ONLINE SERVICES REGISTRATION - UTILITY BILLING
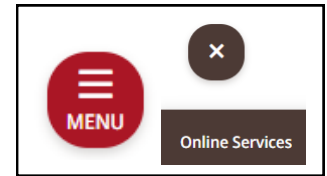
*Go to **www.oliver.ca/onlineservices** for more instructions to manage your account.*

*Call **250-485-6203** for any questions or help with registering your account.*
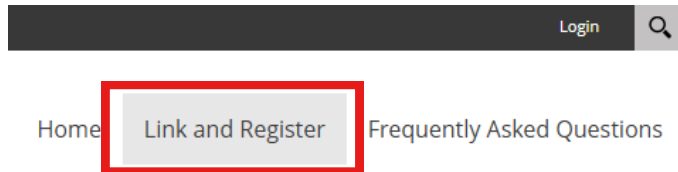
Town of Oliver
CANADA'S WINE CAPITAL

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1. Go to **www.oliver.ca** and click Online Services - either on the top right of screen or in the menu
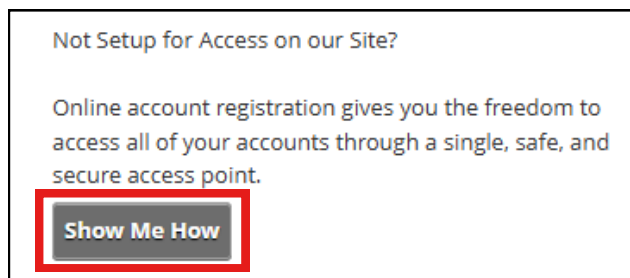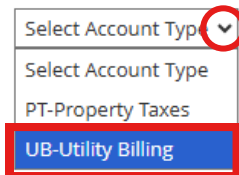
or

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2. **Click** on **Link and Register**

(top right of the Welcome page)

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3. **Click** on **Show Me How**

(You may need to scroll down the page to find the button below the login button)

Not Setup for Access on our Site?

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

Show Me How

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

Connect With Us - Link and Register
What type of Account are you trying to add?

Select Account Type

Select Account Type
PT-Property Taxes
UB-Utility Billing

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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 one of the two options:

a) Vew bill online

(must login to your account to view)

or

b) Attach a PDF copy to email

(no login required)

See reverse for next steps

Enter your Account # & Access PIN #

★ **Account Number:** 000 0000000 000

★ **Access Code / Pin:** •••••

Please Notify me by Email that my Utility Bill is Ready: ✓

I will View my Utility Bill Online: ○

Attach a PDF Copy of the Utility Bill to the Email: ◉

Email Address:

★ finance@oliver.ca   **Send Verification Email**

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:

Email Address: ⓘ

finance@oliver.ca | Send Verification Email |

Verification Code ⓘ

Cancel | Save |

Verify your Online Account   Inbox ×

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

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

User Name:

Email Address: | Send Verification Email |

Verification Code:

Password:

Confirm Password:

| Back | | Save |

Examples of accepted **user names**:

kimberly1
maggiem

Examples of accepted **passwords**:

Spring1234!
sprinG4321?

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

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

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

Accounts

Show | 10 ⌄ | entries   Search: [   ]

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	555-99999.999	OLIVER TOWN	Linked
Edit	UB-Utility Billing	999-9999999-999	CODE DUMMY	Linked

| Print |