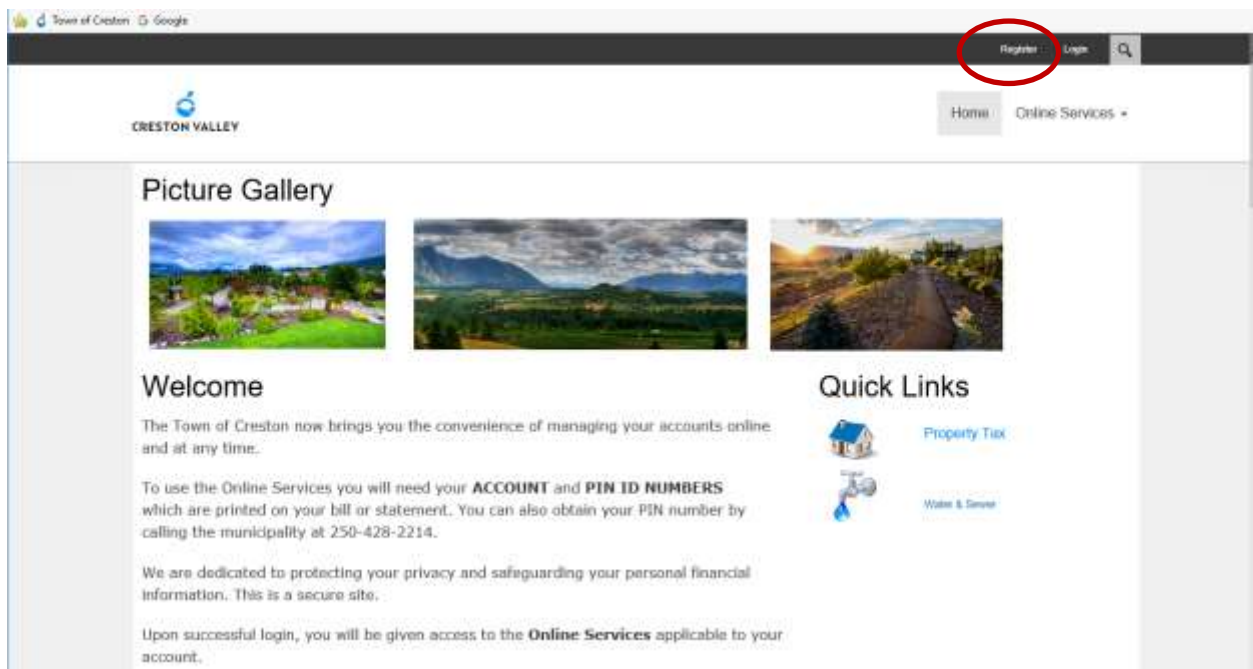


How to Register and Link Accounts

1. Recommended internet browsers are Firefox and Chrome for best compatibility. Users may experience problems with pop-up windows using Internet Explorer or Edge (windows 10 default).
2. Click on the website www.creston.ca.
3. On the left-hand side click on “Property Tax & Utility Account Login”.

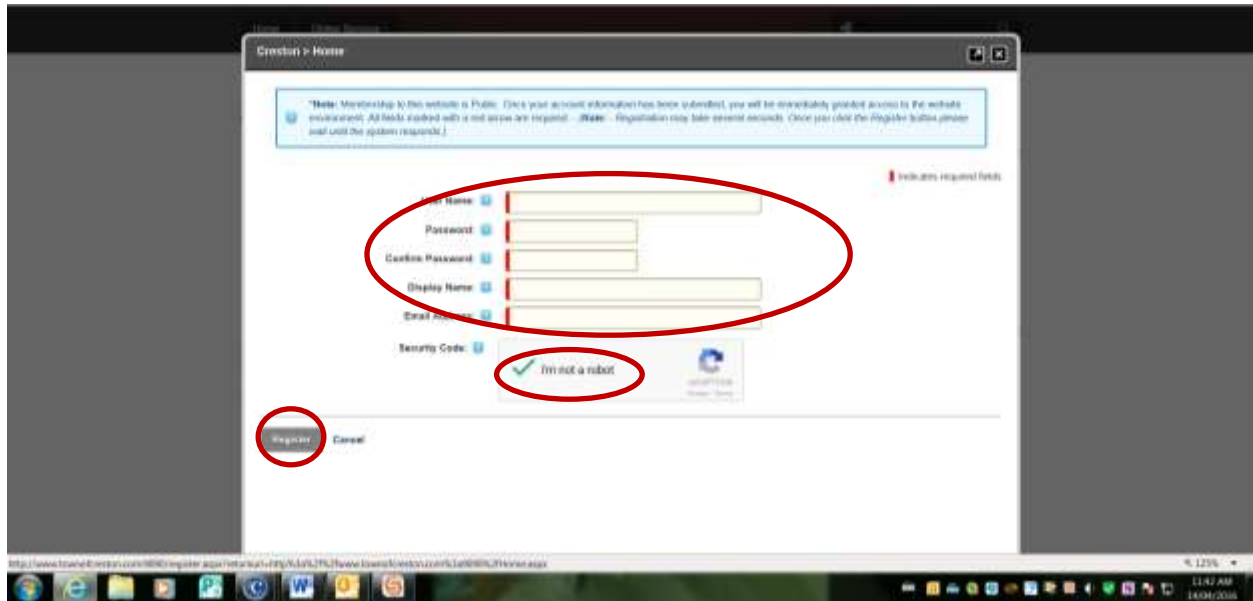


4. Click on “Register” on the top right hand side of the screen.



5. Enter in your information in the lines: “User Name / Password / Confirm Password / Display Name/ Email Address”.
6. Check “I’m not a robot”.

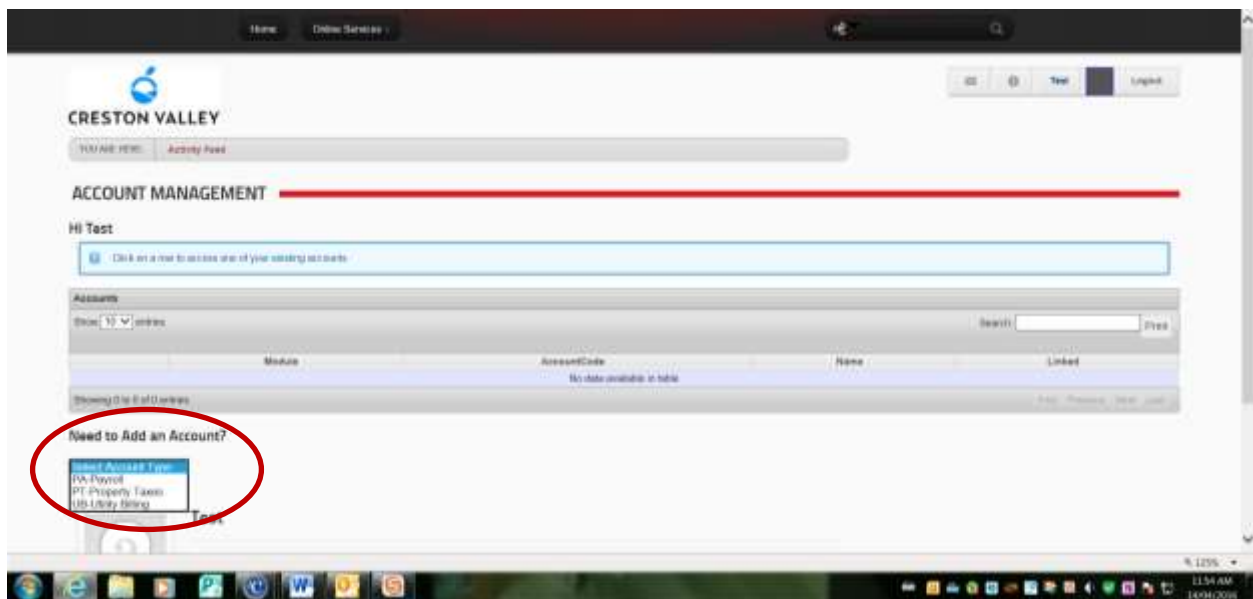
7. Click on “Register”. This will complete your registration; however, you still need to link your accounts.



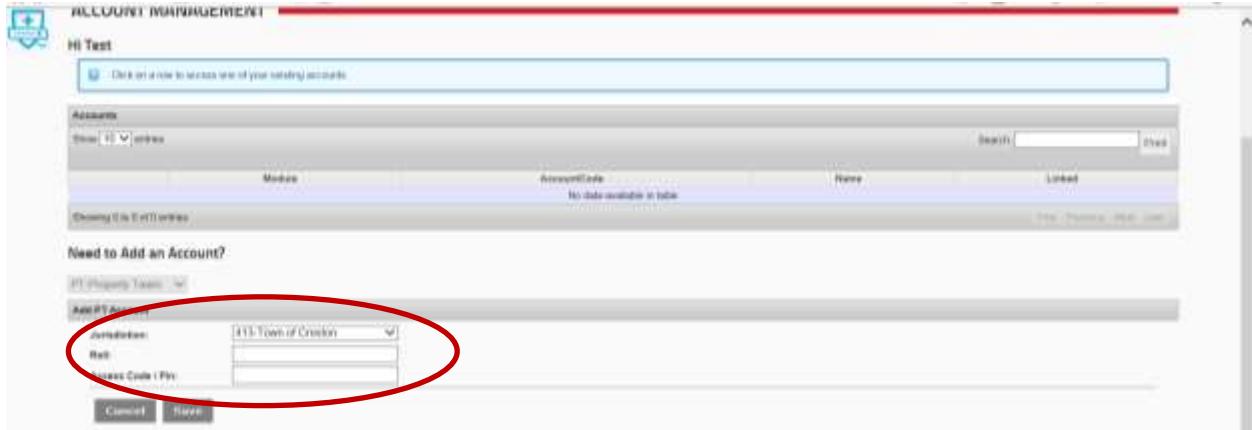
8. Once you have registered it will bring you to a “Welcome” screen. To link your accounts click on your name in the top right hand corner.



9. You will then come to the screen heading “ACCOUNT MANAGEMENT”. There will be a heading “Need to Add an Account?” with a drop-down arrow below.



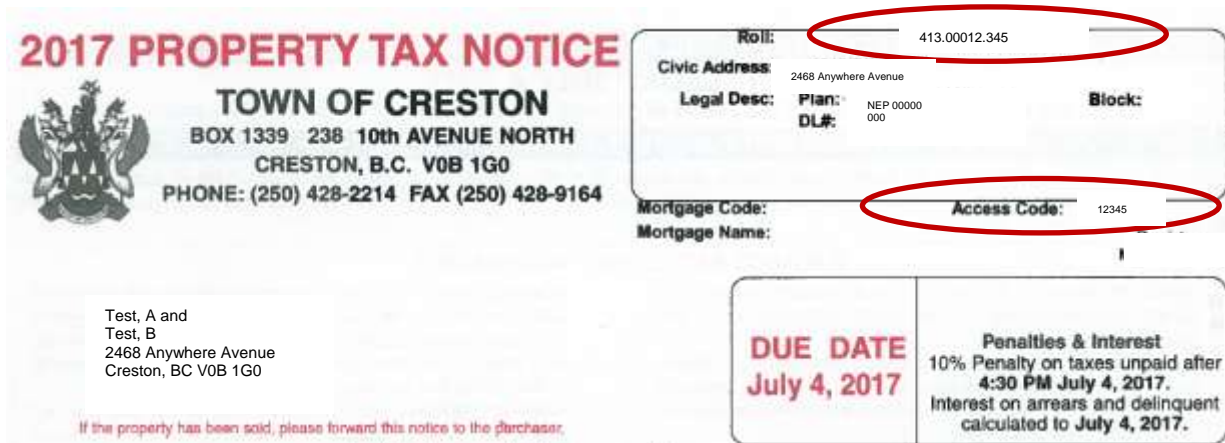
- a) Click on the drop-down arrow.
- b) Click on either “PT-Property Taxes” or “UB-Utility Billing”.
- c) You will then be asked to fill in your “Roll/Account number” and “Access Code / PIN” numbers.



- d) For Property Tax type in the roll number with the decimal, but not the 413 (as it is in the previous line). For utility billing type in the account number in the three fields provided.
- e) Type in the access code, see below on where to locate your access roll number and access code for property taxes or account number and access code for utilities.

Property Tax:

The roll number and access code can be located on your property tax notice as follows:



Annual Utilities:

The account number and access code can be located on your annual utilities notice as follows:

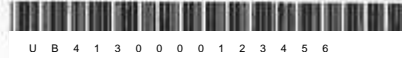
TOWN OF CRESTON
PO BOX 1339
CRESTON BC V0B 1G0
Phone: (250) 428-2214
Fax: (250) 428-9164



ANNUAL Utilities Invoice

Account #: 413 00012 345
Service Address: 2468 Anywhere Avenue

Billing Date: 11-Jan-2017 Bill From: 01-Jan-2017
Batch #: 2017011101 Bill To: 31-Dec-2017



Test, A and
Test, B
2468 Anywhere Avenue
Creston, BC V0B 1G0

Make Cheque Payable to
TOWN OF CRESTON

Enter Amount Enclosed

Account Balance \$ 609.00
Discount By 31-Jan-2017 \$ 18.27
Amount Due \$ 590.73

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 413.0012.345
Service Address: 2468 Anywhere venue

Billing Date: 11-Jan-2017 Bill From: 01-Jan-2017
Batch #: 2017011101 Bill To: 31-Dec-2017

Account Details From: 11-Jan-2017

Access Code: 54321

f) Click "save".

10. Once the account has been linked, click on the "Online Services" button on the top of the page and select "Property Tax".

CRESTON VALLEY Home **Online Services**

Account Management

Hi Test

Click on a row to access one of your existing accounts.

Accounts

Show 10 entries Search: Print

| Module | AccountCode | Name | Linked |
|-------------------------|---------------|-----------------|--------|
| Edit PT-Property Taxos | 413-00012-345 | TEST A & TEST B | Linked |
| Edit UB-Utility Billing | 413 00012 345 | TEST A & TEST B | Linked |

Showing 1 to 3 of 3 entries First Previous 3 Next Last

You can then view your account examples provided below:

Property Tax

Account Name 413.00012.345

Search **My Property Info** Bill Summary Transactions Home Owner Grant

Property Information

Jur Number : 413
Folio Number : 00012.345
Property ID : 987-654-321
Address : 2468 Anywhere Avenue
Postal Code :

Property Description

LOT 1

Water & Sewer

Account Number : 413
Roll Number : 00012.345
Property Address : 987-654-321
Last Bill Due Date : 2468 Anywhere Avenue
Balance Owning : \$0.00
Available Discount : \$0.00
Net Balance Owning : \$0.00

My Account Info Billing Summary Transactions

Click on a row to see meter reading information on a service.

Show 10 entries

Search: Print

| Service Code | Description | Start Date | End Date | Meter Number | Meter Reading | Status |
|--------------|-------------------|------------|----------|--------------|---------------|--------|
| A01 | RESIDENTIAL WATER | 01/01/1998 | | | 0 | ACTIVE |