ONLINE SERVICES REGISTRATION - UTILITY BILLING

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

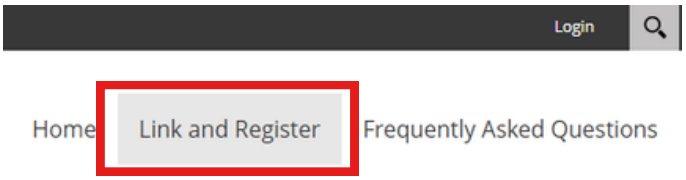
*Call **250-485-6203** for any questions or help with your account.*

Town of Oliver
CANADA'S WINE CAPITAL

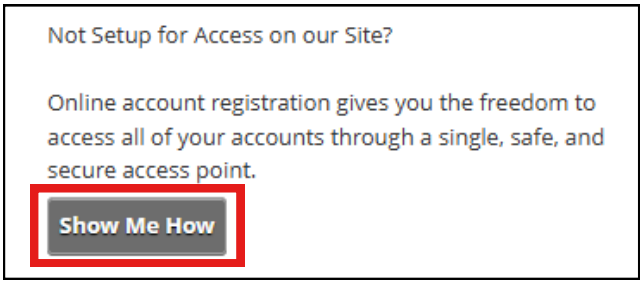
1. Go to **www.oliver.ca/online services** and click on the mouse icon to access the Online Services portal



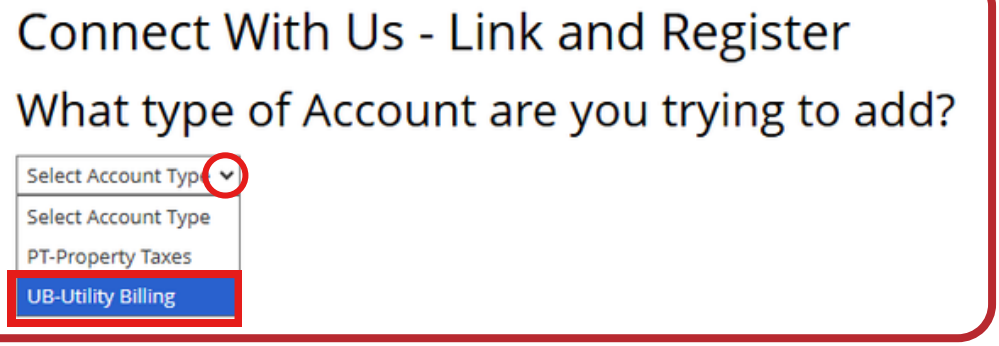
2. **Click** on **Link and Register** (top right of the Welcome page)



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



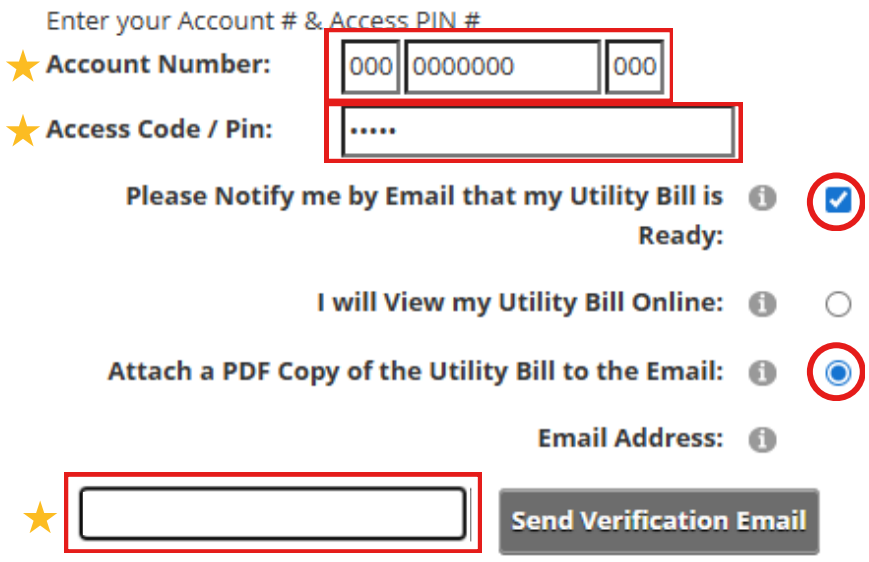
4. **Select UB-Utility Billing** from the "Select Account Type" drop-down menu



5. **Enter** your **account number**, **access pin**, and **email address** in the corresponding boxes.
Check the **"Please Notify me by Email that my Utility Bill is Ready"** box.

Select <u>one</u> of the two options:
a) View bill 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



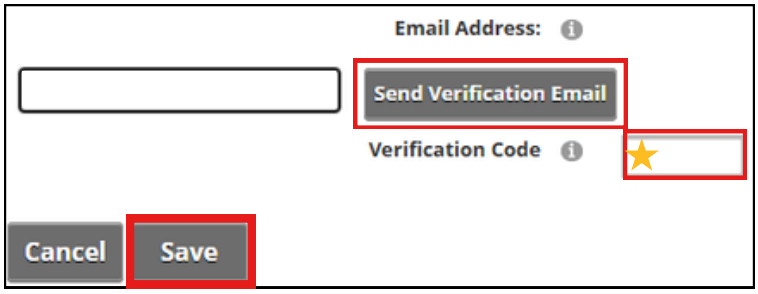
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*Call **250-485-6203** for any questions or help with your account.*

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:



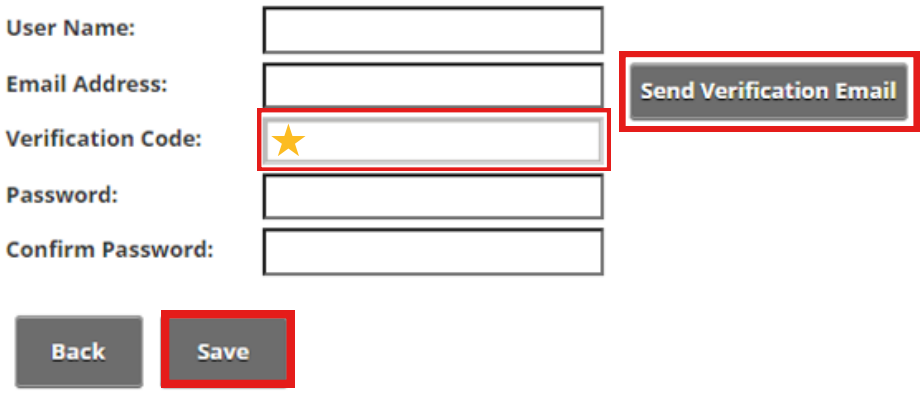
7. **Choose a User Name**

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 utility billing account displayed in your account management screen.

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