



How to Set Up Your Online Portal Account

Follow the steps below to register for your online property tax portal.

Step 1: Visit the Online Portal

Go to:

<https://icityonline.aspgov.com/ezt/live/>

Step 2: Start the Registration Process

In the top right corner of the homepage, select **“Link and Register.”**



Step 3: Access the Instructions

Click **“Show Me How.”**

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

Step 4: Gather Required Information

You will need:

- **Roll Number** (found on the tax bill, top left corner)
- **PIN/Access Code** (found on the tax bill, below the roll number)
PIN/Access Code is new as of the 2026 interim & final tax bills

Step 5: Confirm Your Jurisdiction and Roll Number

Select your **Jurisdiction** from the dropdown menu. This is the second set of three digits following “3238” on your tax bill:

- **010 – Hickson, Innerkip & Rural**
- **011 – HWY 2 Woodstock**
- **020 – Tavistock**

Enter the **last 12 digits** of your Roll Number exactly as shown on your property tax bill.

Include the period and the final four zeros (e.g., **45678910.0000**).

 Township of East Zorra-Tavistock 89 Loveys St Box 100 Hickson ON N0J 1L0 Tel. No. : (519) 462-2697		TAX BILL	INTERIM 2026
		Billing Date Feb 03, 2026	
Roll No.	3238 010 45678910.0000	Mortgage Co:	
Access Code / PIN	123456	Mortgage No.	
Ezt Resident		Ezt Resident	

Add PT Account

Your pin access number is on your tax bill

Jurisdiction:	010-HICKSON, INNERKIP & RURAL
Roll:	45678910.0000
Access Code / Pin:	123456

Please Notify me by Email 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 Email: ☐

Email Address: **Send Verification Email**

Verification Code:

Enter your email address for notifications.

A verification email will be sent to you—enter the verification code in the space provided.

Select **“Save”**.

Step 6: Enter **Roll number** (e.g., 45678910.0000) and **Access code/Pin**.

Step 7: Choose Your eBilling Preferences

Select how you would like to receive your property tax notices:

- **Please notify me by email that my Property Tax Notice is Ready:**

Check this box to enable electronic tax bills – **you will no longer receive a paper copy in the mail.**

Then choose one of the following delivery options:

- **I will view my Property Tax Notice Online**
You will receive an email notification only (default option).
- **Attach a PDF Copy of the Property Tax Notice to the Email You**
will receive a notification email with a PDF copy attached.

Enter your email address for notifications.

A verification email will be sent to you—enter the verification code in the space provided.

Select **“Save”**.

Step 8: Create Your Login Credentials

Complete the following fields:

- **User Name** (We suggest using your email address to remember)
- **Email Address**
- **Password**
- **Confirm Password**

Select **“Save.”**

You will receive a confirmation email and verification code. After setup, you will receive an email notification whenever a new property tax notice is generated and available online.

Additional Information

If a roll number has **multiple owners**, each owner may create their own login credentials using their own email address. However, the tax notice will always be issued in the **main owner’s name**, consistent with iCity’s electronic Ontario tax notice system.

Managing your Account – adding an account to your profile

Once logged in, visit "My Profile" (by clicking your name in the top right corner and start managing your account).

Accounts Receivable:

Enter you **Customer Number** (found in the top right corner of the invoice) as your **Account Number**.
Access Code/Pin: (found on the bottom of invoice)

GST/HST Registration Number

Past due invoices are subject to 1.25% interest
monthly

Access Code / PIN : 123456

Total Gross	\$0.00
GST/HST	\$0.00
Total Invoice	\$0.00

Please return this portion with your payment

Add AR Account

Account Number:

Access Code / Pin:

123456

Cancel

Save