Township *of*
SOUTH STORMONT

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Process to set up a user and access account information online.

Upon a property owner contacting the Township to access their account information online, the following document is to be completed and forwarded to the property owner.

1) Set up a user account

i) From Township website (southstormont.ca) select "Online" (upper right hand corner), "View Property Account" (left side)
ii) In upper right hand corner, select "Register" to create a new user.
iii) Complete all credentials as requested. In future, your user name and password will be required to login. The password must be at least 7 characters.

2) Link Property Tax to your user name.
i) Click on the "Profile Avatar" icon to the left of the "Logout" icon in the upper right hand corner.
ii) Under Account Management "Select Account Type" choose "PT-Property Taxes" and click "Add New Account"
iii) Under "Jurisdiction" please select:
☐ 001-Former Cornwall Township
☐ 006-Former Osnabruck Township

iv) Under "Roll" please enter the following:

__ __ __ __ __ __ __ __ .0000

Please remember to enter ".0000" at the end of your roll number
v) Your Access Code / Pin is

_____
The Access Code / Pin is case/character sensitive and unique to each property and will not be required once your account is linked to your user.
vi) Click "Save". You should receive the following message "Your account was successfully saved". Should you receive a message stating "Please enter a valid account number and access PIN", please contact our office for assistance.

3) Link Utility (water/sewer) Accounts to your user name.

i)   In the Account Management screen select "UB-Utility Billing" and click "Add New Account"

ii)   Your Account Number is:

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iii)   Your Access Code / Pin is

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The Access Code / Pin is case/character sensitive and unique to each account and will not be required once your account is linked to your user.

vii)   Click "Save". You should receive the following message "Your account was successfully saved". Should you receive a message stating "Please enter a valid account number and access PIN", please contact our office for assistance.

4) Link Accounts Receivable accounts to your user name.

i)   In the Account Management screen select "AR-Accounts Receivable" and click "Add New Account"

ii)   Your Account Number is:

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iii)   Your Access Code / Pin is

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The Access Code / Pin is case/character sensitive and unique to each account and will not be required once your account is linked to your user.

viii)   Click "Save". You should receive the following message "Your account was successfully saved". Should you receive a message stating "Please enter a valid account number and access PIN", please contact our office for assistance.

5) Other

i)   Once your accounts are linked to your user name you will have access to your data upon logging in.

ii)   Should you have more than one property tax or utility account, you may link them all to the same user. Please note each account should have a separate Access Code/Pin.