

### INSTRUCTIONS

Once you have registered your accounts, you can sign up for eBilling for your property tax notice and/or utility invoices. **If you currently have eBilling for your utility invoices, you will need to complete these steps with the new system.**

You will need your PIN for each account and the email address you would like your invoices to go to. You will receive a verification code to confirm your email.

Follow these steps:

1. Login to your account.
2. Decide on the Module (Property Tax or Utility Billing account) in the list to set up for eBilling and click Edit.

| Accounts                                     |                    |
|--|--------------------|
| Show <input type="text" value="10"/> entries |                    |
| Action                                       | Module             |
| <b>Edit</b>                                  | PT-Property Taxes  |
| <b>Edit</b>                                  | UB-Utility Billing |

3. Enter the PIN assigned to your account – you can find this on your last invoice and the same PIN that you used to register your accounts.

**Edit PT Account**

You can find your Roll number and PIN on tax notice

Jurisdiction:

Roll:

**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**

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4. Tick the box “Please Notify me by Email that my ‘invoice’ is Ready” - choose between view online or have attached – enter you email – the system will send you a verification code to the email address you entered - enter the verification code that was sent on the form – click save – will receive a confirmation email that you are signed up.

**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**

5. Follow the same steps to set up your other billing account (Property Tax or Utility Billing)