



# CREATE YOUR ONLINE SERVICES ACCOUNT

## Business Licence Accounts

### INSTRUCTIONS

1. Go to [www.duncan.ca](http://www.duncan.ca) and click on "I want to..." then "Pay Online."
2. Click "Link & Register", then select "Create Account" for step-by-step guidance.
  - If you already have an account, you can skip the steps below and simply sign in
3. Select Account type – "BL – Business Licences"
4. Enter the required account details (found on past invoices), then click "Save."
  - For Business Licences, you'll need your Customer Number and Access Code/Pin (example below)

City of Duncan  
 200 Craig St.  
 DUNCAN, BC V9L 1W3  
 (250) 746-6126



### BUSINESS LICENCE INVOICE

Customer No. : 88953  
 Invoice Date : 31-Dec-2025  
 Bill Date : 01-Jan-2026  
 Due Date : 28-Feb-2026  
 Bill Year From : 2026  
 Bill Year To : 2026  
 Access Code : 32693

CITY OF DUNCAN  
 1234 CRAIG STREET  
 DUNCAN, BC V9L 1W3

| Classification | Description      | Unit | Amount |
|----------------|------------------|------|--------|
| 850            | CITY CORPORATION | 1.00 | 100.00 |

### Link Your Other Accounts to Your Profile

5. Navigate to your profile "Account Management"
6. Select "Add Account" and enter the required information from your previous invoices (see examples above)