

District of Sicamous – Self Serve Tax Certificates

Law firms and notaries can now obtain tax certificates directly through our online services at significant cost savings compared to TCOL. To get started, you will need your account number and access code which should be on your most recent invoice.

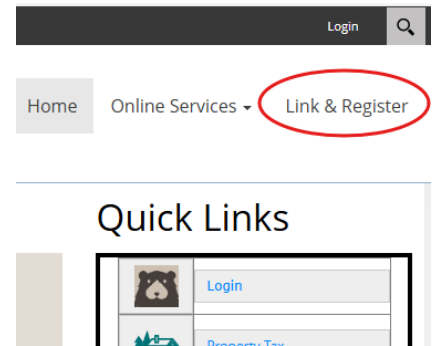
If you can't find your account information or you don't have an account yet, please email finance@sicamous.ca or call Anne-Marie at 250-836-2477 extension 2120.

How to Register for ONLINE Services

icityonline.aspgov.com/sicamous/live

Step 1. Add Account:

1. Select **Link & Register** located on the top right-hand corner of the ONLINE Services page.
2. Click **"Show Me How"**
3. Choose **AR-Accounts Receivable** from the drop down menu.
4. Enter your account number.
5. Enter the unique access code.



Step 2. Create Username

1. Enter a username, do not use spaces or special characters.
2. Enter your email address and select **Send Verification Email**. You will receive a verification code from District of Sicamous Notifications within 15 minutes.
3. Enter the verification code, create a password and confirm the password. A strong password is recommended consisting of uppercase/lower case text, numbers and one or more of these symbols @, #, \$, %, &. Passwords must be a minimum of 12 characters
4. Select **Save** to complete account registration

Step 3. Request a Tax Certificate

1. Once you have successfully created your account, log in and select **Tax Certificates** from the **Online Services** dropdown menu.
2. Search for the property, the default search is roll number, but you can also use PID or address.
3. Confirm the correct property is displayed, then select it. Enter file # or reference if desired, this information will appear on your invoice.
4. Click **Print Tax Certificate**, click **YES** to confirm charge to account or **No** to cancel.