

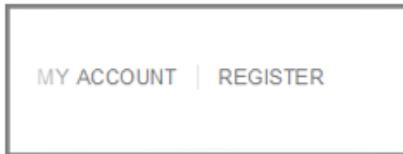
# Registering with APIC – Requesting Tax Certificates

## Register with APIC

Access Point Information Canada (APIC) operates the Tax Certificates Online (TCOL) service. TCOL lets you request tax certificates from a variety of municipalities and taxation authorities and pay for the search with a credit card.

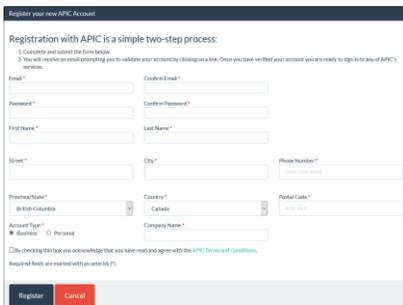
Before using TCOL, you must register with APIC. It is free to create an APIC account, and it takes only a minute or two to set up.

To begin, go to the APIC web site at [www.apicanada.com](http://www.apicanada.com) and click the **Register** link on the top menu bar.



On the Registration screen, fill in the fields required.

When you click **Register**, APIC will send you an email prompting you to validate your account by clicking on a link.



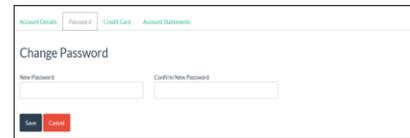
## Change Your Password

Go to [www.apicanada.com](http://www.apicanada.com) and click **“My Account”** on the top menu bar to sign into your personal account information.

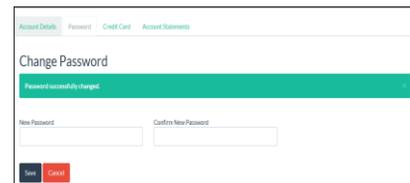
Enter the email address you registered your APIC account with and the password you created. Then click **Sign In**.

While signed in to **“My Account”**, you can change your password.

In the **Password** tab, enter a new password in the **New Password** field. Then enter your new password *again* in the **Confirm New Password** field and click **Save**.



When you complete the Password screen successfully, you will see a confirmation message.



## Start using TCOL

Now that your new account is in place, you can sign in to APIC and order your Tax Certificates online.

## Tax Certificates in BC

For most BC properties, TCOL can automatically determine the city that is responsible for taxes. In most cases, you can use the **PID Search**.

If the PID is new or if the property was recently subdivided, you may need to use the **Alternate Search** tab to search by PID against a specific city.

## Participating Municipalities

For a current list of participating municipalities and prices go to [www.apicanada.com](http://www.apicanada.com). Under the Services tab on the top menu bar, click the **Tax Certificates** link.



Click **Participating Municipalities** to proceed to the page where you can select the province to view the list in that area.



## Sign In

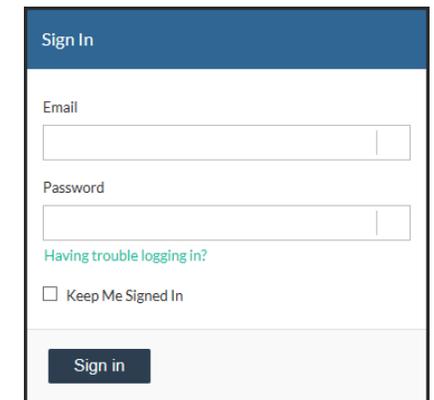
To purchase a Tax Certificate, go to [www.apicanada.com](http://www.apicanada.com) and hover over the Services link on the top menu bar. Then click **Tax Certificates**.



Click **Purchase Tax Certificates** to proceed to the sign in page.



Enter the email address you registered your APIC account with and the password you created. Then click **Sign In**.



## PID Search

The PID Search is the easiest way to search for tax certificates in BC.

Click the **PID Search** tab. In the PID field, enter the **nine-digit PID** and click **Search**.

To complete the search a Purchase Authorization screen will show the cost of the tax certificate. To pay, click **Authorize Purchase**.

**Purchase Authorization**

Contact Information: PID: 027062457, Reference: 027062457

Item	Price
Fee	\$35.00
Applicable Tax	\$3.75
<b>Total</b>	<b>\$38.75</b>

Buttons: Authorize Purchase, Cancel

NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.

Enter the Cardholder Name, Card Number, and Expiry Date, then click **Process Transaction**.

**Payment Details**

Transaction Amount: \$38.75 (0.00)

Order ID: 000004112

Please complete the following details exactly as they appear on your card. Do not add spaces or hyphens in the card number.

Cardholder Name\*: JANE DOE

Card Number\*: 12345678901234

Expiry Date (MMYY)\*: 12/27

Buttons: Process Transaction, Cancel Transaction

When your certificate appears, you can print it by clicking the **Download Tax Certificate** button.

**Your Purchase**

Customer Reference: 027062457, Region: British Columbia, Search Parameters: 027062457

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.

Buttons: Start a Tax Certificate Search, Download Tax Certificate, Download Your Receipt, View Search History

Tax Certificate | Receipt

PID: 027062457, District.pdf

City of [redacted]

Tax/roll No: [redacted], Date: Sep 28, 2016, Certificate No: [redacted]

## View Your Receipt

When your tax certificate displays, click the **Receipt** tab to display the receipt. You can print it by clicking the **Download Your Receipt** button. Like your tax certificates, the receipt will be available in the Purchase History tab.

**Your Purchase**

Customer Reference: 009530908, Region: British Columbia, Search Parameters: 009530908

You may view your purchased tax certificate and receipt by clicking on the appropriate tab below. To download your tax certificate please click on the "Download Tax Certificate" button.

Buttons: Start a Tax Certificate Search, Download Tax Certificate, Download Your Receipt, View Search History

Tax Certificate | Receipt

receipt.pdf

TCOL Tax Certificates Online

APIC Access Point Information Canada

Payment Details: APIC Account

## Alternate Search

If you do not know the PID, or if you want to bypass the automated lookup, you can search for a PID in a specific city.

In BC, you can search by PID, Roll Number, or Manufactured Home number. Other jurisdictions offer other search options.

When you use the **Alternate Search**, you must always select a city to search in. If no tax certificate is found in the city you selected, there will be no charge.

When you complete each step of the Alternate Search, the next step appears. When you have composed your search, click **Search**.

**Order Tax Certificates**

Reference: 027062457, Select Province: British Columbia

Search: PID Search | Alternate Search | Purchase History

Select Tax Authority: Abbotsford, City, Select Search Type: PID, Enter PID: 123-456-789

Search

## Search Other Provinces

With the popularity of TCOL in BC, we're beginning to expand across Canada. The **Region** option allows you to retrieve tax certificates from communities in other Provinces.

When you select a region other than BC (e.g., Alberta) the search screen reformats for the region you selected.

**Order Tax Certificates**

Reference: 027062457, Select Province: Alberta

Search: Purchase History

Select Tax Authority: Edmonton, City, Select Search Type: ROLL, Enter ROLL: 3126703

Search

Select the Tax Authority you wish to conduct your search in. Then select the Search Type. Enter the search criteria, then click **Search**.

To complete the search a Purchase Authorization screen will show the cost of the tax certificate. To pay, click **Authorize Purchase**.

**Purchase Authorization**

Contact Information: Purchase Order Number: 0287976, PID: 028-051-746, Reference: 028-051-746

Item	Price
Fee	\$35.00
Applicable Tax	\$3.50
<b>Total</b>	<b>\$38.50</b>

Buttons: Authorize Purchase, Cancel

NOTE: By clicking "Authorize Purchase" you acknowledge that All Sales Are Final.

Enter the Cardholder Name, Card Number, and Expiry Date, then click **Process Transaction**.

**Payment Details**

Transaction Amount: \$38.50 (0.00)

Order ID: 000004112

Please complete the following details exactly as they appear on your card. Do not add spaces or hyphens in the card number.

Cardholder Name\*: JANE DOE

Card Number\*: 12345678901234

Expiry Date (MMYY)\*: 12/27

Buttons: Process Transaction, Cancel Transaction

**APIC**  
Access Point Information Canada  
Tax Certificates Online (TCOL) is a service of Access Point Information Canada Ltd.