

## **Guide for Using Online Services**

1. Click on the [Get Connected] button at the top of the site:



2. For first time users, you are required to set up a new account.

Scroll down and click on the [Show Me How] button near the bottom of the page.

## Welcome to Online Services

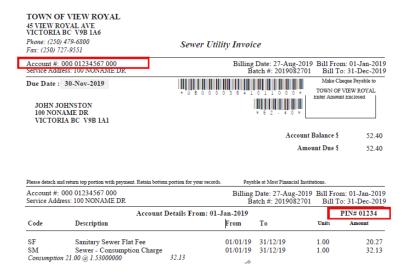
Password:	Login
Not Setu our Site	up for Access on ?
registration gives y	How to register now. Online account ou the freedom to access all of your a single, safe, and secure access point.

3. Click the drop-down menu and select [BL-Business Licences], [PT-Property Taxes] or [UB – Utility Billing] to indicate the type of account to add.

Get Connected with Us - Link & Register What type of Account are you trying to add?

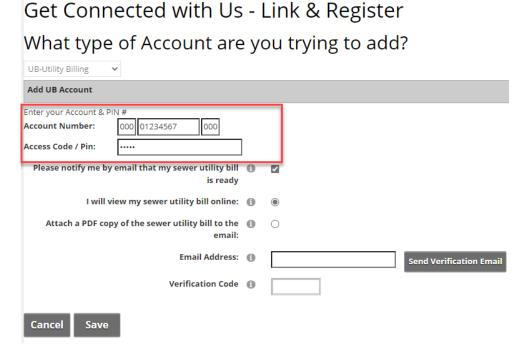


4. For this example, we will be using the sewer utility invoice. Once you've selected the UB – Utility Billing from the drop-down box, you will need to fill in your account number and PIN#. This will be found on your invoice.



This invoice is an example.

5. Use the account number and PIN# on your invoice to fill in the account number and access code/PIN fields on the website. Using the example from the previous step:



Note: If you entered any of the 2 items above incorrectly, you will not be able to continue with the registration. Please double check the information on your invoice and try again.

- 6. Select your invoice delivery method.
  - Please notify me by email that my sewer utility bill is ready. Select this option if you want to receive your sewer utility bill online.
  - I will view my sewer utility bill online.

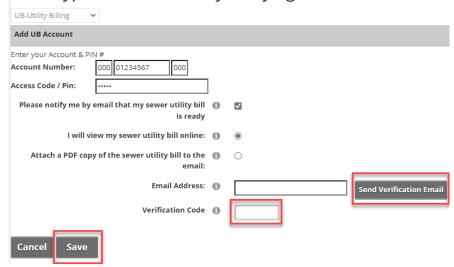
Your sewer utility bill will be available online through this website using your registered account and can be printed from the billing summary page if required.

Attach a pdf copy of the sewer utility bill to the email.
 A pdf copy of your sewer utility bill will be attached to the notification e-mail you receive.

- 7. Enter in your email address.
  - Enter in a valid email address and click send verification email.
  - Go to your email account and retrieve the verification code sent from <a href="mailto:noreply@viewroyal.ca">noreply@viewroyal.ca</a>, you may need to check your spam folder.
  - Enter verification code and click save.

## Get Connected with Us - Link & Register

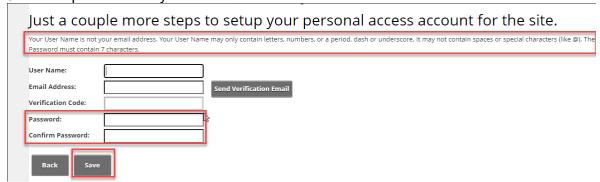
What type of Account are you trying to add?



- 8. Choose a username for your account. Your username is not your email address. Your user name may only contain letters, numbers or a period, dash, or underscore. It may not contain spaces or special characters (like @).
  - Enter you email address again and click send verification email.
  - Go to your email account and retrieve the verification code sent from <a href="mailto:noreply@viewroyal.ca">noreply@viewroyal.ca</a>, you may need to check your spam folder.
  - Enter verification code.

Enter vermedien code:	
Just a coup	ole more steps to setup your personal access account for the site.
Your User Name is not yo Password must contain 7	our email address. Your User Name may only contain letters, numbers, or a period, dash or underscore. It may not contain spaces or special characters (like @). T 7 characters.
User Name:	
Email Address:	Send Verification Email
Verification Code:	
Password:	3
Confirm Password:	
Back Save	

9. Choose a password for your account. It must contain 7 characters and click save.



- 10. Once you click on Save, you will be redirected to your accounts page that will display the account that you just registered with. If you have other properties, you can add them within this window by clicking on the 'Need to Add an Account?' heading below, choosing the "Select Account Type" option, and completing the above steps for subsequent properties.
  - Click on your account to access the sewer utility information for your property.

