ONLINE SERVICES REGISTRATION - PROPERTY TAX

*Go to **www.oliver.ca/onlineservices** for more instructions to manage your account.*

*Call **250-485-6203** for any questions or help with your account.*

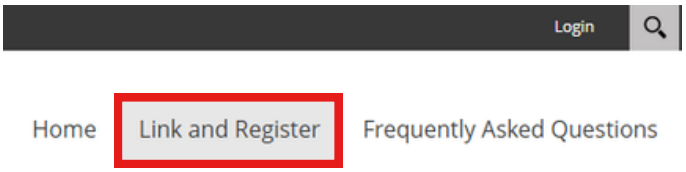
Town of Oliver
CANADA'S WINE CAPITAL

1. Go to **www.oliver.ca/online services** and click on the mouse icon to access the Online Services portal

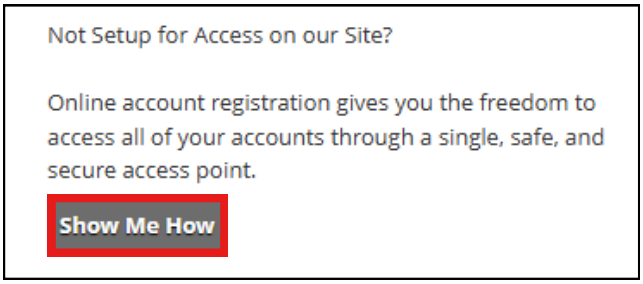
Click here to access the Online Services portal:



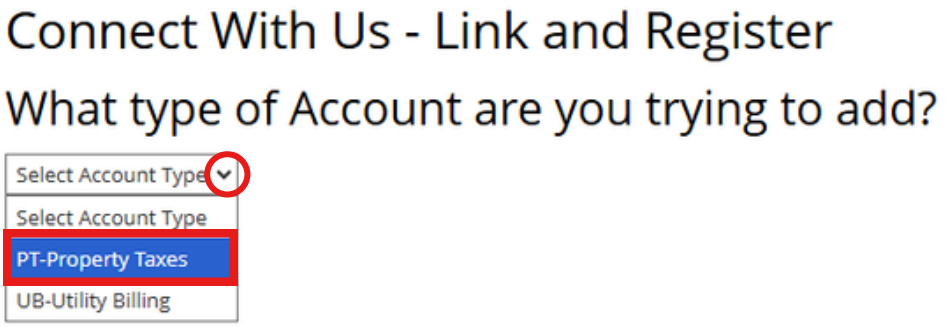
2. **Click** on **Link and Register** (top right of the Welcome page)



3. **Click** on **Show Me How** (You may need to scroll down the page to find the button below the login button)



4. **Select PT - Property Taxes** from the "Select Account Type" drop-down menu



5. **Enter** the last 8 digits of your **roll number** (after the 555) including the decimal, **access pin** and **email address** in the corresponding boxes.

Check the "Please Notify me by Email that my Property Tax Notice is Ready" box.

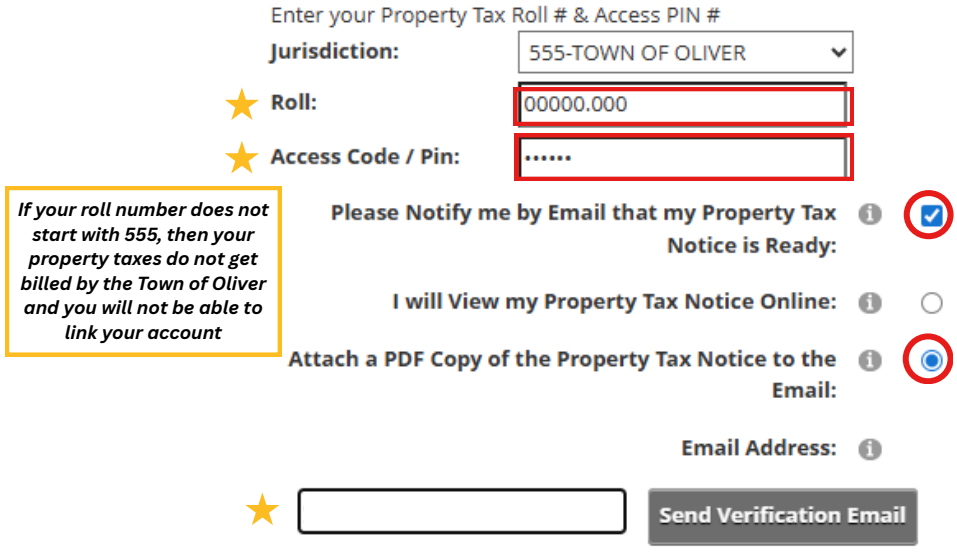
Select <u>one</u> of the two options:

a) *View online*
(must login to your account to view)

b) Attach a PDF copy to email
(no login required to view)

See reverse for next steps

If your roll number does not start with 555, then your property taxes do not get billed by the Town of Oliver and you will not be able to link your account



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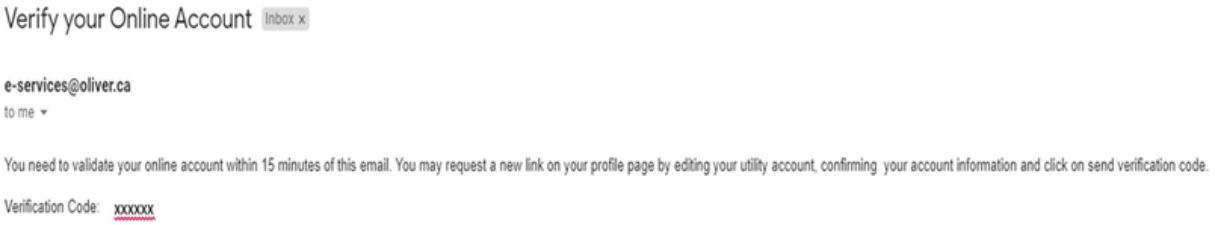
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6. **Click** "Send Verification Email"
You will receive an email within one minute from e-services@oliver.ca (check your junk mail)
Enter the code and **click** Save



Example email:

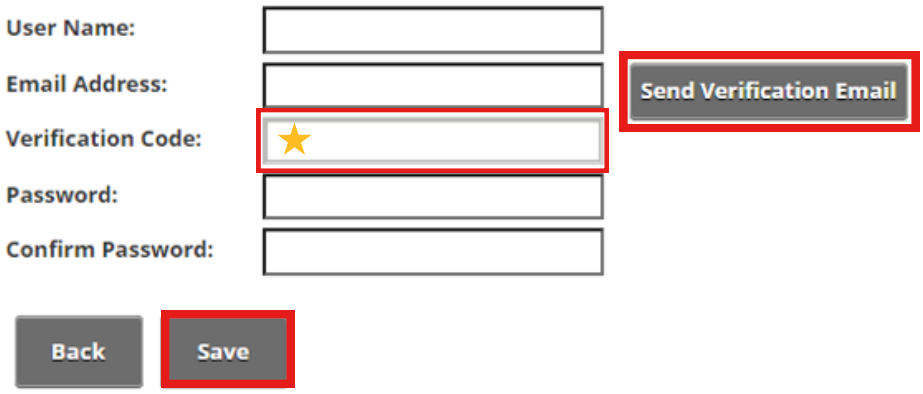


7. **Choose a User Name**
Usernames and passwords are case sensitive. **DO NOT use spaces or special characters in your username.**

Click "Send Verification Email" and **enter the code.**

Choose a password that includes:

- 8 characters
- one special character (!?%$.#&)
- one number
- one capital letter



Click Save

Examples of accepted **user names**:

kimberly1
maggiem

Examples of accepted **passwords**:

Spring1234!
sprinG4321?

8. Once registered, you will see your property tax account displayed in your account management screen

Go to **www.oliver.ca/onlineservices** for more instructions to manage your account.

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