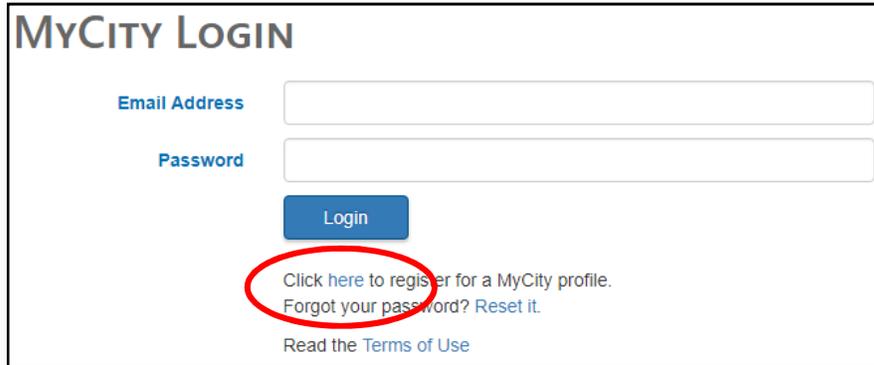


To Create a New MyCity Account and Link it to a Maple Ridge Account

1. Go to mycity.mapleridge.ca



MYCITY LOGIN

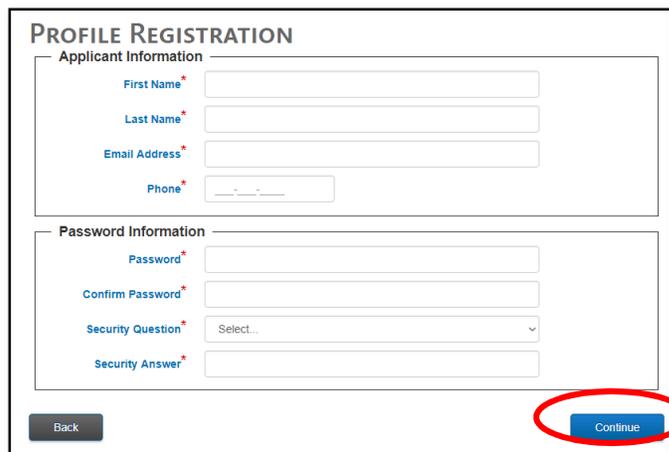
Email Address

Password

Login

Click [here](#) to register for a MyCity profile.
Forgot your password? [Reset it.](#)
Read the [Terms of Use](#)

2. Click 'here'



PROFILE REGISTRATION

Applicant Information

First Name*

Last Name*

Email Address*

Phone*

Password Information

Password*

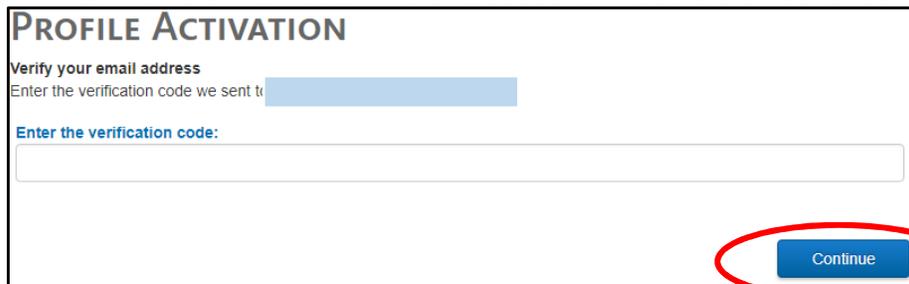
Confirm Password*

Security Question*

Security Answer*

Back Continue

3. Enter in all the information in the fields as shown above click 'Continue'



PROFILE ACTIVATION

Verify your email address

Enter the verification code we sent to

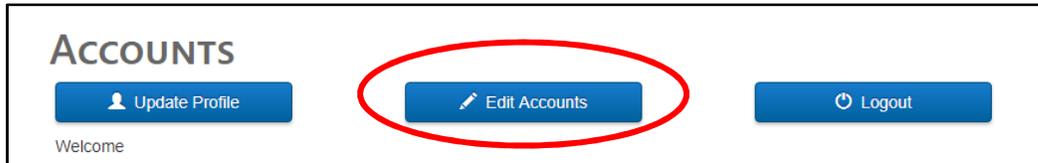
Enter the verification code:

Continue

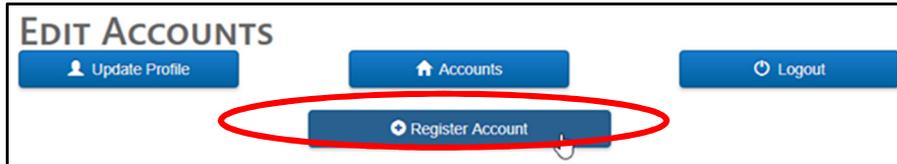
To get the verification code, go into your email and copy/paste the code sent to you.

- If you do not see the confirmation email, please check your junk folder and whitelist us, or add us to your list of trusted senders.

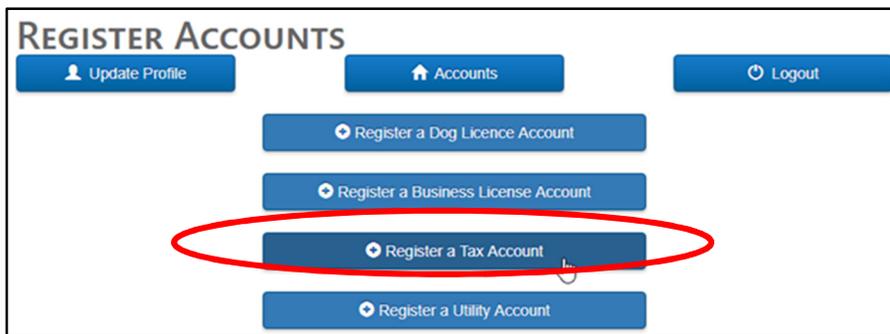
4. Enter the verification code and click 'Continue'



5. Click 'Edit Accounts'



6. Click '+ Register Account'



7. You'll have a few choices of which account you'd like to register. For property taxes, click '+Register a Tax Account'

REGISTER A TAX ACCOUNT

Update Profile Accounts Logout

Tax Folio*

Access Code*

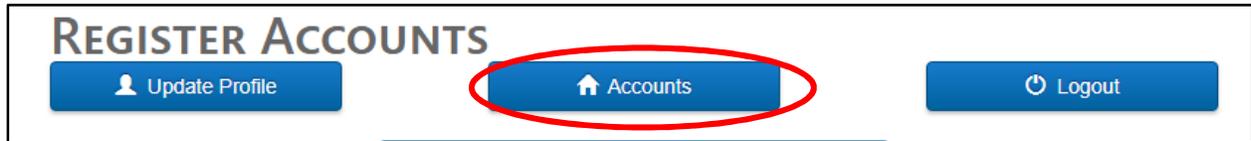
Subscribe for eBilling?* Yes No

Register

Doe, Jane 12345 Street Maple Ridge BC				LEGAL DESCRIPTION			
				TOTAL NET ASSESSED VALUES FOR TAXATION PURPOSES			
				CLASS	GENERAL	SCHOOL	HOSPITAL
				1 - Res			
				PAWS			
FOLO NUMBER	<input type="text"/>	ACCESS	<input type="text"/>	COLUMN A	COLUMN B	COLUMN C	
PROPERTY ADDRESS				NO GRANT	BASIC GRANT	ADDITIONAL GRANT	
PID				RATES			

8. Enter your Tax Folio and Access Code from your Property Tax Notice. For Business Licence, Metered Utility, or Dog Licence accounts, you will need an invoice of those accounts to link them.

- Choose 'Yes' or 'No' to ebilling. **If you click 'Yes', you will receive your all property tax notices and reminders of this account by email, but no mailed paper copy.**
- Please ensure you whitelist the mapleridge.ca domain so that emails from us don't end up in your junk mail – to find out how to do this, please check with your email provider.
- Click '**Register**'



9. Click the '**Accounts**' button to go back. Your property will be listed. Click the description of the property box listed to view the **Tax Account Details**.