How to Set Up Your Online Property Tax Portal

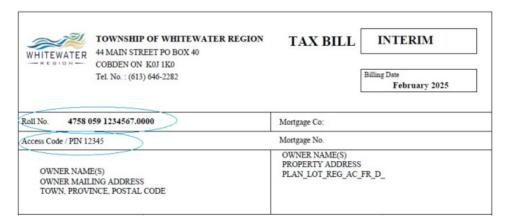
The Township of Whitewater Region has launched an online portal for property tax accounts, allowing residents to access their tax information digitally.

Important Note: By setting up your online account, you are opting out of receiving a green paper tax bill in the mail. All future property tax notices and statements will be available electronically through the portal.

Step 1: Locate Your Roll Number and Access PIN

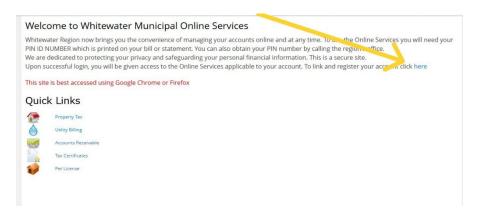
Before you begin, find your most recent property tax bill. You will need:

- Roll Number This is a unique identifier for your property, found on your tax bill.
- Access Code / PIN A secure PIN provided on your tax bill to verify your identity.



Step 2: Visit the Online Portal

- Go to the official Township of Whitewater Region online portal at: https://ico.whitewaterregion.ca/
- 2. Click on the blue **"here"** button located in the Welcome paragraph on the right-hand side.

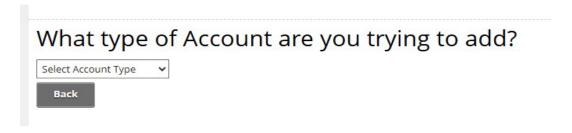


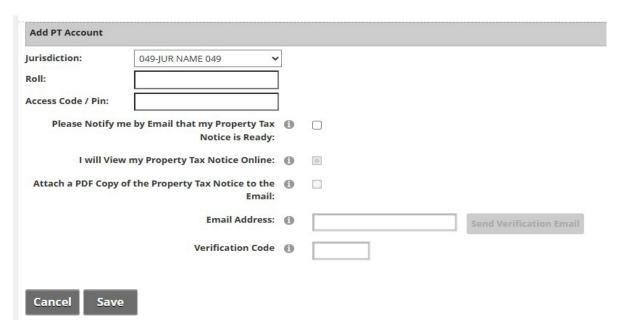
Step 3: Register for an Account

1. Select the "Show Me How"



2. Using the drop-down menu select Property tax





3. Using the drop-down menu beside **Jurisdiction** enter the first three digits of your roll number **AFTER** the 4758. Example: 4758 **059**

- 4. Enter your **Roll Number** exactly as it appears on your tax bill after the jurisdiction numbers. Example: 1234567.0000
- 5. Enter your **Access Code / PIN** to verify your property ownership.
- 6. Select how you wish to receive your online bills. If you select Attach a PDF you can still view your bill in the portal.
- 7. Provide an email address for account notifications and select "send Verification Email" Note: emails may be hiding in your junk mailbox.
- 8. Check your email inbox for a verification code.
- 9. Enter the verification code in the **Verification Code** box
- 10. Select "Save"
- 11. Follow the on-screen prompts to create a username and password. Another verification code must be sent. No spaces can be in the username only letters, numbers, periods, dashes or underscores. It will not accept an email address as a username. The password must contain 8 characters including at least 1 special character.