

## How to Register for Online Services – Property Taxes

1. Visit the Town of Oliver's website [www.oliver.ca](http://www.oliver.ca) and click Online Services on the top right.  
(OR click Town Hall > Property Taxes > Online Services)



2. Click on the Link and Register

The Welcome to Online Services registration page will display.

- If you are already registered, you can login by entering your user name and password then click "Login".
- If you are a new user and registering for the first time, click the "Show Me How" button.

The screenshot shows the "Welcome to Online Services" registration page. At the top, there is a navigation bar with "Home", "Link and Register" (which is circled in red), "Online Services", and "Frequently Asked Questions". Below the navigation bar, the page title is "Connect With Us - Link and Register". The main content area has a "Welcome to Online Services" heading. On the left, there are fields for "User Name" and "Password" with a "Login" button. A large blue oval surrounds these fields. On the right, there is a box with the text "Already Registered" and "Enter User Name & Password , Click Login". At the bottom left, there is a box with the text "Not Setup for Access on our Site?" and "Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point." A red circle highlights the "Show Me How" button in this box. At the bottom right, there is a red box with the text "New Users Click Show Me How".

3. The Connect With Us – Link and Register screen will appear. Use the drop down arrow and select property taxes as the account type.

## Connect With Us - Link and Register

What type of Account are you trying to add?

Select Account Type

Example of Access Code on Property Tax Notice:

Mortgage Name:  
Access Code: 85433

2024 TAX DUE DATE - July 02, 2024

4. Enter the last 8 digits of your Roll number (AFTER the 555 account number, including the decimal) and your access code from your most recent property tax notice. Then click “Continue”.

## Connect With Us - Link and Register

What type of Account are you trying to add?

PT-Property Taxes

Enter your Property Tax Roll # & Access PIN #

Jurisdiction: 555-TOWN OF OLIVER

Roll:

Access Code / Pin:

Please Notify me by Email that my Property Tax Information Notice is Ready:

If you wish to be notified by email when your tax notice is ready you must click the notify box.

I will View my Property Tax Notice Online: Information

You have the option of viewing your tax notice online or attaching a PDF of the notice to an email. Tick the appropriate box (you cannot choose both). The email address defaults to the address that you used to register the account

Attach a PDF Copy of the Property Tax Notice to the Information Email:

Email Address: Information

Verification Code Information

Enter the 6 digit verification code and click Continue.

Enter your email address and click Send Verification Email. You will have 15 minutes to validate account.

Example of verification email.

Verify your Online Account Inbox x

e-services@oliver.ca

to me ▾

You need to validate your online account within 15 minutes of this email. You may request a new link on your profile page by editing your utility account, confirming your account information and click on send verification code.

Verification Code: xxxxxx

**5. For New Users - Choose a username (DO NOT use spaces or symbols in your username), email address and a password (the password must be 8 characters long and include 1 special character, one number, and one capital letter). Click “Save”. You will receive an email confirming your user name. Please keep this for your records.**

Just a couple more steps to setup your personal access account for the site.  
Your password must be 8 characters and must include 1 special character

User Name:

Email Address:

Verification Code:

Password:

Confirm Password:

Send Verification Email

Back Save

**TIPS & TRICKS:**

1. **DO NOT** use spaces in your user name
2. **DO NOT** use symbols in your user name
3. User Names and Passwords **are case sensitive**

Examples of accepted user names:

- kimberly1
- maggiem

Examples of accepted passwords:

- Spring1234!
- sprinG4321?

## Example of New User email

**From:** SuperUser Account [mailto:e-services@oliver.ca]  
**Sent:** December 21, 2020 10:57 AM  
**To:** Finance Department <e-services@oliver.ca>  
**Subject:** Town of Oliver New User Registration

Dear “UserName”, Pleased be advised that you have now been added as a registered user to the Town of Oliver’s Online Services.  
Be sure to save this message in a safe location for future reference. Portal Website Address: [tooweb01:9191](http://tooweb01:9191) Username: “user name”.

If you have any difficulties, please contact the Finance Department at 250-485-6203 or at [finance@oliver.ca](mailto:finance@oliver.ca). Town of Oliver

## 6. Once registered you will see your utility account displayed and that it is linked

	Module	Account Code	Name	Linked			
Edit	PT-Property Taxes	xxxx xxxxxxxx xxxx	TOWN OF OLIVER	Linked			
Showing 1 to 1 of 1 entries							
			First	Previous	1	Next	Last

Need to Add an Account?

Select Account Type

ViewProfile



- If you have more than one property, you can add another account by clicking “need to add an account.”
- If you would like more than one owner to have access to your property tax account, they can set up their own user name and password.

7. Property tax details will be displayed once you click on the tax account.

Search	My Property Info	Bill Summary	Transactions	Home Owner Grant
<b>Property Information</b>				
<b>Jur Number</b> : 555 <b>Roll Number</b> : 00044.000 <b>Property ID</b> : 010-986-146 <b>Address</b> : 6173 Kootenay St <b>Postal Code</b> :				
<b>Property Description</b>				
LT		3		
PL		KAP2660		
DISTRICT LOT		24505		
LAND DISTRICT		54		
MANUAL CLASS CODE		C341		
PERCENTAGE DEVIATION		00		
NEIGHBORHOOD CODE		666		
ACTUAL USE		600		
Regional District		21		
LOT SIZE KEY		3		
LOT SIZE		0.126		

**8. You will receive notification that you have registered for Online Services.**

[Reply](#) [Reply All](#) [Forward](#)  
Wed 16/12/20 2:58 PM  
 e-services@oliver.ca  
Welcome to Electronic Delivery of Property Taxes  
To: Finance Staff

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Thank you for signing up.

Please contact the Finance Department at [finance@oliver.ca](mailto:finance@oliver.ca) or call (250)485-6203 if you have any questions.

Please do not reply to this message.

**9. If you have chosen to receive your property tax notice by email, you will receive a notification when your notice is ready with a link to open the notice.**

**10. You will now see your login name at the top right hand corner as well as the log out.**



**11. Click log out to leave your Online Services account. If any questions please contact the Finance Department at [finance@oliver.ca](mailto:finance@oliver.ca) or 250-485-6203.**