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."**

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 **Jan 21, 2026**	
Roll No. 3238 000 **45678910.0000**		Mortgage Co:	
Access Code / PIN 123456		Mortgage No.	

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".**

Add PT Account	
	Your pin access number is on your tax bill

Jurisdiction: `010-HICKSON, INNERKIP & RL ▾`

Roll: `[                    ]`

Access Code / Pin: `[                    ]`

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 ⓘ `[          ]`

`Cancel` `Save`

Step 7: 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		**Access Code / PIN :** 123456	

Past due invoices are subject to 1.25% interest monthly

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