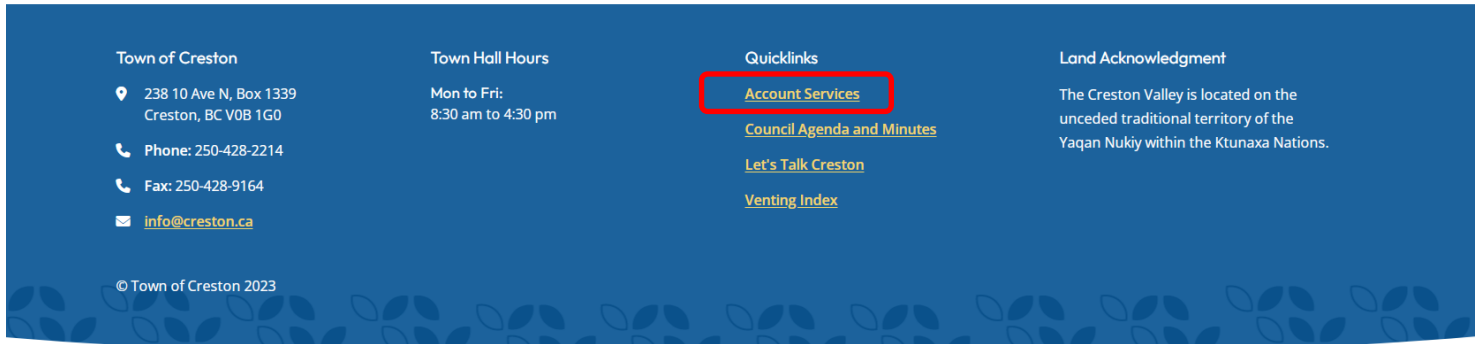


# How to Register and Link Accounts

Follow this step by step guide to register and link your Property Tax And Utility Accounts

1. Recommended internet browsers are Firefox and Chrome for best compatibility. Users may experience problems with pop-up windows using Internet Explorer or Edge (windows 10 default).
2. Access the website [www.creston.ca](http://www.creston.ca).
3. At the bottom of the page on the Quicklinks, select 'Account Services'



4. Click on "Register Now" on the top right hand side of the screen.



5. Select "Show Me How"

CRESTON VALLEY  
TOWN of CRESTON

Home Online Services Register Now

## Get Connected with Us - Link & Register

### Welcome to Online Services

User Name:

Password:

Login

Not Setup for Access on our Site?

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

Show Me How

6. Select the Account Type you are trying to add eg "PT-Property Taxes"

CRESTON VALLEY  
TOWN of CRESTON

Home Online Services Register Now

## Get Connected with Us - Link & Register

### What type of Account are you trying to add?

Select Account Type ▼

Select Account Type

PA-Payroll

PT-Property Taxes

UB-Utility Billing

7. Enter the Roll number from your **Property Taxes**. Use a decimal '.' to separate the last three digits. Using the below sample: 00012.345 Access Code/ Pin: 12345. Click on Continue

Register

### What type of Account are you trying to add?

PT-Property Taxes

Add PT Account

Jurisdiction: 413-Town of Creston

Roll: 00012.345

Access Code / Pin: 12345

Cancel Continue

# Property Tax:

The roll number and access code can be located on your property tax notice as follows:

## PROPERTY TAX NOTICE



**TOWN OF CRESTON**  
BOX 1339, 238-10th AVENUE NORTH  
CRESTON, B.C., V0B 1G0  
Phone: 250-428-2214 Fax: 250-428-9164  
Email: info@creston.ca

<b>Jurisdiction:</b>	413	<b>Roll:</b>	00012.345
<b>Civic Address:</b>	2468 ANYWHERE AVE		
<b>Legal Desc:</b>	<b>Plan:</b> NEP00000	<b>3</b>	<b>Block:</b>
	<b>DL#:</b> 891	<b>PID:</b>	000-000-000

**Mortgage Code:**  
**Mortgage Name:**

**Access Code:** 12345

8. Enter a Username you will remember (Recommendation: Firstname.Lastname)  
*Please use only letters,numbers,periods,dashes and underscores.*
9. Enter your Email address
10. Click "Send Verification Email"

Login

CRESTON VALLEY  
TOWN of CRESTON

No Results Found

Home Online Services Register Now

### Get Connected with Us - Link & Register

What type of Account are you trying to add?

PT-Property Taxes

Add PT Account

Enter your folio (excluding 413) & PIN

<b>Jurisdiction:</b>	413-Town of Creston
<b>Roll:</b>	00012.345
<b>Access Code / Pin:</b>	12345

Just a couple more steps to setup your personal access account for the site.

<b>User Name:</b>	A.Test	Send Verification Email
<b>Email Address:</b>	ATest51@town.com	
<b>Verification Code:</b>		
<b>Password:</b>		
<b>Confirm Password:</b>		

Back

Save

11. Once you click the "Send Verification Email" button, you will have 15 minutes to use the verification code to verify your email.
12. Check your email for the verification code.
13. Enter verification code on Creston.ca.

Just a couple more steps to setup your personal access account for the site.

User Name:

Email Address:

Verification Code:

Password:

Confirm Password:

Verification code has been sent to **ATest51@town.com** This code will be active for 15 minutes.

**Send Verification Email**

NoReply-Creston

**Email Verification code**

To verify your email address and complete your iCity Online account creation, please use the below code into your iCity Online webpage and continue your registration. Verification Code: **123456**

14. Create a password with at least 8 characters including one capital, one number and 1 special character.
15. Confirm password by entering chosen password again.
16. The next screen will have the heading "ACCOUNT MANAGEMENT". Your name will appear in the top right corner as well as the main page. There will be a heading "Need to Add an Account?" with a drop-down arrow below.
  - Click on the drop-down arrow.
  - Click on "UB-Utility Billing".
  - The account number and access code are different from the Property tax notice and can be found on the annual Utility Invoice as shown on the next page.

A.Test
Logout

[Home](#)
[Online Services](#)
[Register Now](#)
[Account Management](#)

Hi **A. TEST**

Click on a row to access one of your existing accounts.

Accounts			
Module	AccountCode	Name	Linked
PT-Property Taxes	413-00012.345	A. Test	Linked

Showing 1 to 1 of 1 entries

**Need to Add an Account?**

Select Account Type

- You will then be asked to fill in your “Roll/Account number” **including the 413** and “Access Code / PIN” Enter all of the numbers using the tab key to move to the next box.

Accounts

Show 10 entries Search: Print

	Module	AccountCode	Name	Linked
Edit	PT-Property Taxes	413-00226.010	HELEN E PLACSKO	Linked

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Need to Add an Account?

UB-Utility Billing

Add UB Account

Account Number: 413 00012 345

Access Code / Pin: 54321

Cancel Save

ViewProfile

Test Customer

**TOWN OF CRESTON**  
**PO BOX 1339**  
**CRESTON BC V0B 1G0**  
 Phone: (250) 428-2214  
 Fax: (250) 428-9164

**ANNUAL Utilities Invoice**

Account #: 413-00012.345  
 Service Address: 2468 Anywhere Avenue

Billing Date: 11-Jan-2017 Bill From: 01-Jan-2017  
 Batch #: 2017011101 Bill To: 31-Dec-2017

Make Cheque Payable to  
**TOWN OF CRESTON**

Enter Amount Enclosed

TEST A  
 2468 ANYWHERE AVENUE  
 CRESTON, BC V0B 1G0

Account Balance \$ 609.00  
 Discount By 31-Jan-2017 \$ 18.27  
 Amount Due \$ 590.73

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 413-00012.345  
 Service Address: 2468 Anywhere Avenue

Billing Date: 11-Jan-2017 Bill From: 01-Jan-2017  
 Batch #: 2017011101 Bill To: 31-Dec-2017

Account Details From: 11-Jan-2017

Access Code: 54321

Once the account has been linked, click on the “Online Services” button on the top of the page and select “Property Tax”.

CRESTON VALLEY  
TOWN OF CRESTON

Home Online Services Register Now

Property Tax

Water, Sewer & Garbage

You are now successfully set up and can view your accounts as per the examples provided below.

# Property Tax

Account Name 413.00012.345

Search

**My Property Info**

Bill Summary

Transactions

**Property Information**

Jur Number : 413

Folio Number : 00012.345

Property ID : 987-654-321

Address : 2468 Anywhere Avenue

Postal Code :

**Property Description**

LOT	1
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Water, Sewer & Garbage

Account Number 413

Roll Number 00012 345

Property Address : Dec 31,

Last Bill Due Date : \$0.00

Balance Owing : \$0.00

Available Discount : \$0.00

Net Balance Owing : \$0.00

**My Account Info**

Billing Summary

Transactions

Click on a row to see meter reading information on a service.

Show 10 entries

Search:

Print

Service Code	Description	Start Date	End Date	Meter Number	Meter Reading	Status
A01	RESIDENTIAL WATER	01/01/1998			0	ACTIVE

If you have and questions please don't hesitate to contact us.

250-428-2214 or by email: [info@creston.ca](mailto:info@creston.ca)