



## How to Set Up and Use Online Tax Accounts

### Setting up a new account for Online Tax Billing

You will need to navigate to our [eBilling platform](#).

The sign in page below will load:

A screenshot of the "Town of Innisfil - Online Tax Account" sign-in page. The page has a dark header with "Town of Innisfil - Online Tax Account" on the left and "Home" and "Sign in" on the right. The main content area is titled "Sign in" and contains a message: "Please sign in below to access your account(s). If you do not have a user name and password, please follow the Activate your Account With Us link below." Below this is a "New! - Go Paperless with E-Bill" section with a message about receiving email notifications. The sign-in form includes a username field with a person icon, a password field with a magnifying glass icon, and a blue "Sign in" button. There is a "Forgot your password?" link. A light blue information box contains the text: "\*\*\* Please note: User names and passwords are case sensitive. \*\*\*". Below this is a section titled "Don't have a username and password?" with a red circle around the link "Activate your account with us". Below the link is the text: "If you already do business with us, creating a My City Self-Serve profile will allow you to use a variety of services to help you manage your accounts." At the bottom left is a "Return To Main Menu" button.

Click on the "Activate your account with us" link. This takes you to the New Account Activation Page. Here, you will need to set up a username, password and enter your email address.

You will have to complete the security portion at the bottom of the page by typing in the words that appear in the pictures. Once all the required information is entered, click on the "Next" button.

## New Account Activation

Please complete this form to register an account with us. After submission, we will send you an email to confirm your account creation. Once your account is activated, you will have access to the wide range of services we offer.

User Name: \*

Password: \*

Confirm Password: \*

Email Address: \*

Confirm Email: \*

Type the characters that appear in the picture below: \*

  
 [Privacy & Terms](#)

Please note: User names and passwords are case sensitive.

Please click the Next button below.

[Return To Main Menu](#) << Previous **Next >>** [Submit](#)

On the new page that loads, you will need to enter your Tax Roll Number and Customer ID. Both can be found on your tax bill. Select the "Next" button.

## New Account Activation

Please complete this form to register an account with us. After submission, we will send you an email to confirm your account creation. Once your account is activated, you will have access to the wide range of services we offer.

Registration Account Type: \*

Tax Roll Number: 4316

Customer ID:

From your latest bill or statement for the account type you have selected, find the information requested and key it in above.

Please click the Submit button below.

[Return To Main Menu](#) << Previous **Next >>** [Submit](#)

On the new page that loads, you will receive a confirmation that the account has been successfully set up.

### Signing in after account has been created

You will need to browse to our [eBilling platform](#).

On the login page, enter your account name and password that you created in the above steps and click on the Sign in button. **Note:** Both the username and password are case sensitive.

# View Your Tax Account Online

Innisfil Home Page » Living » Property Taxes & Assessments » View Your Tax Account Online

Town of Innisfil - Online Tax Account [Home](#) [Sign in](#)

## Sign in

Please sign in below to access your account(s). If you do not have a user name and password, please follow the Activate your Account With Us link below.

New! - Go Paperless with E-Bill - Would you like to receive an email when your property tax bill is ready? Using the drop down menu at the top right hand side of this page, choose "E-bill Paperless Set up", and sign up to receive email notifications when your E-Bill is ready.

[Sign in](#)

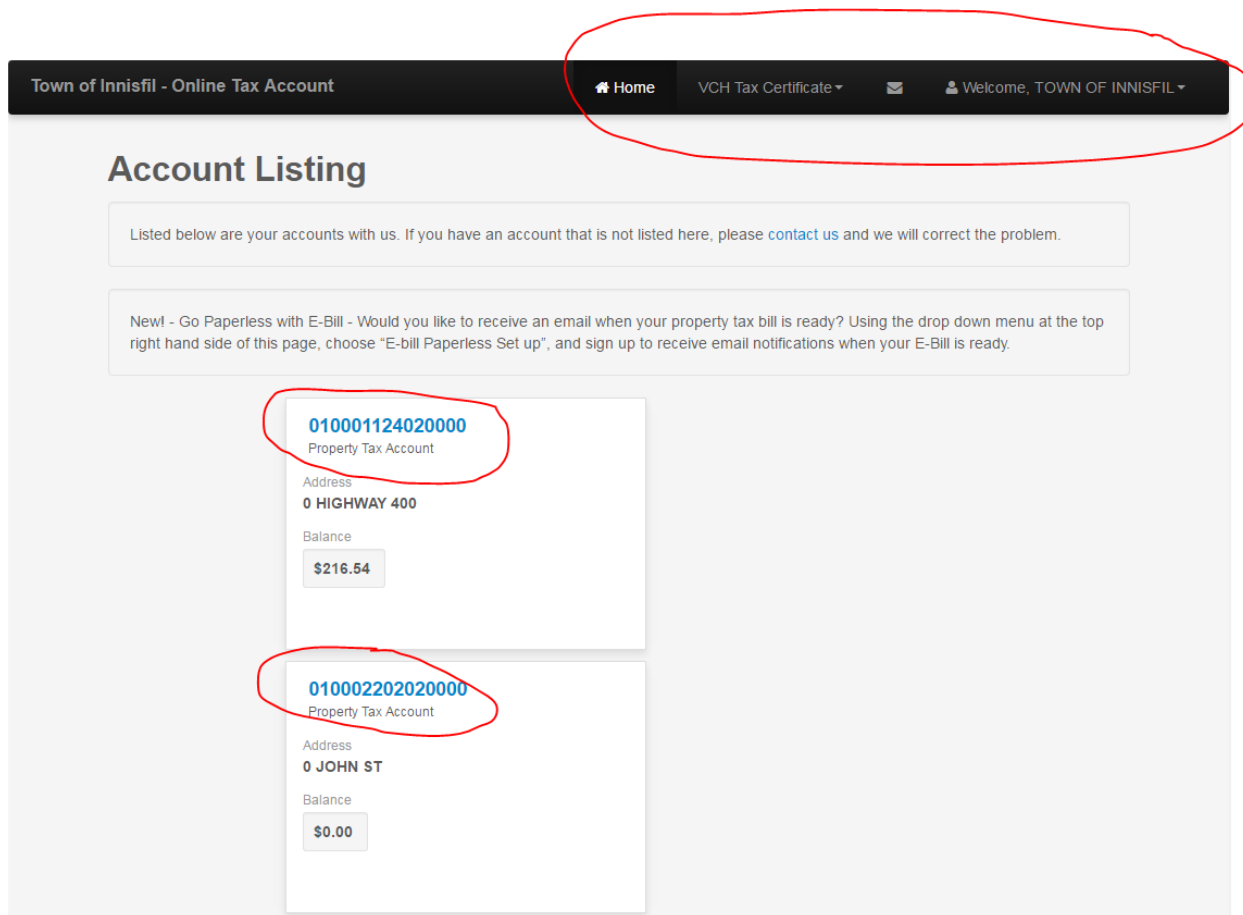
[Forgot your password?](#)

**i** \*\*\* Please note: User names and passwords are case sensitive. \*\*\*

Once you have logged in your accounts will be listed.

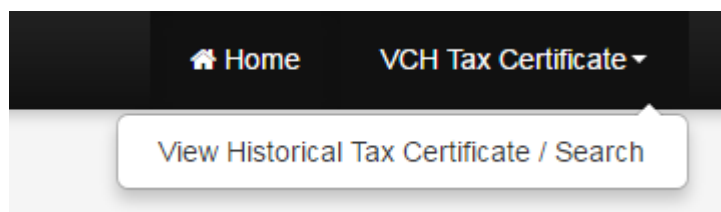
To view your tax bill you can click on the roll number or on the envelope in the top right of the menu.

The menu across the top right of the page gives you different options to navigate the site.



**Home** – this will take you back to the start page (the Account Listing page as above)

**VCH Tax Certificate** – this allows you to view Historical Tax Certificate information and to search by selecting the option from the drop down



Town of Innisfil - Online Tax Account Home VCH Tax Certificate Welcome, TOWN OF INNISFIL

## Historical Tax Certificates

The following is a listing of all your historical tax certificates / searches that we currently have on file to date. Simply click on your file number to review each certificate.

[Tax Certificates](#)

Click on your file number below to review each tax certificate.

Tax Certificates #6823 : 010023008810000

Date	Oct 13, 2011
File Number	No File Number

Page: 1

[Return To Main Menu](#)

When you click on any of the links a new web tab will open and display the Tax Certificate:

**Town of Innisfil**  
2101 Innisfil Beach Road  
Innisfil, ON  
L9S 1A1

**Tax Certificate**

**Roll Number:** 4316-010-023-00881-0000    **Certificate #:** 6,823

**Fee:** \$0.00

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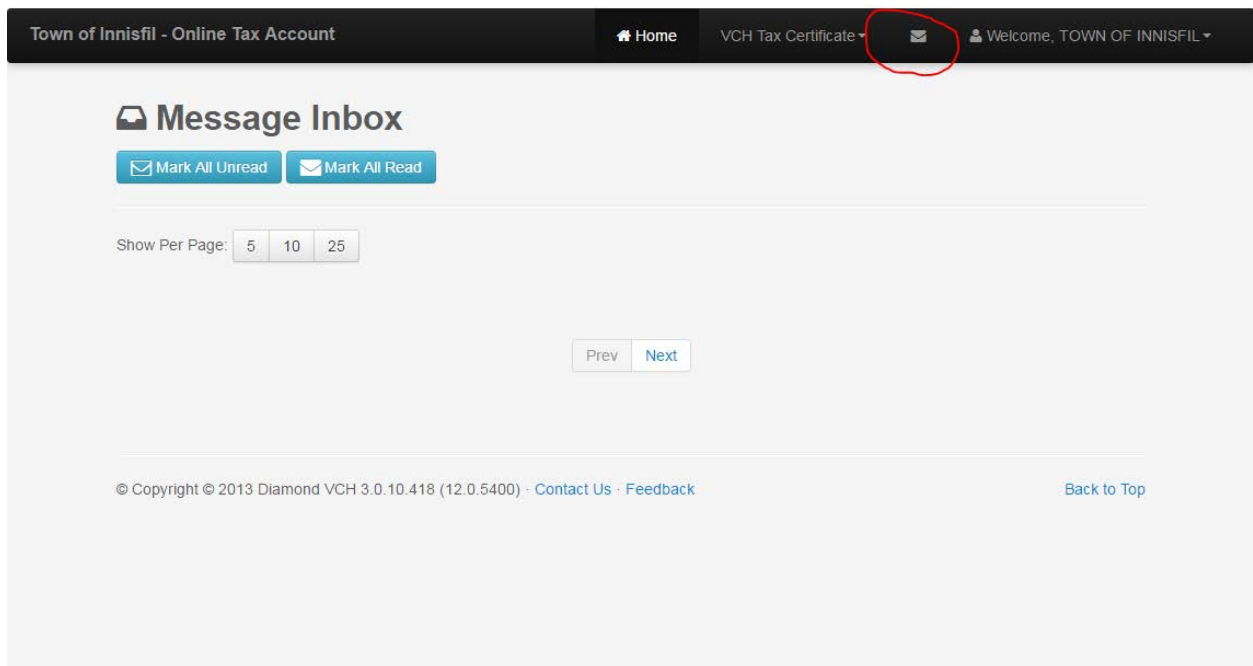
**Requested By**

TOWN OF INNISFIL  
2101 INNISFIL BEACH ROAD  
INNISFIL ON L9S 1A1

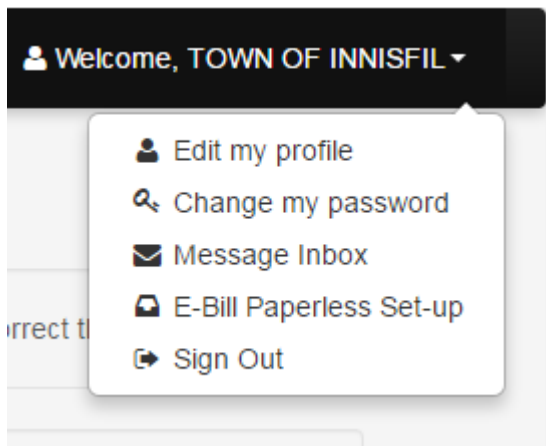
**Statement for tax year**

<u>Taxes Levied To Date</u>	<u>Penalty</u>	<u>Amount Paid and Adjustments</u>	<u>Current Taxes Owing</u>
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When you have a new message you can click on the envelope icon to view the message. An example would be a tax bill waiting to be viewed. In such a case the envelope symbol will appear yellow.



**Welcome, (username)** - you have several options for changing account settings and navigation




**Edit my profile** – this allows you to change the email that you signed up with


## Edit My Profile


Here you can edit your personal information

### Profile Information


Full Name  TOWN OF INNISFIL


Mailing Address  2101 INNISFIL BEACH ROAD


City  INNISFIL

Province  ON


Postal Code  L9S 1A1

Phone Number 1  (000) 000-0000 Ext 0000

Phone Number 2 



Fax Number 

Email Address

Web Address 

Save

**Change my password** – allows you to change the sign in password for the account

Town of Innisfil - Online Tax Account [Home](#) VCH Tax Certificate  Welcome, TOWN OF INNISFIL 

## Change Your Password

You can change your password here. Simply key in your old password, followed by your new password twice (the second time for confirmation).

Old Password

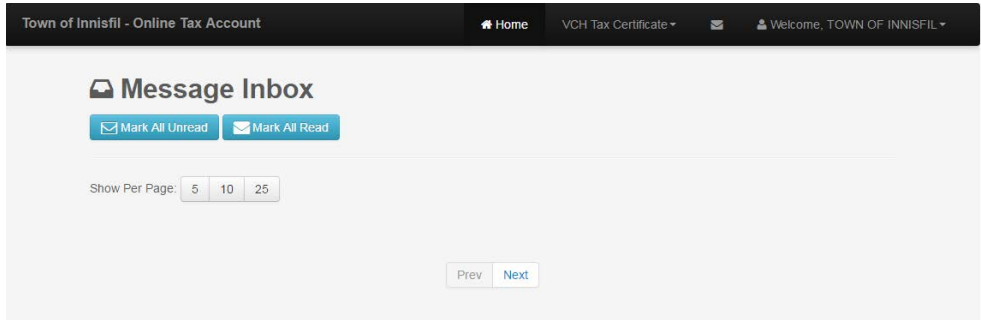
New Password

Confirm New Password

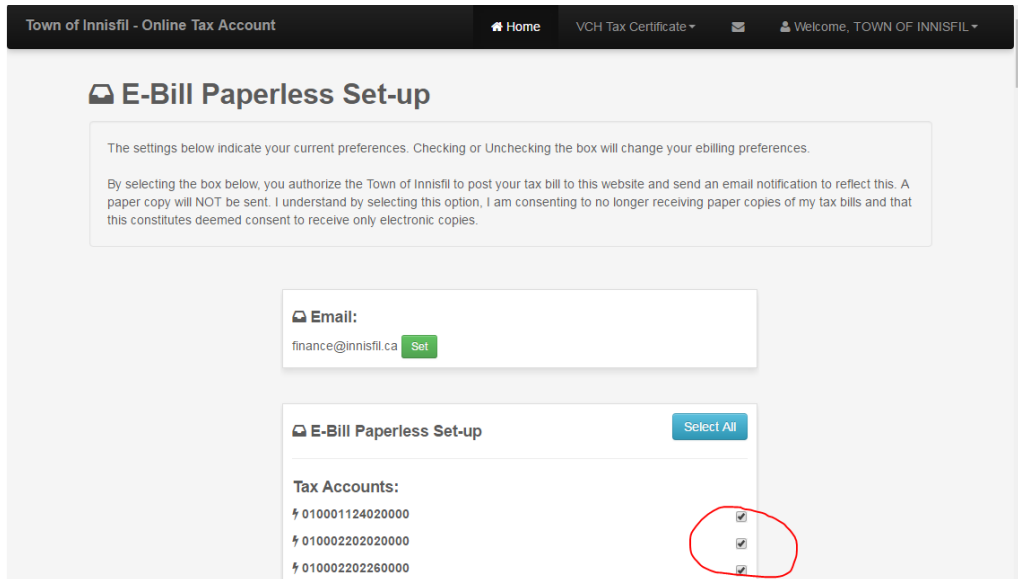
Change



**Message Inbox** – takes you to view any new messages (this is the same as when you click on the envelope icon as described above)



**E-Bill Paperless Set-up** – this is where you will go to set up the option to get you tax bills online instead of having a paper copy sent to you. This is done by checking off the box to the right of the account.



When a tax bill is ready for online viewing, you will be notified through email sent from [finance@innisfil.ca](mailto:finance@innisfil.ca). You can then log into your account to see it.

