# 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.
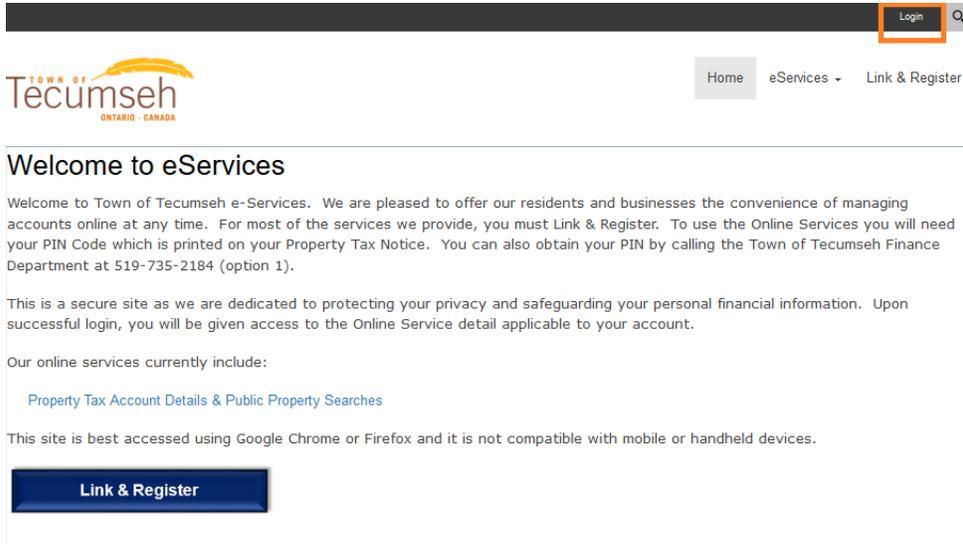
2. Enter your previously setup username and password in the field below and click **Login.**
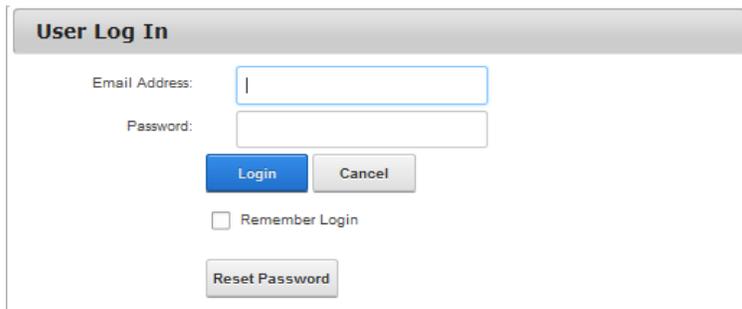
Note: If you have forgotten your password select **[Reset Password]**, enter your e-mail address and click **[Submit]**. You will be sent an e-mail with instructions to update your password.

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:
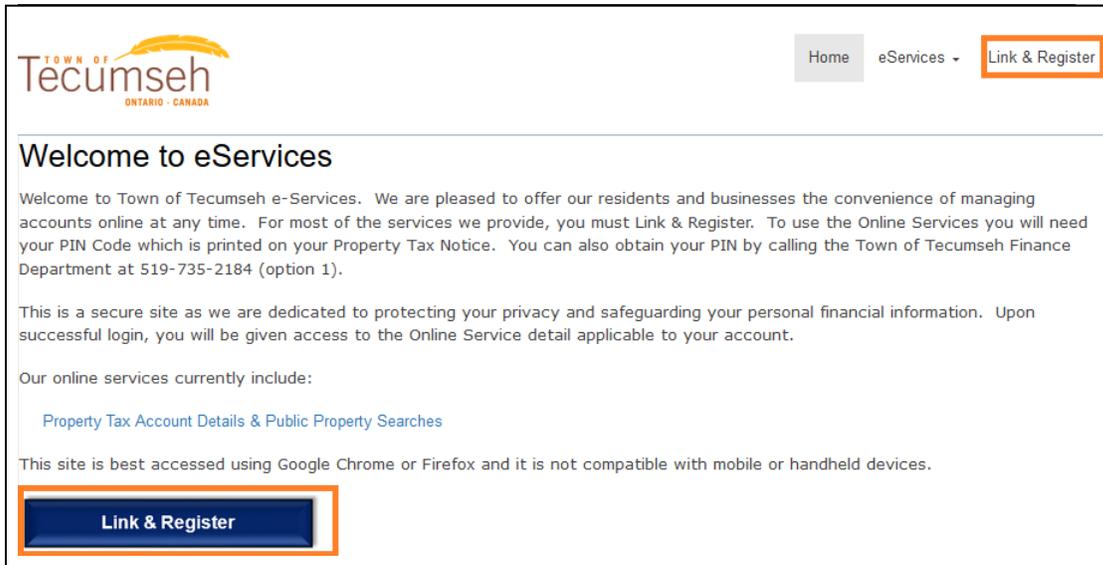
2. Scroll down and click on the **[Show Me How]** button near the bottom of the page.
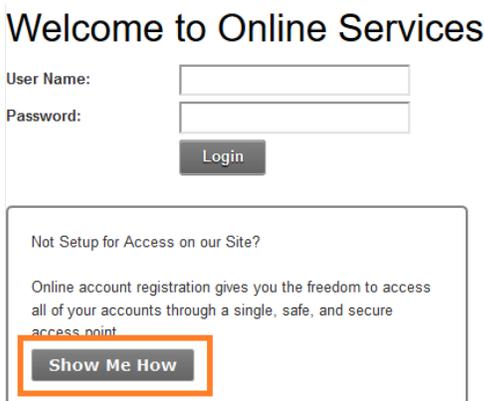
3. Click the drop down menu and select **[PT-Property Taxes]** to indicate the type of account to add.

4. 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.

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

5. 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:

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.

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.

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