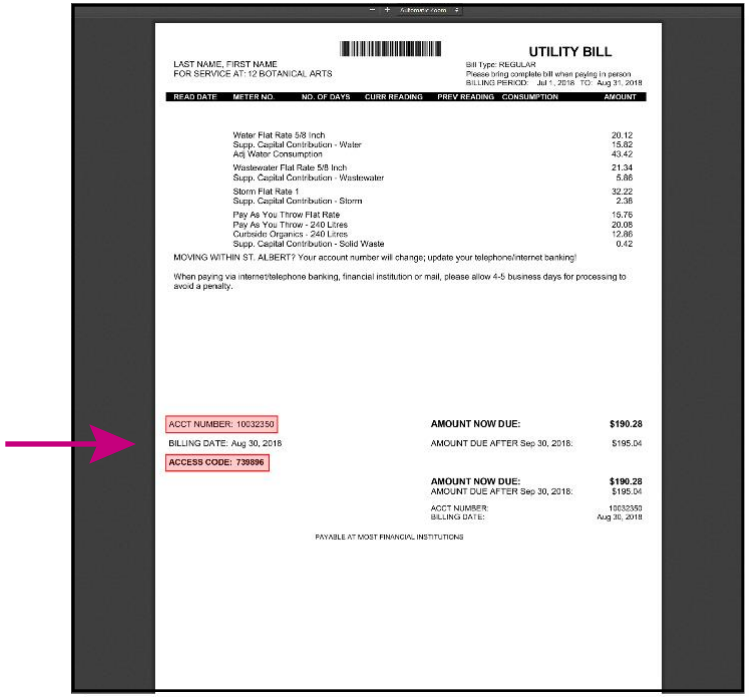
How to Register for MyCity & Connect a Utility Account



UTILITY BILL

LAST NAME, FIRST NAME
FOR SERVICE AT: 12 BOTANICAL ARTS

Bill Type: REGULAR
Please bring complete bill when paying in person
BILLING PERIOD: Jul 1, 2018 TO Aug 31, 2018

READ DATE	METER NO.	NO. OF DAYS	CURR READING	PREV READING	CONSUMPTION	AMOUNT

Water Flat Rate 5/8 Inch	20.12
Supp. Capital Contribution - Water	15.82
Adj Water Consumption	43.42
Wastewater Flat Rate 5/8 Inch	21.34
Supp. Capital Contribution - Wastewater	5.86
Storm Flat Rate 1	32.22
Supp. Capital Contribution - Storm	2.38
Pay As You Throw Flat Rate	15.76
Pay As You Throw - 240 Litres	20.05
Curbside Organics - 240 Litres	12.86
Supp. Capital Contribution - Solid Waste	0.42

MOVING WITHIN ST. ALBERT? Your account number will change; update your telephone/internet banking!

When paying via internet/telephone banking, financial institution or mail, please allow 4-5 business days for processing to avoid a penalty.

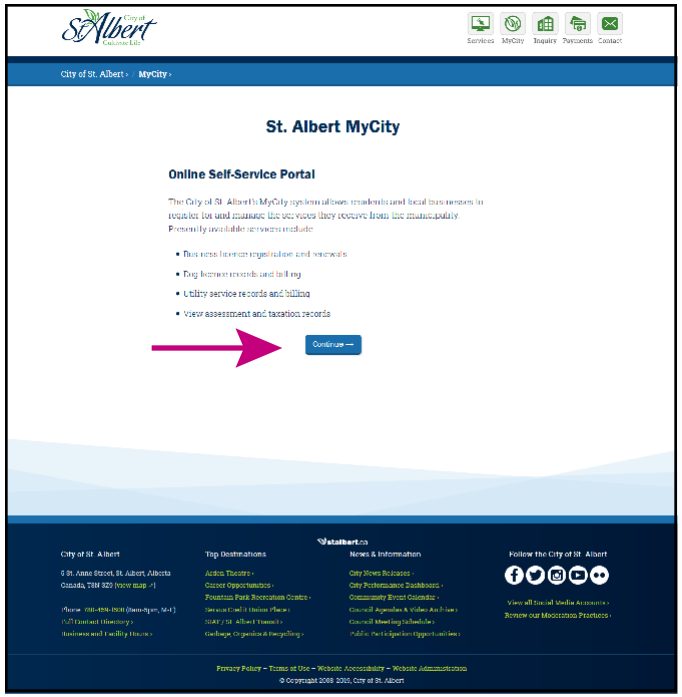
ACCT NUMBER: 10032350
BILLING DATE: Aug 30, 2018
ACCESS CODE: 739896

AMOUNT NOW DUE:	$190.28
AMOUNT DUE AFTER Sep 30, 2018:	$195.04
AMOUNT NOW DUE:	$190.28
AMOUNT DUE AFTER Sep 30, 2018:	$195.04
ACCT NUMBER:	10032350
BILLING DATE:	Aug 30, 2018

PAYABLE AT MOST FINANCIAL INSTITUTIONS

1. Locate Your Utility Bill

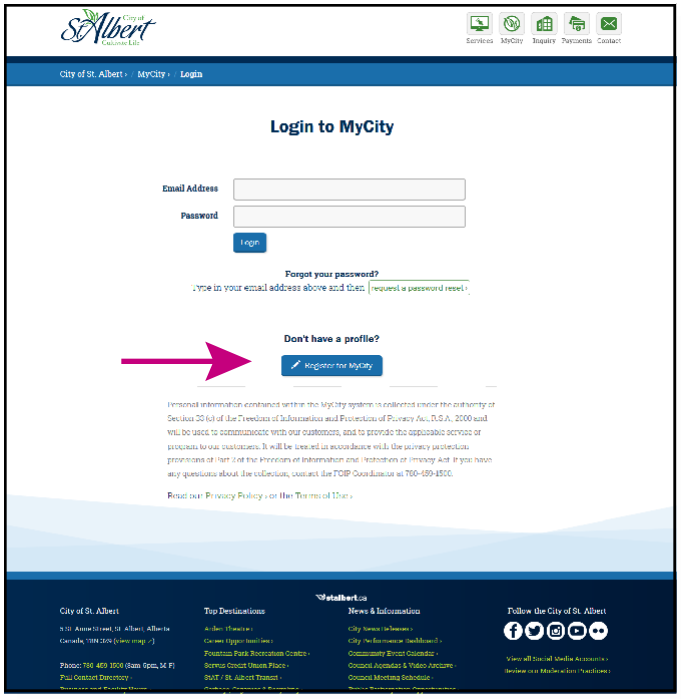
You will need the **account number** and **access code** listed on your utility bill to complete the registration process. You'll find both numbers across from the "Amount Now Due" as shown on the example document above.



2. Go to MyCity

The MyCity service on the City website can be accessed by following a link from the "Register for E-billing" page, choosing MyCity under "Online Services" in the main menu, or by clicking this link. Once at the welcome screen, click **Continue.**

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3. Start a Registration

On the “Login to MyCity” screen, click on the **Register for MyCity** button.

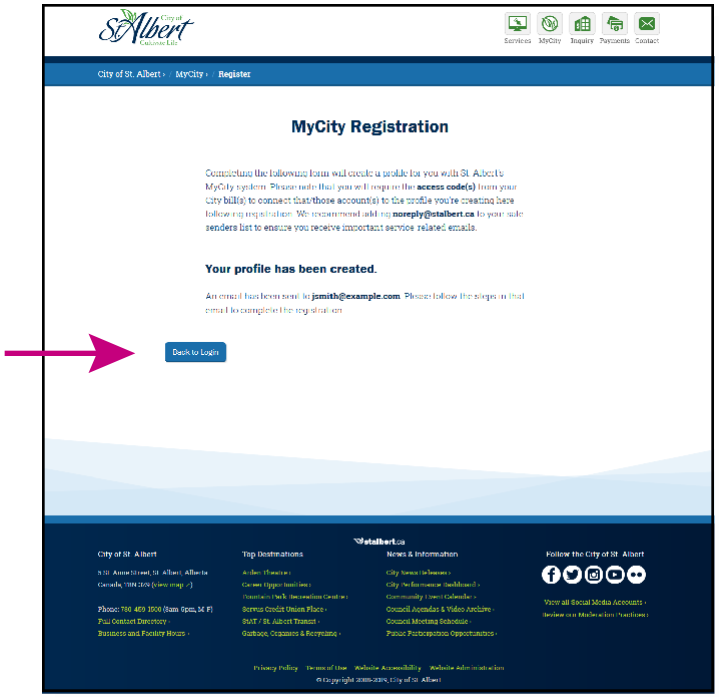
We recommend bookmarking this page for future MyCity use.



4. Register for MyCity

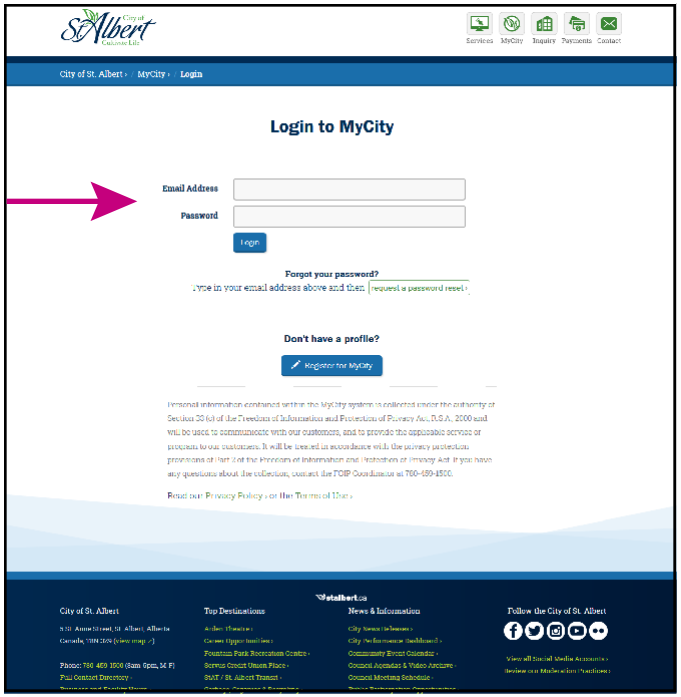
To create a MyCity profile we’ll ask you to provide a minimal amount of contact information, create a password, and set-up a security question should you forget your password in the future. Click **Continue** when you’re ready.

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5. Activate Your Profile

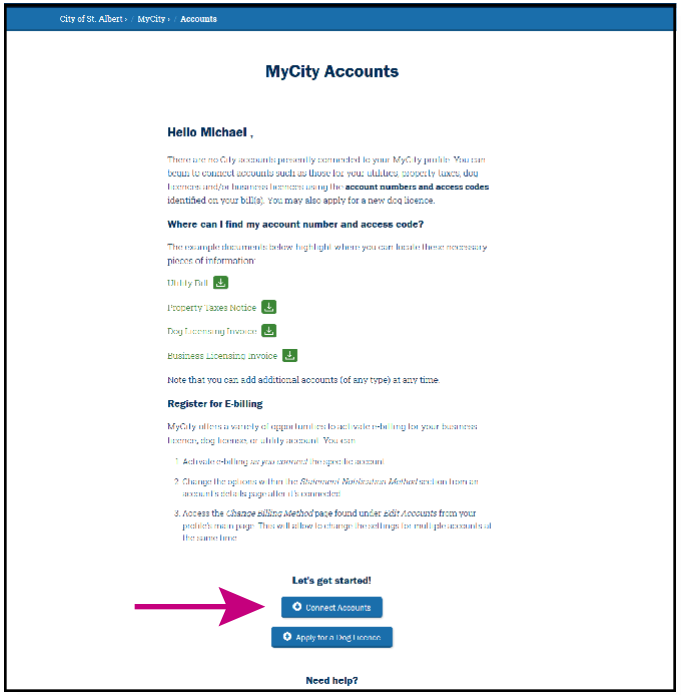
After registration, the City will **send an email** to the provided address containing a profile activation link. Note that this email may appear in your junk/spam folder. You must **click on this link** to activate your profile, otherwise it won't work. Once that's done, return to the main login screen for MyCity.

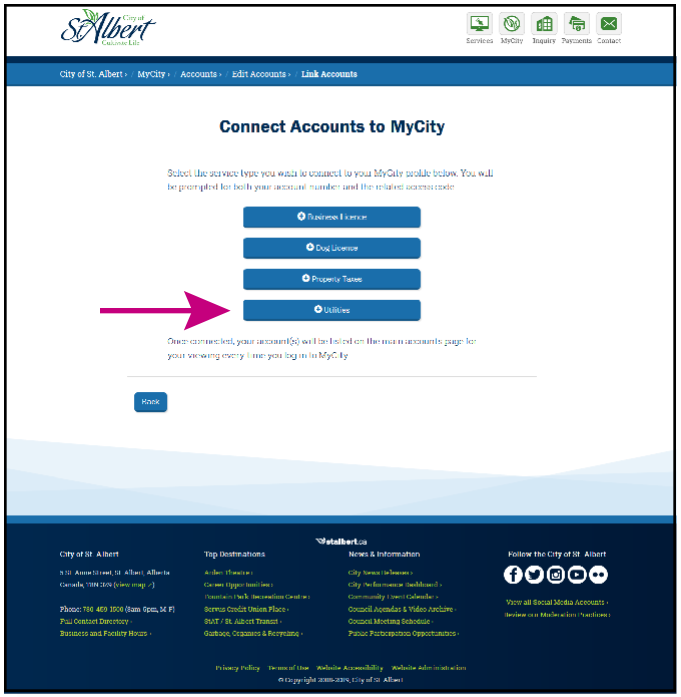


6. Login to MyCity

Now that your profile is activated, you can use your **email address** and chosen **password** to login to MyCity. If you've forgotten your password, you can reset it by following the "Request a Password Reset" link on the screen.

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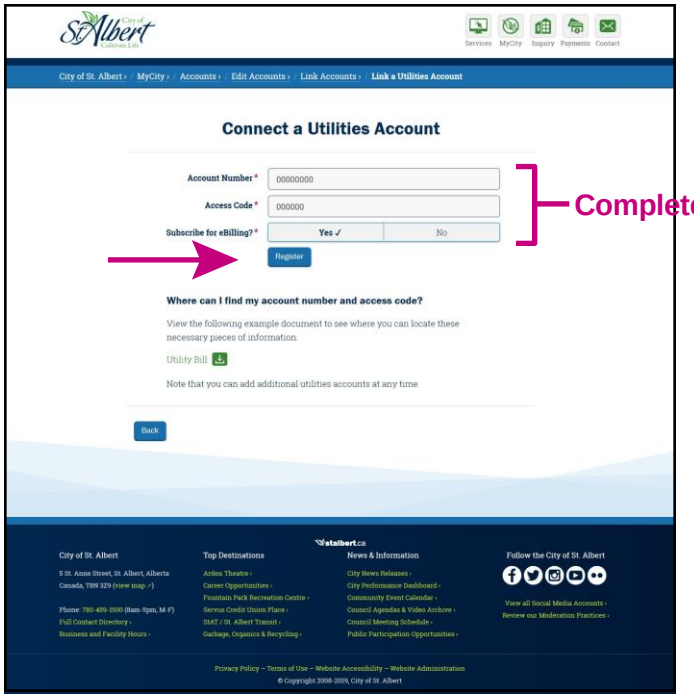


7. Start to Connect an Account

The first time you log in to the MyCity system you'll be welcomed with tips on how to link accounts and activate e-billing. Once you're done reading, click on **Connect Accounts**.

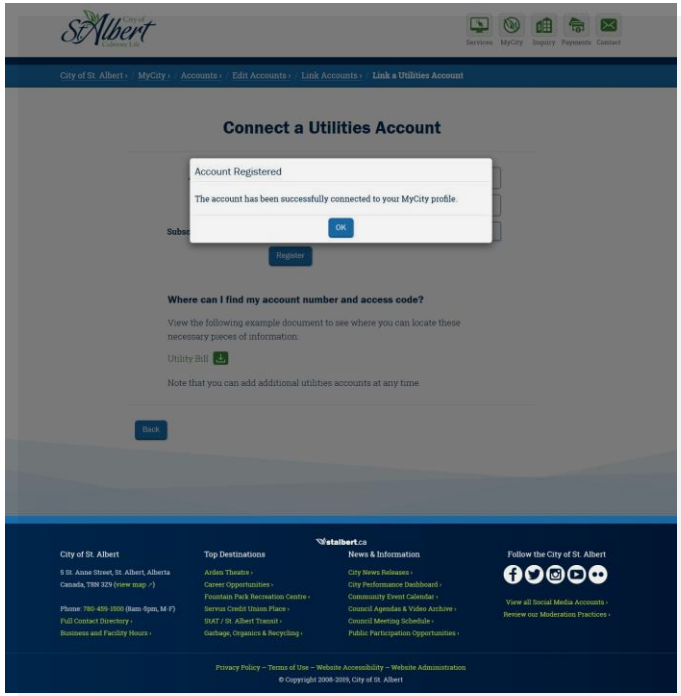
8. Select Your Account Type

While you can connect several different account types to your MyCity profile, you'll likely want to start with your **Utilities** account. Other account types, or additional utilities accounts, can be added to your profile at
any time.



9. Provide the Account Details

To connect your utilities account you will need to provide the **account number** and **access code** from your utility bill (you can see an example bill on that page or the beginning of this guide). **Choose Yes for the question "Subscribe for eBilling?"**



10. Success!

You'll receive a success message if the numbers you provide match our records. You'll now be able to access your utilities account details and check your usage history through your MyCity profile, while also being registered for e-billing.