

Property Tax E-Billing Set-Up

Instructions if you are **already** signed up for E-billing

1. Go to www.thessalon.ca
2. Click on the E-Billing Icon (in Blue)
3. Sign into your account
4. Click "**Add an Account**"
5. Click on "**Property Type**"
6. Select "**Property Tax**"
7. Key in your Roll number – must include all 19 digits **with dashes**
8. Key in your Pin Number – your pin number is located on the right side of your tax bill below your name
9. Key in your name in CAPITALS as it appears on your tax bill – first and last name are only required
10. Click "**Continue**"
11. Once you are at the verification screen you are required to key in your birth date as follows:

Example: if you are born October 1969 – key in 10/69

Please note that your prior tax bill will be available to view once you have signed up for Property Tax E-Billing.