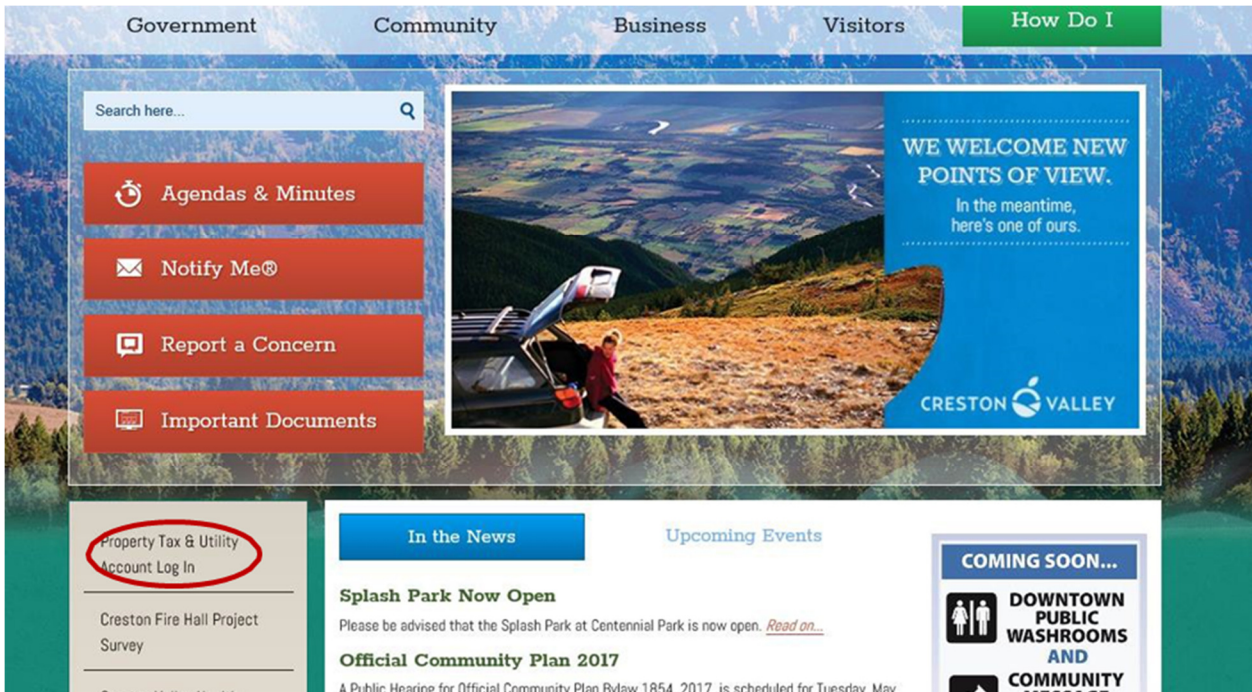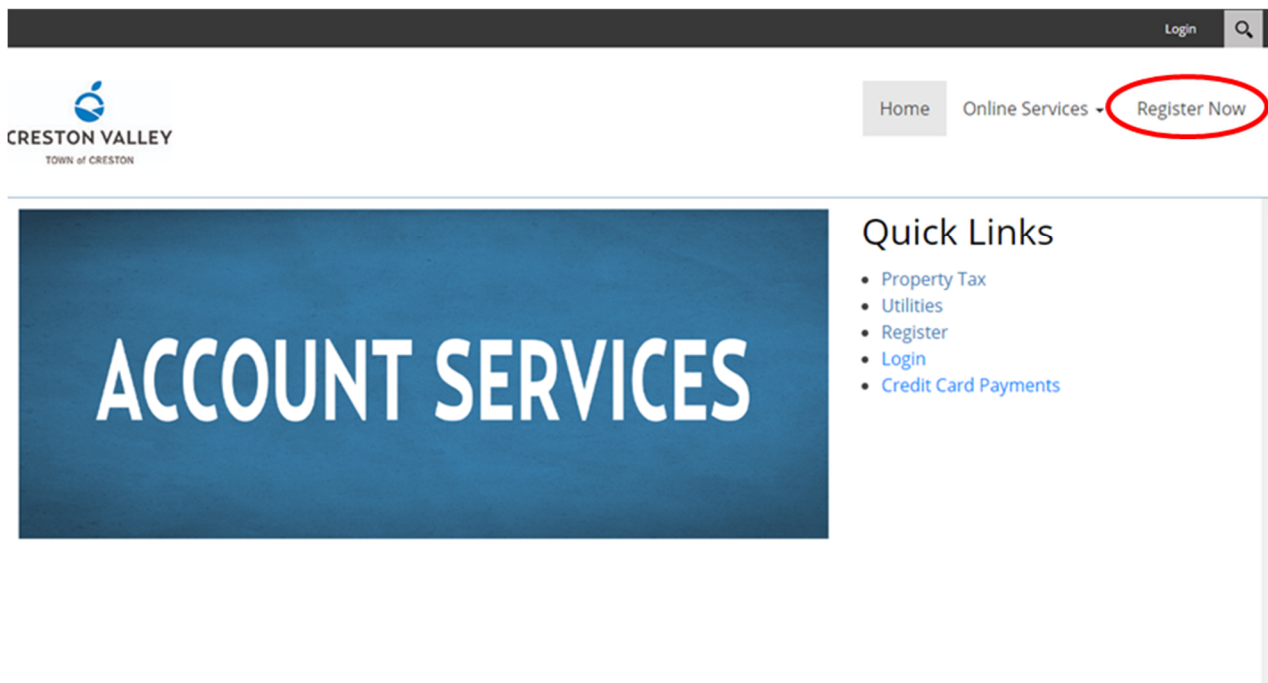# How to Register and Link Accounts

Follow this step by step guide to register and link your Property Tax And Utility Accounts

1. Recommended internet browsers are Firefox and Chrome for best compatibility. Users may experience problems with pop-up windows using Internet Explorer or Edge (windows 10 default).

2. Click on the website www.creston.ca.

4. Click on "Register Now" on the top right hand side of the screen.

5. Select "Show Me How"

6. Select the Account Type you are trying to add eg "PT–Property Taxes"

7. Enter the Roll number from your **Property Taxes.** Use a decimal '.' to separate the last three digits. Using the below sample: 00012.345 Access Code/ Pin: 12345. Click on Continue

Property Tax:

The roll number and access code can be located on your property tax notice as follows:

PROPERTY TAX NOTICE

TOWN OF CRESTON
BOX 1339, 238-10th AVENUE NORTH
CRESTON, B.C., V0B 1G0
Phone: 250-428-2214 Fax: 250-428-9164
Email: info@creston.ca

Jurisdiction:	413			Roll:	00012.345
Civic Address:	2468 ANYWHERE AVE				
Legal Desc:	Plan:	NEP00000	3	Block:	
	DL#:	891	PID:	000-000-000	

Mortgage Code:
Mortgage Name:

Access Code: 12345

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8. Enter a Username you will remember (Recommendation: Firstname.Lastname)
9. Enter your Email address
10. Click "Send Verification Email"

CRESTON VALLEY
TOWN of CRESTON

No Results Found

Home   Online Services ▾   Register Now

Login

Get Connected with Us - Link & Register

What type of Account are you trying to add?

PT-Property Taxes ▾

Add PT Account

Enter your folio (excluding 413) & PIN

Jurisdiction:	413-Town of Creston
Roll:	00012.345
Access Code / Pin:	12345

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

User Name:	A.Test	
Email Address:	ATest51@town.com	Send Verification Email
Verification Code:		
Password:		
Confirm Password:		

Back   Save

11. Once you click the "Send Verification Email" button, you will have 15 minutes to use the verification code to verify your email.

12. Check your email for the verification code.

13. Enter verification code on Creston.ca.

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

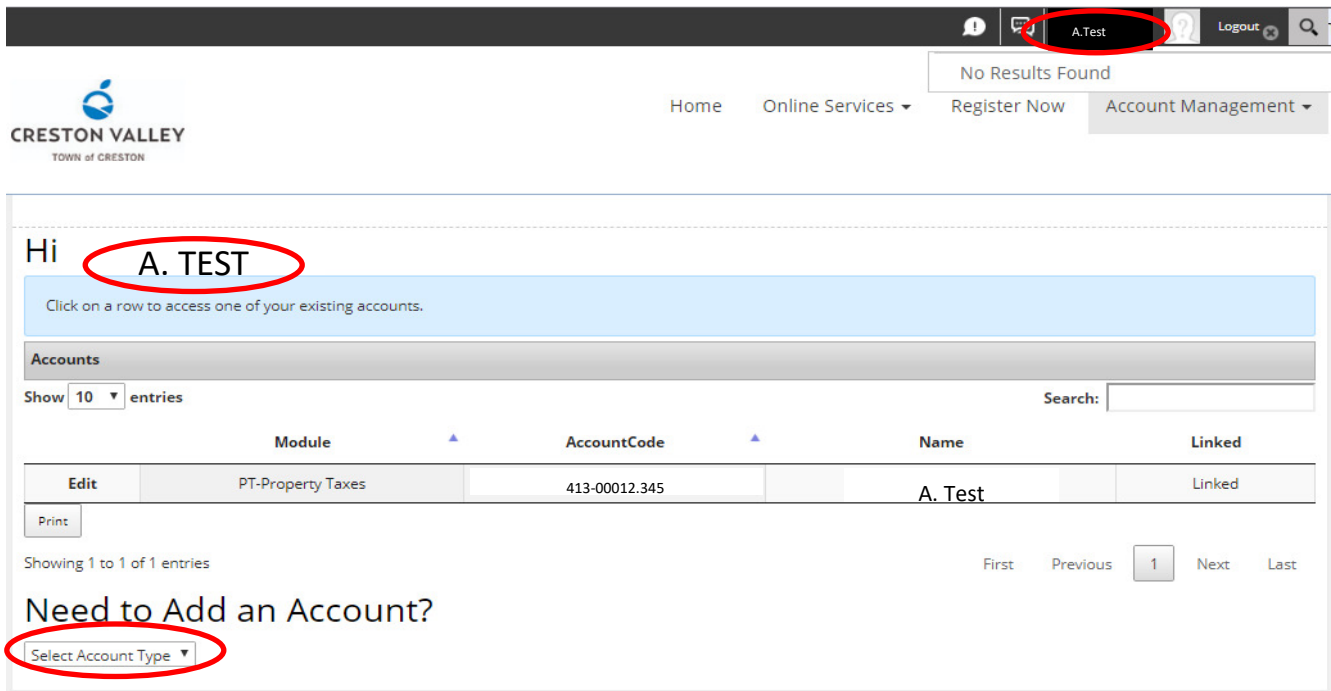|	
User Name:	A.Test
Email Address:	ATest51@town.com
Verification Code:	123456
Password:	....
Confirm Password:	....

Send Verification Email

Verification code has been sent to **ATest51@town.com**   This code will be active for 15 minutes.

Back   **Save**

NoReply-Creston
Email Verification code

To verify your email address and complete your iCity Online account creation, please use the below code into your iCity Online webpage and continue your registration. Verification Code: 123456

14. Create a password with at least 8 characters including one number and 1 special character.

15. Confirm password by entering chosen password again.

16. The next screen will have the heading "ACCOUNT MANAGEMENT". Your name will appear in the top right corner as well as the main page. There will be a heading "Need to Add an Account?" with a drop-down arrow below.

- Click on the drop-down arrow.

- Click on "UB-Utility Billing".

- The account number and access code are different from the Property tax notice and can be found on the annual Utility Invoice as shown on the next page.

A.Test   Logout

No Results Found

Home   Online Services ▾   Register Now   Account Management ▾

CRESTON VALLEY
TOWN of CRESTON

Hi   A. TEST

Click on a row to access one of your existing accounts.

Accounts

Show 10 ▾ entries   Search:

	Module	AccountCode	Name	Linked
Edit	PT-Property Taxes	413-00012.345	A. Test	Linked

Print

Showing 1 to 1 of 1 entries   First   Previous   1   Next   Last

Need to Add an Account?

Select Account Type ▾

•You will then be asked to fill in your "Roll/Account number" **including the 413** and "Access Code / PIN" Enter all of the numbers using the tab key to move to the next box.

Accounts				
Show 10 ⌄ entries			Search:	Print
	Module ▲	AccountCode ▲	Name	Linked
Edit	PT-Property Taxes	413-00226.010	HELEN E PLACSKO	Linked
Showing 1 to 1 of 1 entries				First Previous 1 Next Last

Need to Add an Account?

UB-Utility Billing ⌄

Add UB Account

Account Number: 413 00012   345

Access Code / Pin: | 54321

Cancel   Save

ViewProfile

Test Customer

TOWN OF CRESTON
PO BOX 1339
CRESTON BC V0B 1G0
Phone: (250) 428-2214
Fax: (250) 428-9164

413-00012.345

ANNUAL Utilities Invoice

Account #:   413-00012.345
Service Address   2468 Anywhere Avenue

Billing Date: 11-Jan-2017   Bill From: 01-Jan-2017
Batch #: 2017011101   Bill To: 31-Dec-2017

U B 4 1 3 0 0 0 0 7 5 7 9 7 0

Make Cheque Payable to
TOWN OF CRESTON

Enter Amount Enclosed

TEST A

2468 ANYWHERE AVENUE

CRESTON, BC V0B 1G0

Account Balance $ 609.00
Discount By 31-Jan-2017 $ 18.27
Amount Due $ 590.73

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #:   413-00012.345
Service Address: 2468 Anywhere Avenue

Billing Date: 11-Jan-2017 Bill From: 01-Jan-2017
Batch #: 2017011101   Bill To: 31-Dec-2017

Account Details From: 11-Jan-2017   **Access Code:** 54321

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

A. Test 🔍

CRESTON VALLEY
TOWN of CRESTON

Home   Online Services ▾   Register Now

Property Tax

Water, Sewer & Garbage

You are now successfully set up and can view your accounts as per the examples provided below.

Property Tax

Account Name   413.00012.345

| Search | **My Property Info** | Bill Summary | Transactions |

Property Information

Jur Number   : 413
Folio Number : 00012.345
Property ID   : 987-654-321
Address   : 2468 Anywhere Avenue
Postal Code   :

Property Description

| LOT | 1 |

Water, Sewer & Garbage

Account Number   413
Roll Number
Property Address   00012 345
Last Bill Due Date : Dec 31, :
Balance Owing   : $0.00
Available Discount : $0.00
Net Balance Owing   : $0.00

| **My Account Info** | Billing Summary | Transactions |

Click on a row to see meter reading information on a service.

Show 10 entries   Search: [   ] Print

Service Code	Description	Start Date	End Date	Meter Number	Meter Reading	Status
A01	RESIDENTIAL WATER	01/01/1998			0	ACTIVE

If you have and questions please don't hesitate to contact us.

250-428-2214 or by email: info@creston.ca