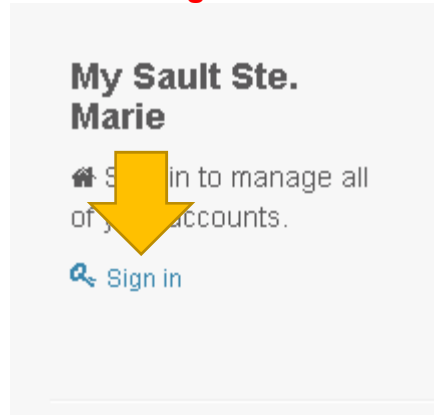




SAULT STE. MARIE

VIRTUAL CITY HALL REGISTRATION – STEP-BY-STEP INSTRUCTIONS

1. Select **Sign in**



2. Select **Activate your account with us**

Username:

Password:

[Sign in](#)

[Forgot your password?](#)

i *** Please note: User names and passwords are case sensitive. ***

Don't have a username and password?

[Activate your account with us](#)

If you are a property owner or have an Accounts Receivable account with us, creating a My Sault Ste. Marie Self-Serve profile will allow you to use a variety of services to help you manage your accounts.



SAULT STE. MARIE

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 names 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



SAULT STE. MARIE

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

New Account Activation

Please complete and submit this form to register an account with us. After submission, we will send you an email to confirm your account creation. Once your account is activated, you will have access to the services we offer.

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

[Log On Information](#)

[Personal Information](#)

Registration Account Type: *

Roll Number:

Customer ID:

From your latest bill or statement for the account type you have selected, find the information requested and key it in above.

[Return To Main Menu](#)

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Select **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](#)




SAULT STE. MARIE

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

[Sign in](#)

[Forgot your password?](#)

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Don't have a username and password?

[Activate your account with us](#)

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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.**