HOW TO LINK YOUR ACCOUNT

- 1. FROM THE HOME PAGE, CLICK LOGIN
- 2. ENTER YOUR USER NAME
- 3. ENTER YOUR PASSWORD
- 4. CLICK LOGIN. YOU ARE NOW LOGGED IN
- 5. CLICK ON YOUR USER NAME AT THE TOP RIGHT
- 6. UNDER ACCOUNT MANAGEMENT SELECT ACCOUNT TYPE
- 7. IN THIS EXAMPLE, WE WILL LINK PROPERTY TAX

YOU ARE HERE: Activity Feed		
Select Account Type Add New Account		
Select Account Type		
PA-Payroll		
PT-Property Taxes		
UB-Utility Billing		



- 8. THEN CLICK ON ADD NEW ACCOUNT
- 9. ENTER THE JURISDICTION NUMBER IN THE DROP DOWN BOX (THE FIRST 3 DIGITS OF THE ROLL NUMBER). ON THE NEXT LINE ENTER YOUR ROLL NUMBER. THE ROLL NUMBERS CAN BE FOUND ON YOUR PROPERTY TAX STATEMENT. IGNORE THE FIRST 3 DIGITS (JURISDICTION NUMBER) LEAVING A ROLL NUMBER OF # # # # # # # # # # # 0000

ACCOUNT MANAGEMENT		
PT-Property Taxes 🔻	Add New Account	
Add PT Account		
Jurisdiction:	010-CITY OF BELLEVILLE	
Roll:	010-CITY OF BELLEVILLE	
	020-CITY OF BELLEVILLE	
Access Code / Pin:	030-CITY OF BELLEVILLE	
	040-CITY OF BELLEVILLE	
	050-CITY OF BELLEVILLE	
Cancel Save	060-CITY OF BELLEVILLE	
	070-CITY OF BELLEVILLE	
	080-CITY OF BELLEVILLE	
	100-CITY OF BELLEVILLE (PREVIOUSLY THURLOW)	
Accounts	200-CITY OF BELLEVILLE (PREV ANNEX WEST)	
Accounts		

- 10. ENTER YOUR ACCESS CODE ALSO CALLED PIN (6 DIGITS). THIS CAN BE FOUND ON YOUR PROPERTY TAX STATEMENT AS WELL.
- 11. CLICK SAVE
- 12. YOU HAVE SUCCESSFULLY LINKED YOUR PROPERTY TAX ACCOUNT AND ALL SERVICES FOR THIS ACCOUNT ARE NOW AVAILABLE.