Property Tax E-Billing Set-Up

Instructions if you are **new to E-Billing**

1. Go to www.thessalon.ca

2. Click on the E-billing Icon (in Blue)

3. Click on **"Register"**

    a. Create your eCommerce User ID

        i. **Do not use your email address**

        ii. This will be your username when you sign in

    Key in your **First** and **Last Name**

    Key in your **email address**

    Create a password

    Answer Security Question

    Click "**Continue"**

4. You will receive a verification code within one hour of registering, once you receive this verification code click on the site to login in and key in your user name (you created) and verification code.

5. Once you are verified do the following:

6. Click **"Add an Account"**

7. Click on **"Property Type"**

8. Select – **"Property Tax"**

9. Key in your **Roll number** – must include **all 19 digits with dashes**

10. Key in your **Pin Number** – Your pin number is located on the right side of your tax bill below your name

11. Key in your **name in CAPTIALS** as it appears on your tax bill – first and last name are only required

12. Click "**Continue"**

13. Once you at the verification screen you are required to key in your **birth date as follows**:

> e.g. 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

Make sure you add the eCommerce to your whitelist if you are not receiving the notification emails

1. Go to www.thessalon.ca
2. Click on E-Billing Icon (in Blue)
3. Below the register/sign in you will see "add us to your whitelist" – this provides instructions for various email accounts.