

## How to retrieve past bills in your Online Services Account

**NOTE:** These instructions are for **existing** online services account users. If you don't have an account yet, sign up by going to [oliver.ca/online-services](https://oliver.ca/online-services)

1. Sign in to your existing Online Services Account
2. Click on your profile (top right of screen)



3. Click "UB-Utility Billing"

## Account Management

Hi OnlineTesting

Click on a row to access one of your existing accounts.

| Accounts        |                    |                              |      |  |        |
|-----------------|--------------------|------------------------------|------|--|--------|
| Show 10 entries |                    | Search: <input type="text"/> |      |  |        |
| Action          | Module             | Account Code                 | Name |  | Linked |
| Edit            | UB-Utility Billing |                              |      |  | Linked |

4. Click "Billing Summary"

## Utility Billing

Account Number :   
Roll Number :   
Property Address :   
Last Bill Due Date : Nov 13, 2025  
Balance Owing : \$0.00

Select Account

|                 |                 |              |
|-----------------|-----------------|--------------|
| My Account Info | Billing Summary | Transactions |
|-----------------|-----------------|--------------|

5. Click "View"

## Utility Billing

Account Number :   
Roll Number :   
Property Address :   
Last Bill Due Date : Nov 13, 2025  
Balance Owing : \$0.00

Select Account

|                 |                 |              |
|-----------------|-----------------|--------------|
| My Account Info | Billing Summary | Transactions |
|-----------------|-----------------|--------------|

Show 10 entries

| Date      | View Bill | Period Code | Batch #    | Amount | Bill From | Bill To   |
|-----------|-----------|-------------|------------|--------|-----------|-----------|
| 9/30/2025 | View      | QTR         | 2025100201 | \$0.00 | 7/1/2025  | 9/30/2025 |