

Login to Website Accounts Procedure

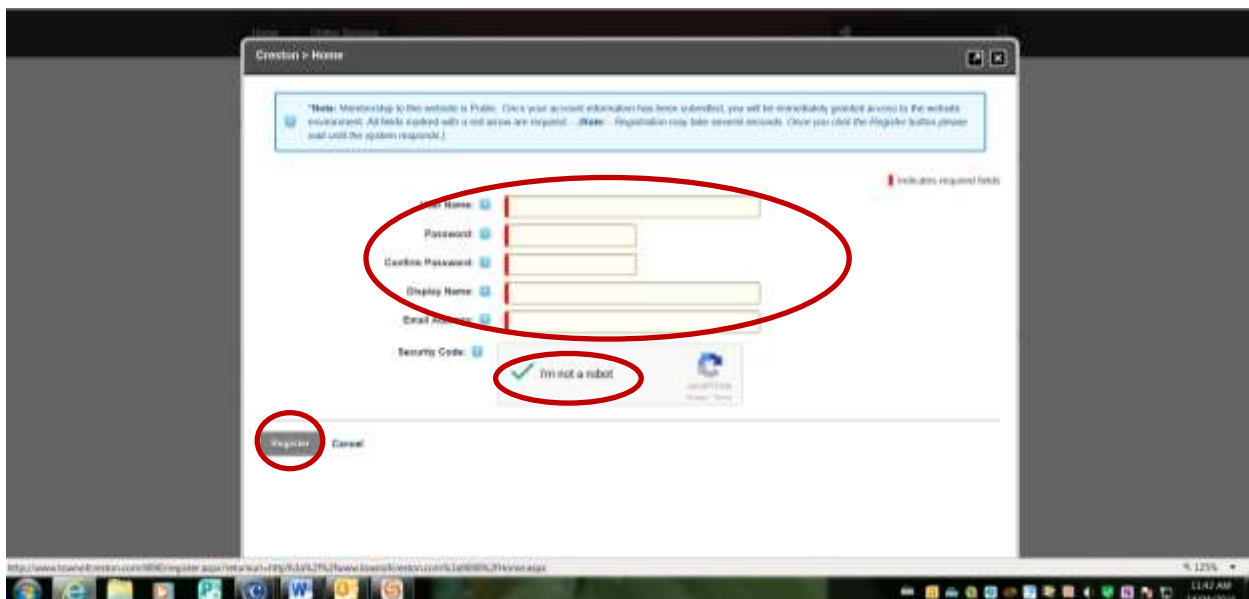
1. Click on the website, www.creston.ca.
2. On the left-hand side click on “Property Tax & Utility Payment Information”.



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



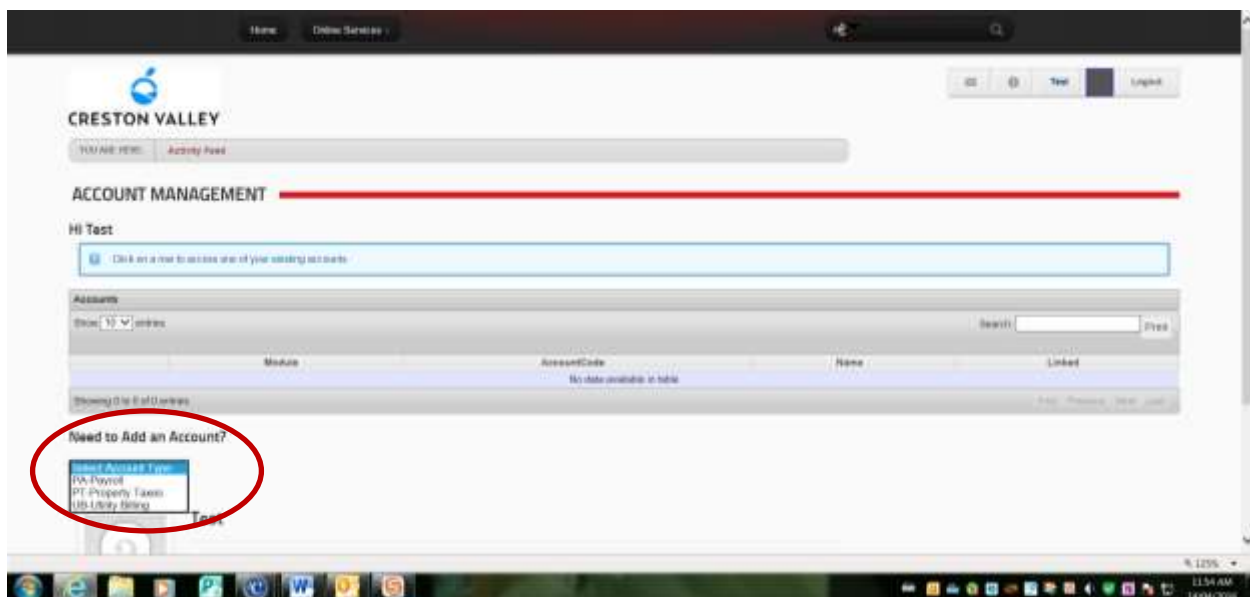
4. Enter in your information in the lines: “User Name / Password / Confirm Password / Display Name/ Email Address”.
5. Check “I’m not a robot”.
6. Click on “Register”



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



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



1. Click on the drop-down arrow.
2. Click on either “Property Taxes” or “Utility Billing”.

You will then be asked to fill in your “Roll” and “Access Code / PIN” numbers.

ACCOUNT MANAGEMENT

Hi Test

Click on a row to access one of your existing accounts

Accounts

Mode	Account Info	Name	Locked
No data available in table			

Need to Add an Account?

IP-Property Taxes

Add New Account

Jurisdiction: 413-Town of Creston

Roll:

Access Code / Pin:

Cancel Save

1. Type in the roll / folio number with the decimal, but not the 413 (as it is in the line before).
2. Type in the access code which is located on the tax bill (right-hand corner 5 numbers).
Which looks like this: **Access Code: 12345**
3. Click “save”.

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

Home Online Services

Property Tax Water & Sewer Time Entry

ACCOUNT MANAGEMENT

IP-Property Taxes Add New Account

You can then view your account.

CRESTON VALLEY

PROPERTY TAX

Account Name 413.00012.345

My Property Info IRS Summary Transactions View Owner Grant

Property Information

Jur Number 413
Folio Number 12.345
Property ID 987-654-321
Address 2488 Anywhere Avenue
Postal Code

Property Description

LOT	A
PLAN NUMBER	HEP07521
DISTRICT LOT	525
LAND DISTRICT	26
PARCEL CLASS CODE	D352
RESIDENTIAL NEUTRALISM	05