

# ONLINE SERVICES - UPDATE EMAIL & PREFERENCES

## PROPERTY TAX - SEE REVERSE FOR UTILITY BILLING

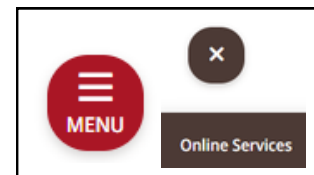
Go to [www.oliver.ca/online-services](http://www.oliver.ca/online-services) for more instructions to manage your account.

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

1. Go to [www.oliver.ca](http://www.oliver.ca) and click Online Services - either on the top right of screen or in the menu



or



2. Login to your account



Home Link and Register Frequently Asked Questions

3. Click on **Edit** beside the account you want to update (you can only make changes to one at a time). If you have more than one linked account, you need to repeat these steps for each one.

| Accounts    |                    |                 |             |        |
|-------------|--------------------|-----------------|-------------|--------|
| Show        | 10                 | entries         | Search:     |        |
| Action      | Module             | Account Code    | Name        | Linked |
| <b>Edit</b> | PT-Property Taxes  | 555-99999-999   | OLIVER TOWN | Linked |
| <b>Edit</b> | UB-Utility Billing | 999-9999999-999 | CODE DUMMY  | Linked |

5. Enter the last 8 digits of your roll number (after the 555) including the decimal. Enter your access code / pin.

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

Select one of the two options:

a) View bill online

(must login to your account to view)

or

b) Attach a PDF copy to email

(no login required)

If changing the email address your invoices are sent to, enter your new email address here.

Click "Send Verification Email"

You will receive an email within one minute from [e-services@oliver.ca](mailto:e-services@oliver.ca) (you may need to check your junk mail).

Enter the verification code and click Save

Enter your Property Tax Roll # & Access PIN #

Jurisdiction: 555-TOWN OF OLIVER

Roll: 99999.999

Access Code / Pin:

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

I will View my Property Tax Notice Online: ☐

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

Email Address:

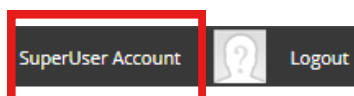
Send Verification Email

Verification Code:

Cancel Save Delete

6. You will need to update your email address in your profile (in case you need to reset your password). Once logged in, click on your username on the top right of the screen. Then scroll down and click edit profile.

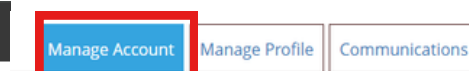
Edit your email address in the Manage Account tab and click Update to save



ViewProfile  
SuperUser Account



Edit Profile My Account



## Account Settings

User Name: Oliver\_host

Display Name: SuperUser Account

Email Address: e-services@oliver.ca



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## UTILITY BILLING - SEE REVERSE FOR PROPERTY TAX

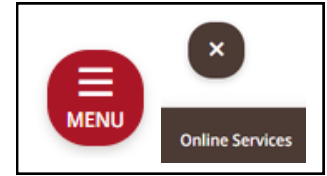
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5. Enter your account number in the three boxes provided, as written on your utility invoice.

Check the "Please Notify me by Email that my Utility Bill is Ready" box.

Select one of the two options:

a) View bill online

(must login to your account to view)

or

b) Attach a PDF copy to email

(no login required)

If changing the email address your invoices are sent to, enter your new email address here.

Click "Send Verification Email"

You will receive an email within one minute from [e-services@oliver.ca](mailto:services@oliver.ca) (you may need to check your junk mail).

Enter the verification code and click Save

Enter your Account # & Access PIN #

|                    |     |         |     |
|--------------------|-----|---------|-----|
| Account Number:    | 999 | 9999999 | 999 |
| 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:

Verification Code

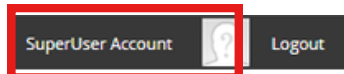
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Edit your email address in the Manage Account tab and click Update to save



ViewProfile  
SuperUser Account



Edit Profile My Account



Account Settings

User Name: Oliver\_host

Display Name: SuperUser Account

Email Address: e-services@oliver.ca

