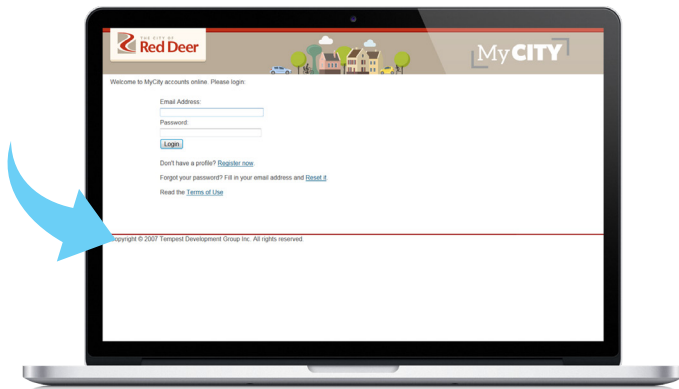




Creating your MyCity profile

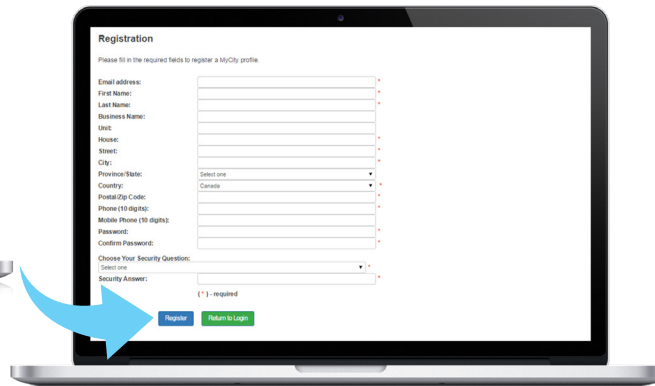
1 Click on **REGISTER NOW** link to start to create your profile.



LOGIN PAGE

2 Under the login, it says "Don't have a profile? **REGISTER NOW**". Click on **REGISTER NOW**.

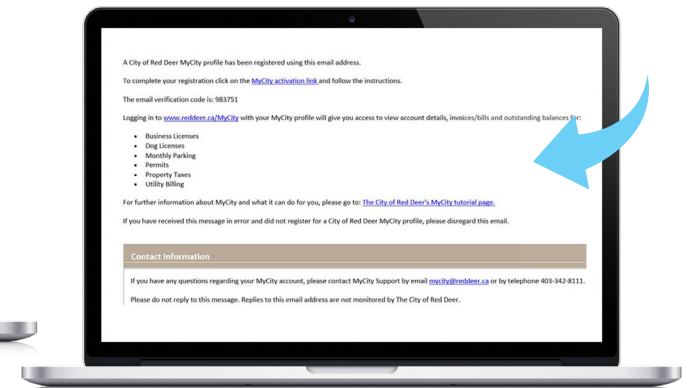
3 Complete the registration form and click the **REGISTER** button at the bottom. *Please note: Completing the profile fields completely will help us connect you with your City services, and make adding your accounts easier and faster.*



REGISTRATION PAGE

4 A confirmation screen will indicate that your registration was successful.

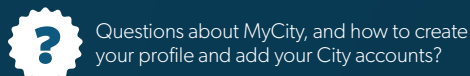
5 An email will be sent to the email address used when the profile was created. In this email, there will be a link and a personalized security code. Click the **LINK** in the email and enter the code when prompted to confirm identity, and then the registration process will be complete.



CONFIRMATION EMAIL

6 Now that your profile is active, you can return to the login page and enter your email address and password.

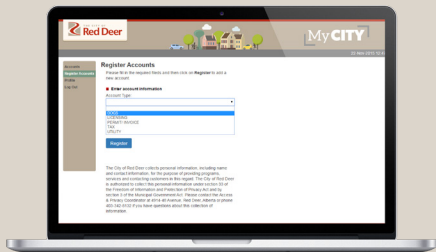
7 Once you are logged on, you can add City accounts to your profile.



Adding your accounts

Dog licenses

- 1 After you log into MyCity, click on **REGISTER ACCOUNTS**.
- 2 Change account type to **DOGS**.



REGISTER ACCOUNTS: DOGS

- 3 Type in your **ACCOUNT NUMBER** and your personal **ACCESS CODE**. Both of these can be found at the top of your dog renewal notice.

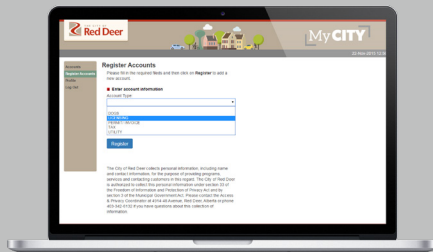


DOG RENEWAL NOTICE

- 4 If the information is correct, click **REGISTER** to add this account to your profile.
- 5 You can now renew and pay for your dog license online.

Other licenses and permits

- 1 After you log into MyCity, click on **REGISTER ACCOUNTS**.
- 2 Change account type to **LICENSING** or **PERMIT/INVOICE** (depending on what your business needs are).



REGISTER ACCOUNTS: LICENSE

- 3 Type in your **ACCOUNT NUMBER** and your personal **ACCESS CODE**.
- 4 For business licenses, both of these numbers can be found at the top of your business license invoice or renewal.
- 4 For permits, the Account Number is your permit number, and your Access Code will be given to you by The City of Red Deer at the time you apply for the permit.

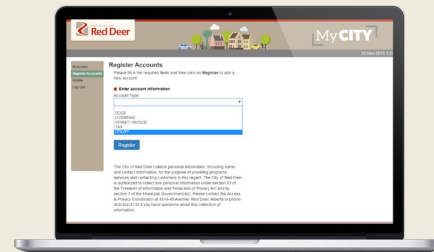


BUSINESS LICENSE INVOICE

- 5 If the information is correct, click **REGISTER** to add this account to your profile.

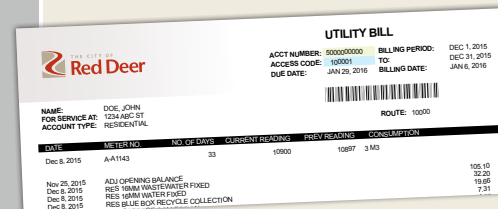
Utilities

- 1 After you log into MyCity, click on **REGISTER ACCOUNTS**.
- 2 Change account type to **UTILITY**.



REGISTER ACCOUNTS: UTILITIES

- 3 Type in your **ACCOUNT NUMBER** and your personal **ACCESS CODE**. Both of these can be found at the top of your Utility Bill.

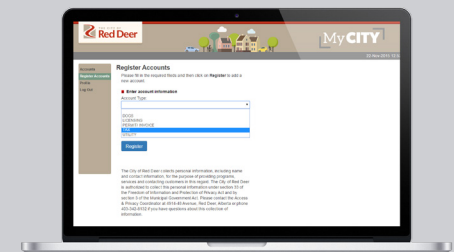


UTILITY BILL

- 4 If the information is correct, click **REGISTER** to add this account to your profile.

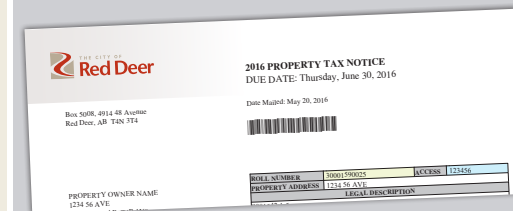
Tax

- 1 After you log into MyCity, click on **REGISTER ACCOUNTS**.
- 2 Change account type to **TAX**.



REGISTER ACCOUNTS: TAX

- 3 Type in your **ROLL NUMBER** and your personal **ACCESS CODE**.
- 4 Your Tax Roll Number and Access Code can be found on your 2016 Property Tax Notice, which will be mailed to residents in May.



TAX NOTICE

- 5 If the information is correct, click **REGISTER** to add this account to your profile.