



## VIRTUAL CITY HALL REGISTRATION – STEP-BY-STEP INSTRUCTIONS

1. Select Sign in



## 2. Select Activate your account with us

	& Password
	Sign in Đ
Forgot your passwor	rd?
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3. Create a Username and unique password and email address of your choosing

\*\*Password must be at least 8 characters and contain upper and lower case letters and at least 1 number.

User Name: *	
Password: *	
Confirm Password: *	
Email Address: *	
Confirm Email: *	
Please note: User nam	es and passwords are case sensitive.
Return To Main Menu	<< Previous Next >>

4. Once completed properly, the **Next** button will become available to select Select Next





 Select Tax Account for Registration Account Type Enter your Roll number – exclude dashes (-) 15 digits Enter your Customer ID

Please complete and s you will have access to Password must be a	ubmit this form to registe ) the services we offer. <b>t least 8 characters and</b>	r an account with us. After I contain upper and low	r submission, we will send you an email to confirm your account creation. Once your ac
Log On Information	Personal Information	1	
		Registration Account Type: *	Tax Account
		Roll Number:	
		Customer ID:	l .
		From your latest bill or s requested and key it in a	tatement for the account type you have selected, find the information above.
		Return To Main Menu	<< Previous Next >>

6. When this screen appears, please log into your email to activate

New Account Activation		
	Success.	
	Your account registration was successful. We have sent you an email to confirm your account creation. Once your account is activated, you will have access to the services we offer.	
	You may now return to the Login page to access My Sault Ste. Marie.	
	Return To Main Menu	





7. Once activated through your email, please return to home screen, select sign in

## My Sault Ste. Marie

Sign in to manage all of your accounts.

🕰 Sign in

8. Enter your username and password and Sign in to view your Tax Account

▲ Username:   ▲ Password:   Sign in ●   Forgot your password?  Forgot your password?  The Please note: User names and passwords are case sensitive. *** Con't have a username and password?  Cotivate your account with us 'you are a property owner or have an Accounts Receivable account with us, creating a My Sault Ste. Marie Self-Serve profile 'ill allow you to use a variety of services to help you manage your accounts.			
Password: Sign in *: Forgot your password? Forgot your password? *** Please note: User names and passwords are case sensitive. *** Con't have a username and password? votivate your account with us 'you are a property owner or have an Accounts Receivable account with us, creating a My Sault Ste. Marie Self-Serve profile vill allow you to use a variety of services to help you manage your accounts.		🚨 Username:	
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\*\*NOTE: Owners of multiple properties – All properties with the same Customer ID will be listed under the account. If the Customer ID is different, another registration will be required.