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 and click on EBILLS on the title bar.



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

	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
New to Township of Ignace, ON eCommerce?		Re-enter email address
New to rownship or Ignace, on econimerce:		Your First Name and Last Name
If you want to sign in, you'll need to register first.		or
Registration is fast & easy!		Your Business Name
Register		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.
		Continue 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.

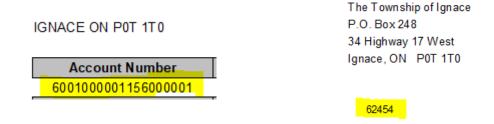
4. Once you have received the "VERIFICATION" email, click the link and follow the instructions (you will need the verification code provided in the email). **CLICK** Verify.



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



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.



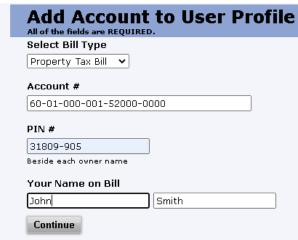
Property Tax Bills: The account number is also a set of digits beginning with 6001 and is found on the top center of the invoice and is entered <u>with the dashes</u> and the **PIN** number(s) are found on the top right side of the invoice beside each property owner(s)' name. Only one name and one **PIN**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





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.





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



Continue to ADD
 accounts, UPDATE
 your profile, or 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