

# STEP-BY-STEP GUIDE TO RECEIVING YOUR UTILITY AND PROPERTY TAX BILLS ELECTRONICALLY

1. Make sure you have a copy of the utility and/or tax bill(s) you want to register. You will also need the last four digits of your Social Insurance Number.
2. Visit the Ignace Township website at: [www.ignace.ca](http://www.ignace.ca) and click on EBILLS on the title bar.



3. Click on Register (a) and fill out the registration form (b) – **CLICK** Continue.

a)

**New to Township of Ignace, ON eCommerce?**

If you want to sign in, you'll need to register first.  
Registration is **fast & easy!**

b)

**Registration: Enter Information**  
All of the fields are REQUIRED.

Your email address will be used to log in to the web site.

**Email address**

**Re-enter email address**

**Your First Name and Last Name**

or

**Your Business Name**

**Password**  
(must be at least 8 characters long, and contain 3 of the following: lowercase letter, UPPERCASE letter, numeral, symbol)

**Re-enter password**

**Security Question**  
-- Choose a secret question! --

**Your Answer**

You will be asked for the answer to your security question if you forget your password.

To ensure that all our emails get to your inbox, add us to your whitelist.

A pop-up notice c) will advise of successful registration and advise that an email will be sent to you to continue with verification/registration.

c)

**Township of Ignace, ON  
eCommerce - Registration**

Your registration was successful and a verification message has been sent to your email address. Once you have received the message, follow the instruction to verify your information and your account will be ready to use. *If you haven't received the message within an hour then log in and you will be given the opportunity to have the system resend the verification message.*

Your verification message, and all other emails from this web site, will come from EBill2925@JUSTInter.net. Please add this email address to your address book so that messages sent from it will not be blocked by any spam blocking software that you are using.

4. Once you have received the “VERIFICATION” email, click the link and follow the instructions (you will need the verification code provided in the email). **CLICK** Verify.

Email Address: johnsmith@outlook.com  
Password: \*\*\*\*\*  
Verification Code: 2925-658706  
Verify Account Resend Verification  
To ensure that all our emails get to your inbox, add us to your whitelist.

5. **CLICK** - Add an Account (the account/PIN number required is described below for Utility/Property Tax Accounts).

Add an Account  
Update Profile Log Out

**Utility Bills:** The account number is a set of digits beginning with 6001 and the **PIN** number is located under the Township’s address on the top left of the invoice.

IGNACE ON P0T 1T0

The Township of Ignace  
P.O. Box 248  
34 Highway 17 West  
Ignace, ON P0T 1T0

Account Number  
6001000001156000001

62454

**Property Tax Bills:** The account number is also a set of digits beginning with 6001 and is found on the top center of the invoice and is entered **with the dashes** and the **PIN** number(s) are found on the top right side of the invoice beside each property owner(s)’ name. Only one name and one **PIN** number is required for jointly owned properties.

**TAX BILL**  
2021 Interim  
Billing Date: Mar 3, 2021  
Roll Number  
60-01-000-001-52000-0000  
SHORT ROLL  
00000152000

Legal Description:  
PLAN M625 LOT 141 PCL 32818

Owner(s):

31909-906  
39567-2284

6. Select the type of bill to be added – enter the account number (remember to use the dashes with Property Tax invoices), PIN and Name – **CLICK** Continue.

### Add Account to User Profile

All of the fields are REQUIRED.

Select Bill Type

Account #

PIN #  
  
 Beside each owner name

**Continue**

### Add Account to User Profile

All of the fields are REQUIRED.

Select Bill Type

Account #

PIN #  
  
 Beside each owner name

Your Name on Bill

**Continue**

7. Read the “TERMS & CONDITIONS” and AGREE by inputting the last 4 digits of your Social Insurance Number.

Last 4 digits of SIN:

**I Agree**   **I do not agree**

8. Continue to **ADD** accounts, **UPDATE** your profile, or **LOG OUT**.

### Township of Ignace, ON eCommerce - Account List

**Your Accounts...**

**Property Tax**

Account #	Description	View	Remove
60-01-000-001-52000-0000	Property Tax Bill		
60-01-000-001-52100-0000	Property Tax Bill		

**Utility Billing**

Account #	Description	Balance	View	Remove
6001000001521000001	Utility Bill	\$0.00		

**Add an Account**

**Update Profile**   **Log Out**

\*\*\*NOTE: **EPAYMENTS** are not available on this platform as Credit/Debit Card payments are currently provided on the Township Website by visiting: [www.ignace.ca/residents/home-and-property/bill-payments](http://www.ignace.ca/residents/home-and-property/bill-payments)