Online Services Guide for Business Licence Renewals

1. Go to Town of View Royal website at https://www.viewroyal.ca/

2. Click on **[Online Services]** under Quicklinks

QUICKLINKS

- Agendas, Minutes & Videos
- Book an Appointment
- Contact Us
- Documents Library
- Employment
- Garbage & Recycling
- Live Webcast
- Newsletters
- Online Services
- Payment Options
- Volunteer View Royal
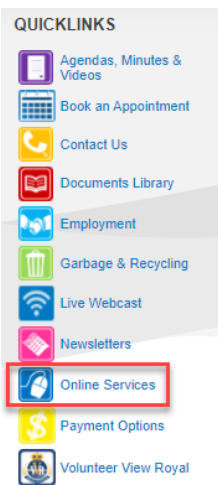
3. Click on the **[Get Connected]** button at the top right of the page:

Home   Online Services ▾   FAQ   Get Connected

4. 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

User Name: [_____]
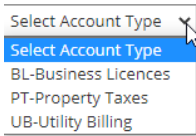Password: [_____]

[Login]

Not Setup for Access on our Site?

Click on Show Me How to register now. Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

[Show Me How]

5. Click the drop-down menu and select **[BL-Business Licences]**

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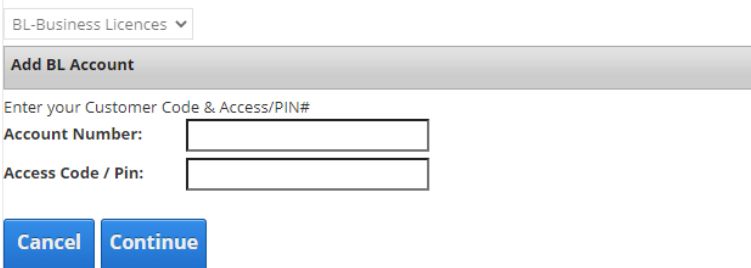
What type of Account are you trying to add?

Select Account Type
Select Account Type
BL-Business Licences
PT-Property Taxes
UB-Utility Billing

6. Enter Customer Number and Access Code from your invoice and click **[Continue]**

Get Connected with Us - Link & Register

What type of Account are you trying to add?

BL-Business Licences ✓

Add BL Account

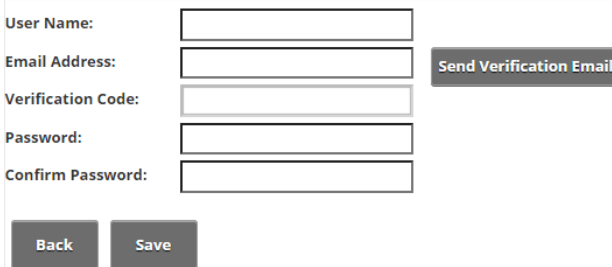Enter your Customer Code & Access/PIN#
Account Number:
Access Code / Pin:

Cancel Continue

7. Choose a Username for your account, then enter your Email Address and click
    [Send Verification Email]. Enter the verification code in the box. Set up a
    password that is at least 7 characters and click on the **[Save]** button.

Just a couple more steps to setup your personal access account for the site.

Your User Name 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 @). The Password must contain 7 characters.

User Name:
Email Address: Send Verification Email
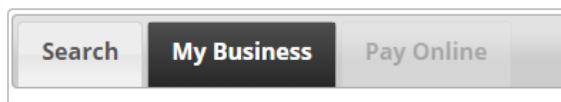**Verification Code:**
Password:
Confirm Password:

Back Save

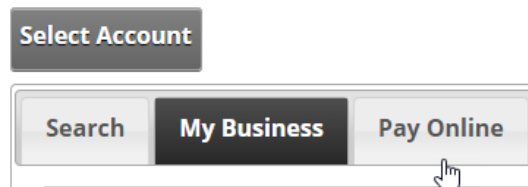8. Click the **[My Business]** tab to access your business licence history and transaction detail

Business Licence

Search **My Business** Pay Online

9. Click the **[Pay Online]** tab to pay for outstanding business licence fees using Visa or MasterCard

Business Licence

Select Account

Search	My Business	Pay Online

10. Click **[Process Payment]** and you will be directed to the Moneris payment page to enter in your credit card details

Payment

Payment Details:

Account Type:	BL
Account Number:	
Amount (CAD):	125.00

Process Payment | Cancel Payment

11. Print receipt for your records; the business licence will be mailed to you