



## Steps to Register/Link an Account

1. Now that you have selected Register/Link an Account you are now ready to register.
2. Let's begin the registration process.

You should see the image below.

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**

3. Select PT- Property Taxes from the drop-down list as seen below.

What Type of Account are you trying to add?

Select Account Type (from drop down list)

4. Referring to your property tax bill, complete the following fields:
  - Jurisdiction: "000"
  - Roll Number: enter the next 12 digits, include all zeros ensuring that the period is included in the roll number i.e. 001 12345.000
  - Access Code/PIN: will be included on your 2026 Interim Tax Bill or e-mail [info@blindriver.ca](mailto:info@blindriver.ca)

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**Refer to example below:**

What Type of Account are you trying to add?

Jurisdiction: 000

Roll No. 001 12345.0000

Access Code/PIN: (enter your PIN)

Please notify me by e-mail that my Property Tax Notice is Ready ☒

I will view my Property Tax Notice Online ☒

Attach a PDF Copy of the Property Tax Notice to the e-mail ☒

E-mail Address:  Send Verification E-mail

Verification Code:

**Cancel Save**

5. To set your e-billing preferences, complete the following fields as noted above. "Please notify me by e-mail that my Property Tax Notice is Ready": **Select this check box to enable electronic property tax notices.**

"I will View by Property Tax Notice Online": This is the default option for email delivery. If you select this option, you receive a bill notification e-mail only OR

"Attach a PDF Copy of the Property Tax Notice to the E-mail": If you select this option, you receive an e-mail with a PDF copy of the tax notice attached.

6. "E-mail Address": Enter the e-mail address you want e-mail notifications sent to.
7. Select "Send Verification E-mail". A 6-digit code will be sent to you by e-mail at the address you specified. Be sure to check your e-mail junk folder as the e-mail may go there.
8. Enter the verification code in the Verification Code Field. Note: The code is active for 15 minutes. If it expires, select Send Verification e-mail again for a new code. You can only request a code once per minute.
9. Select Save

To create your login credentials, complete the User Name (user names cannot contain spaces), E-mail Address (**verify your email again**), enter the new verification code, Password (password must be a minimum of seven (7) characters, containing an upper and lower case letter, number and special character, and Confirm Password fields.

**NOTE:**

If a roll has multiple owners, each owner can complete this process to create their own credentials with their own e-mail. However, the tax notice is always issued in the main owner's name to maintain consistency through electronic tax notices.