



Taxation

Process – Adding your municipal tax account online

Prepared by

The PG Solutions team

February 2018

Table of Contents

INTRODUCTION	1
1. OPENING A SESSION ON VOILÀ! WEB PLATFORM	1
2. ADDING ONE PROPERTY OR SEVERAL PROPERTIES	2
3. ADDING A TAX ACCOUNT	3
4. SUBSCRIBING TO ONLINE TAX INVOICES.....	4

INTRODUCTION

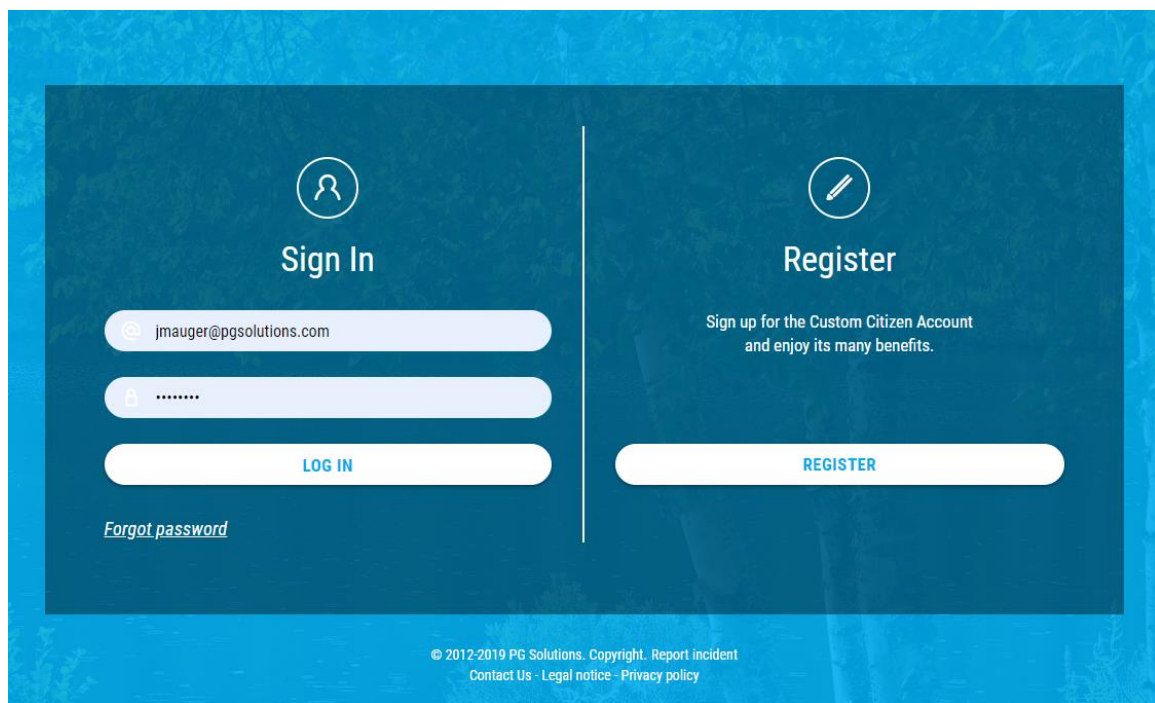
It is now possible to add your tax account to your citizen account in just a few steps! In addition, you can also subscribe to receive your tax account online for the following year.

1. OPENING A SESSION ON VOILÀ! WEB PLATFORM

Voilà! is a **personalized platform for citizens** that facilitates communication between citizens and cities.

In order to access your **Citizen account**, you must first log in to the city of your choice.

Enter your login information.

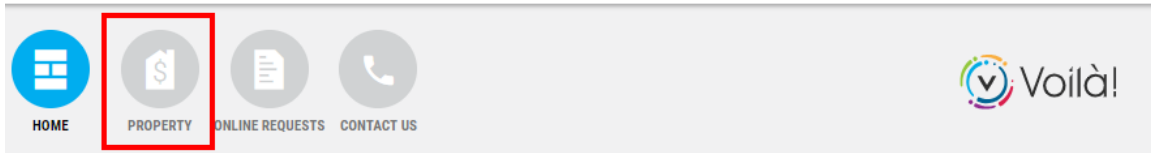


The screenshot shows a dark blue login and registration interface. On the left, under a person icon, is the 'Sign In' section with input fields for an email address (jmauger@pgsolutions.com) and a password (masked with dots), a 'LOG IN' button, and a 'Forgot password' link. On the right, under a pencil icon, is the 'Register' section with the text 'Sign up for the Custom Citizen Account and enjoy its many benefits.' and a 'REGISTER' button. At the bottom, there is a copyright notice: '© 2012-2019 PG Solutions. Copyright. Report incident Contact Us - Legal notice - Privacy policy'.

The Taxation/ Tax bill / Property tab allows you to centralize information relating to one or more properties that have been added.

You can, among others, view your tax accounts

Access the tab



2. ADDING ONE PROPERTY OR SEVERAL PROPERTIES

To add a property to your profile, you will need your tax account for the current year in paper format.

You must first click on **Add a property**.



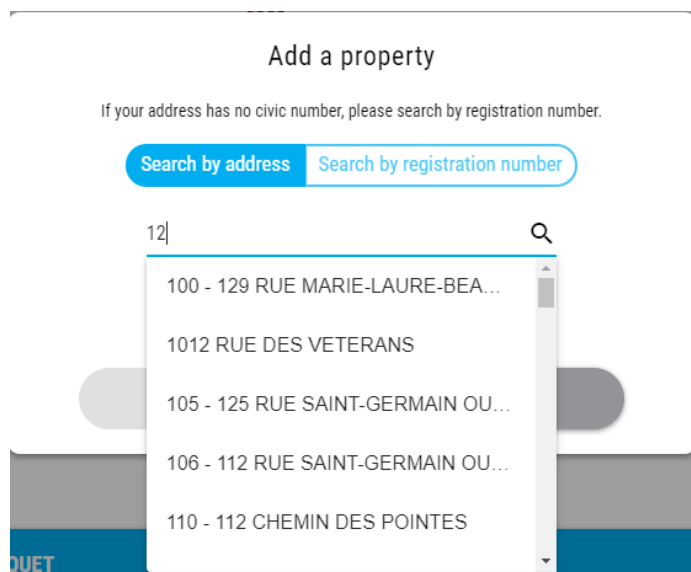
[+ Add a property](#)

Search for the property by address or by registration number.

Input the civic number of the address or the first digits of the registration number.

Select the address or registration number suggested by the system, then click on **Confirm**.

Search by address or registration number



3. ADDING A TAX ACCOUNT

Once the property has been added to your profile, you can add a tax account

Click on **Add a new tax account**.

Repeat for each new tax account to be added.

Using your tax invoice in paper format, **complete the three required information fields:**

- Registration number
- Account number
- Total amount of the first instalment

For help, click on the  icon

Provide the information relating to the account

4. SUBSCRIBING TO ONLINE TAX INVOICES

To finish, after having added the tax invoice, you will have the possibility of **subscribing to receive the next tax invoice online** for next year.



Click on **receive my tax accounts online only**

For help, click on the  icon


Address : 346 RUE DU BOSQUET
 Registration number : 2566-54-8149-0-000-0000
 Building value : \$413,000

Delete property

View my tax accounts

	Billing date	Taxation year	Account number	Billing type	Invoice amount
	2017-01-01	2017	2017-000001	Annual	\$200.34
					

Receive my tax accounts online only

ONLINE TAX ACCOUNTS SUBSCRIPTION STATUS 

You are currently not subscribed to receive tax accounts online only for this property. You will receive a paper copy of your tax account.

To **complete the subscription**, confirm your request by checking the box: **I agree to receive my tax statement online only**.

Note: Only one subscription for online tax account per property.

Subscription to online tax accounts

I would like to receive my property tax statements online only (no paper copy).

Important

- By choosing this option, only the electronic version will be available in your Citizen Account. No paper copy of property tax statement will be sent for this property.
- It is your responsibility to ensure that payments are made on or before the due dates for the current year.
- When your online tax statement is filed in your Citizen Account, you will receive an email confirmation to the email used to log in.
- When a real estate transaction occurs, the online tax statements will be automatically deactivated.
- You can cancel your online tax statements subscription at any time and receive a paper copy by mail.

Accept

Cancel