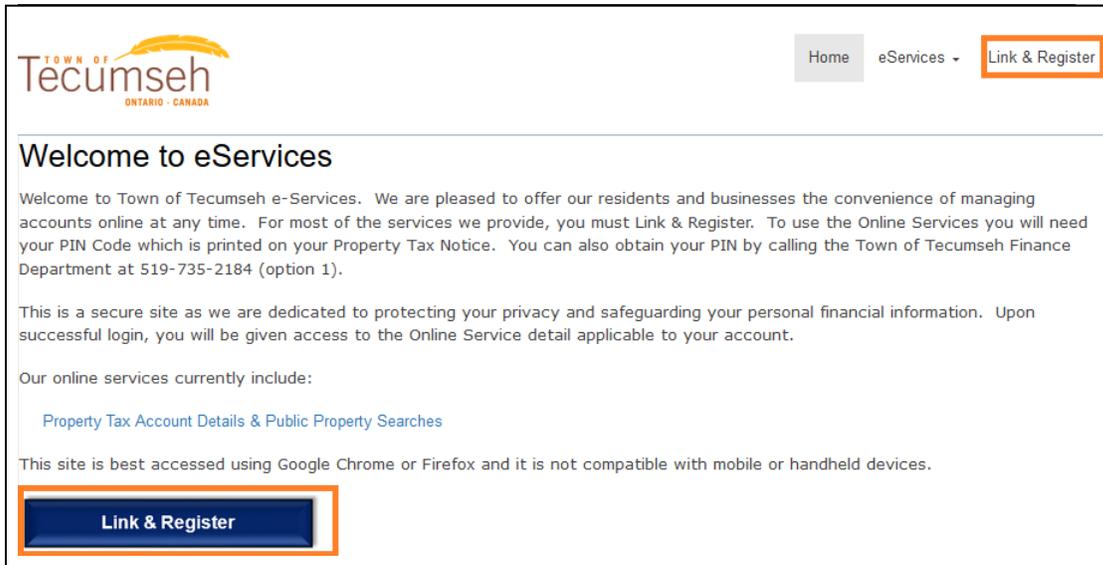
The screenshot shows the 'User Log In' form. It has two input fields: 'Email Address' and 'Password'. Below the 'Password' field are two buttons: 'Login' (blue) and 'Cancel' (grey). There is a checkbox labeled 'Remember Login' and a 'Reset Password' button at the bottom.

Note: If you have forgotten your password select **[Reset Password]**, enter your e-mail address and click **[Submit]**. You will be sent an e-mail with instructions to update your password.

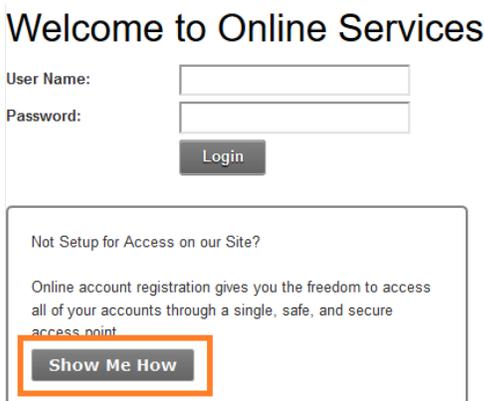
New users:

For first time users, please follow the steps below to set up your iCitizen account:

1. Click on the **[Link & Register]** button at the top of the site or the button at the bottom:



2. Scroll down and click on the **[Show Me How]** button near the bottom of the page.



- Click the drop down menu and select **[PT-Property Taxes]** to indicate the type of account to add.



Get Connected with Us - Link & Register

What type of Account are you trying to add?

Select Account Type

PT-Property Taxes

- Once you've selected Property Tax from the drop down box, you will need to fill in the Jurisdiction, Roll and Access Code/PIN information. This will be found on your Tax Bill.

TOWN OF TECUMSEH 917 LESPERANCE RD TECUMSEH ON N8N 1W9 Tel. No. : (519) 735-2184		TAX BILL		FINAL 2019	
				Billing Date Sep 04, 2019	
Roll No. 3744 060 00003900.0000		Mortgage Co: MISCELLANEOUS			
iCitizen PIN 8596		Mortgage No.			
		TECUMSEH TOWN			

This Tax Bill is an example that should look just like yours.

- Use the Roll No. on your Tax Bill to fill in the Jurisdiction, Roll and PIN fields on the website. Using the example from the previous step:

TOWN OF TECUMSEH 917 LESPERANCE RD TECUMSEH ON N8N 1W9 Tel. No. : (519) 735-2184		Get Connected with Us - What type of Account are you			
		PT-Property Taxes <input type="text" value="PT-Property Taxes"/>			
		Add PT Account			
		Enter your Roll # & PIN			
Roll No. 3744 ¹ 060 ² 00003900.0000		Jurisdiction: ¹ <input type="text" value="060-60"/>			
iCitizen PIN 8596 ³		Roll: ² <input type="text" value="00003900.0000"/>			
		Access Code / Pin: ³ <input type="text" value="...."/>			
		<input type="button" value="Cancel"/>		<input type="button" value="Continue"/>	

Note: If you entered any of the 3 items above incorrectly, you will not be able to continue with the registration. Please double check the information on your Tax Bill and try again.

6. Choose a User Name for your account. We suggest your User Name be identical to your e-mail address. Ensure your password is at least 8 characters long and contains at least one special character. Examples of special characters are: (! @ # \$ % ^ & *)
Once complete click on the Save button.

Access Code / Pin:

User Name:

Email Address:

Password:

Confirm Password:

7. Once you click on Save, you will be redirected to your Accounts page that will display the Roll that you just registered with. **If you have other properties**, you are able to add them within this window by clicking on the 'Need to Add an Account?' heading below, choosing the PT-Property Taxes option, and completing the above steps for subsequent properties.
Click on your Roll number in the list of Accounts to access the Tax information for your property.

Accounts

Show entries Search:

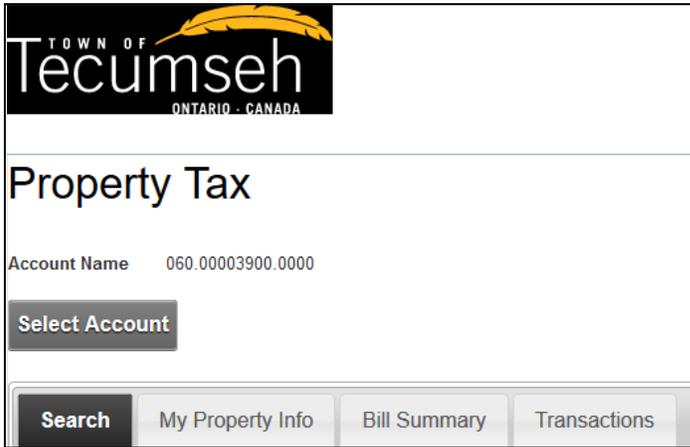
	Module	Account Code	Name	Linked
<input type="button" value="Edit"/>	PT-Property Taxes	060-00003900.0000	TECUMSEH TOWN	<input type="button" value="Linked"/>

Showing 1 to 1 of 1 entries (filtered from 2 total entries) First Previous 1 Next Last

Need to Add an Account?

Select Account Type

8. On the main Property Tax landing page, you will have 4 options: **Search, My Property Info, Bill Summary and Transactions.**



TOWN OF
Tecumseh
ONTARIO · CANADA

Property Tax

Account Name 060.00003900.0000

Select Account

Search My Property Info Bill Summary Transactions

Search: Allows users to search any property in Tecumseh either by roll number, property ID, address or postal code. Users can then view basic property information.

My Property Info: Provides a summary of your property including historical assessments and a summary of the current & previous tax bill.

Bill Summary: Provides a three-year history of your property tax bill installments as well as due dates.

Transactions: Provide a breakdown of historical account transactions including, current levies, penalties/interest, payments and refunds.