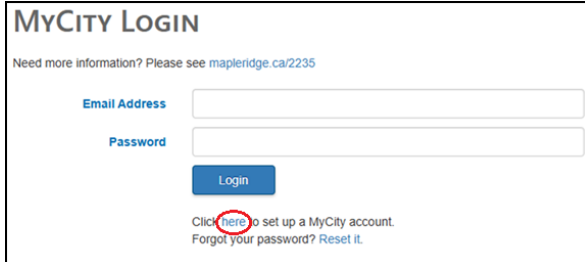


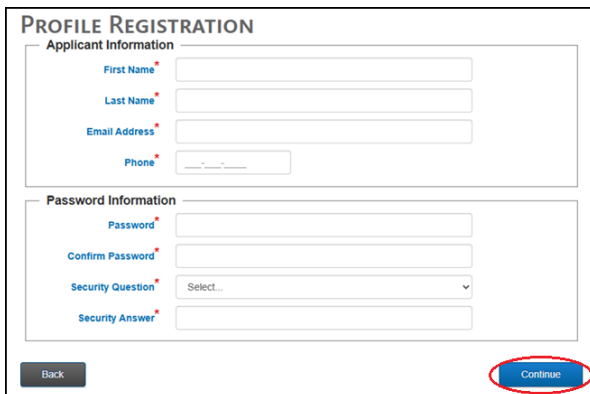
To Create a New MyCity Account and Link it to a Maple Ridge Account

1. Go to mycity.mapleridge.ca
2. Click 'here' as shown below:



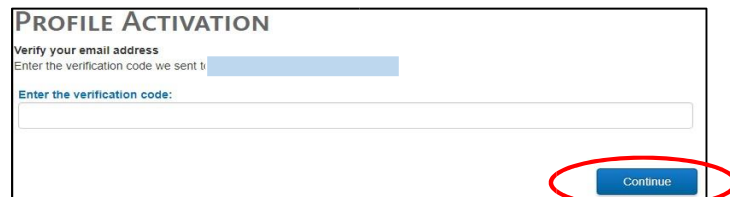
The screenshot shows the 'MYCITY LOGIN' page. It has a header with the title 'MYCITY LOGIN' and a link: 'Need more information? Please see mapleridge.ca/2235'. Below this are two input fields: 'Email Address' and 'Password'. A blue 'Login' button is positioned below the password field. At the bottom, there is a link that says 'Click **here** to set up a MyCity account. Forgot your password? [Reset it.](#)'. The word 'here' is circled in red.

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



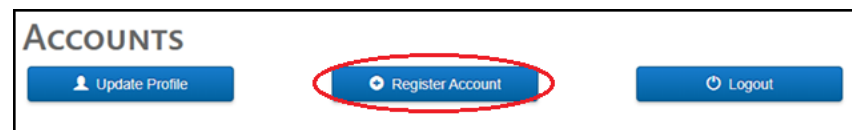
The screenshot shows the 'PROFILE REGISTRATION' page. It is divided into two main sections: 'Applicant Information' and 'Password Information'. The 'Applicant Information' section includes fields for 'First Name', 'Last Name', 'Email Address', and 'Phone'. The 'Password Information' section includes fields for 'Password', 'Confirm Password', 'Security Question' (a dropdown menu), and 'Security Answer'. At the bottom left is a 'Back' button, and at the bottom right is a blue 'Continue' button, which is circled in red.

4. Enter the verification code that was sent to your email and click '**Continue**'. If you did not see the confirmation email, please check your junk folder and whitelist us, or add us to your list of trusted senders.



The screenshot shows the 'PROFILE ACTIVATION' page. It has a header with the title 'PROFILE ACTIVATION' and a sub-header 'Verify your email address'. Below this is a text input field with the placeholder 'Enter the verification code we sent to [redacted]'. Below that is another text input field with the placeholder 'Enter the verification code:'. At the bottom right is a blue 'Continue' button, which is circled in red.

5. After clicking continue, you will be prompted to return to the login page. Return to the login page and login to your account.
6. Click '**Register Account**'



The screenshot shows the 'ACCOUNTS' page. It has a header with the title 'ACCOUNTS'. Below this are three buttons: 'Update Profile' (with a person icon), 'Register Account' (with a plus icon and circled in red), and 'Logout' (with a power icon).

6. Click on the type of account you wish to register

REGISTER ACCOUNTS

Update Profile Accounts Logout

Register a Dog Licence Account

Register a Business License Account

Register a Tax Account

Register a Utility Account

7. For Property Tax account enter your folio number and access code found on your Property Tax Notice. For Business Licence, Metered Utility, or Dog Licence accounts, you will need an invoice from those accounts to link them. Select if you would like to subscribe to ebilling (if you select this option, you will receive your Property Tax notices by email only), then click 'Register'

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

FOLIO NUMBER		ACCESS	LEGAL DESCRIPTION
PROPERTY ADDRESS		RATES	TOTAL NET ASSESSED VALUES FOR TAXATION PURPOSES
PID			CLASSES GENERAL SCHOOL HOSPITAL
			COLUMN A NO GRANT COLUMN B BASIC GRANT COLUMN C ADDITIONAL GRANT

8. 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**.

REGISTER ACCOUNTS

Update Profile Accounts Logout

If any time after your initial registration, you wish to add/delete an account login to your MyCity account and click 'edit accounts' as shown below:

ACCOUNTS

Welcome

Update Profile Edit Accounts Logout