



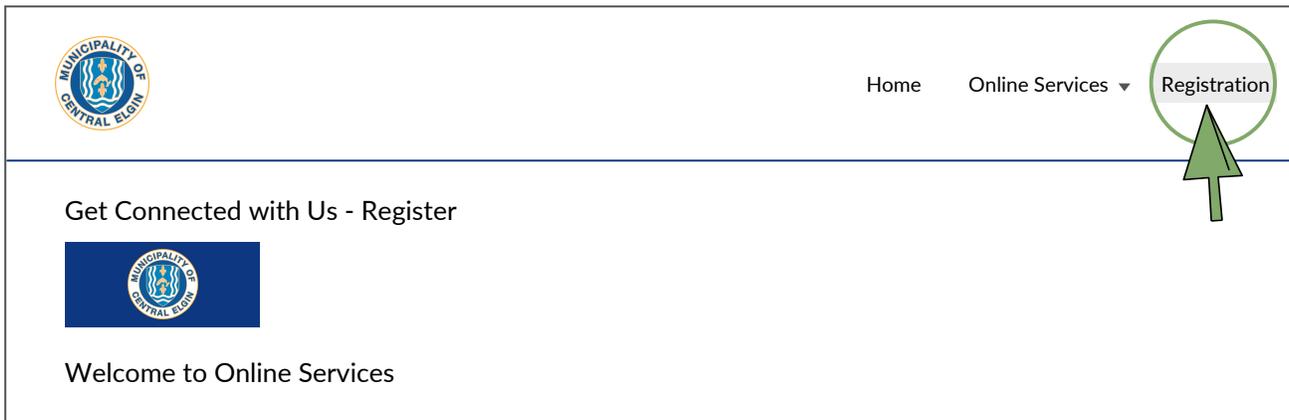
HOW TO SET UP YOUR PORTAL ACCOUNT

Step 1

Visit [Online site here](#)

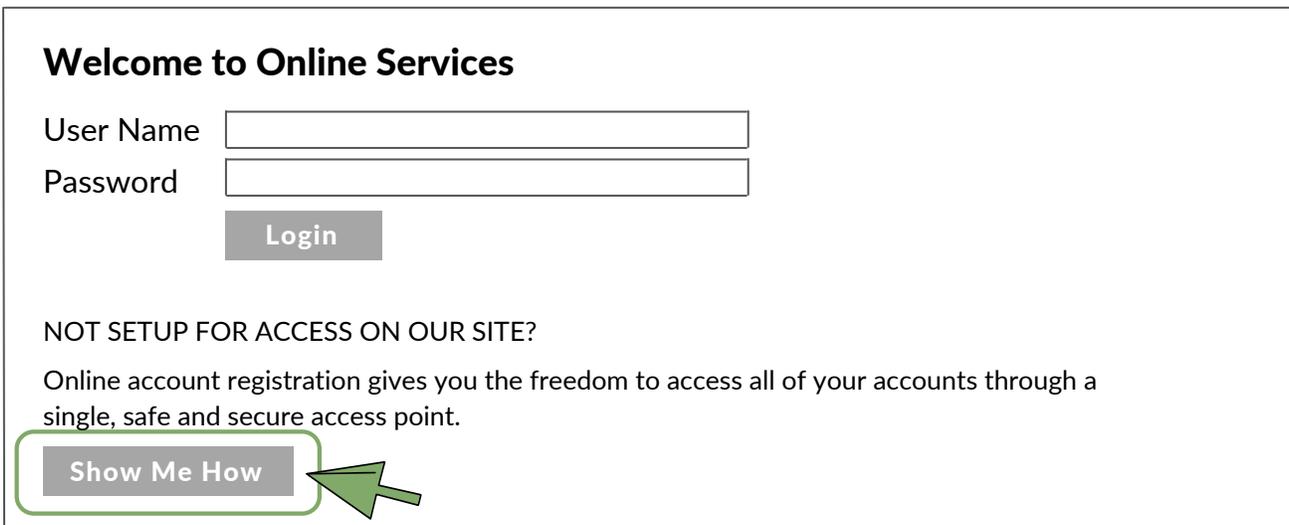
Step 2

Select **Registration** in the top right corner of the screen.



Step 3

Select **Show Me How**



Step 4

Select the account type you wish to register. The options are **Property Taxes** or **Utility Billing**

What type of Account are you trying to add?

Select Account Type ▼

Back

Step 5

You will need your **Account Number** and **PIN**.

Input these where they are requested on the screen and select "**Continue**".

If you already have an active account you do not need to create a new login and password.

If you have already registered your tax bill, skip to step 7.

Municipality of Central Elgin
450 Sunset Drive
ST THOMAS ON N5R 5V1
Phone: (519) 631-4860
Fax: (519) 631-4036

WATER/WASTEWATER BILL



Account # 001 0123123 123	Billing Date 31-Jan-2022	Bill From 01-Jan-2022
Service Address 123 MAIN STREET	Batch # 0000000	Bill To 31-Jan-2022

Due Date: 22-Feb-2022

DOE, JOHN
123 MAIN STREET
ST THOMAS, ON
N5P 4K8

Account Balance Due By 22-Feb-2022	163.32
Account Balance Due After 22-Feb-2022	171.49

Account # 001 0123123 123	Billing Date 31-Jan-2022	Bill From 01-Jan-2022
Service Address 123 MAIN ST	Batch # 012345678	Bill To 30-Jan-2022

Account Details From 31-Jan-2022

ONLINE PIN CODE 0123123

Code	Description	Date	Units	Amount
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Step 6

Select your Jurisdiction from the drop down. This is identified as the second set of 3 numbers proceeding “3418”:

- “000” Former Yarmouth Township
- “016” Former Belmont
- “026” Former Pt Stanley

Enter your **Roll Number** and **PIN** located in the top left hand corner of your property tax bill (enter ONLY the last 12 digits of the roll number exactly as they appear on your tax bill. This includes the period and last 4 zeros at the end).

Select “**Continue**”.

If you already have an active account you do not need to create a new login and password.

If you have already registered your utility bill, skip to step 7. If not, return to step 3 before proceeding.

	Municipality of Central Elgin 450 Sunset Drive ST THOMAS ON N5R 5V1 Phone: (519) 631-4860 Fax: (519) 631-4036	TAX BILL	FINAL 2021
Access Code/ PIN	<input type="text" value="123456"/>		Billing Date Dec 31, 2021
Roll No.	3418 <input type="text" value="026"/> <input type="text" value="000000.0000"/>	Mortgage Co.	
		Mortgage No.	

Step 7

Enter a "**User Name**" (Your Email Address). Create a Password.

Select "**Save**". You will now have access to your utility billing and property accounts.

Step 7 is only required for brand new accounts. If you have previously set up your property tax or utility billing, please only complete the necessary portion of these instructions to gain access to your information.