

REGISTERING WITH DYE & DURHAM REQUESTING TAX CERTIFICATES

Dye & Durham 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.

REGISTER

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

To begin, go to <u>www.apicanada.com</u> and click the **Register** link on the top menu bar.

On the Registration screen, fill in the fields required.

When you click **Registe**r, Dye & Durham will send you an email prompting you to validate your account by clicking on a link.

Registration with APIC is a simple two-step process:						
 Complete and submit the form below. You will receive an email prompting you to validate y 	our account by clicking on a link. Once you have verified your	account you are ready to sign in to any of APIC's services.				
Email *	Confirm Email *					
Password *	Confirm Password *					
First Name *	Last Name *					
Street *	City*	Phone Number* (999) 999-9999				
Province/State *	Country *	Postal Code *				
British Columbia 🗸	Canada 🗸	A1A 1A1				
Organization Type *						
Select an option v						
By checking this box you acknowledge that you have real	d and agree with the APIC Terms and Conditions.					
Required fields are marked with an asterisk (*).						
Register Cancel						

CHANGE YOUR PASSWORD

Click "**My Account**" on the top menu bar to sign into your personal account information.

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

While signed in to "My Account", you can change your password.

In the Change 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.

Account Details	Change Password	Credit Card	Account Statements
Change P	assword		
New Password		Confir	m New Password
••••••			
Save	Cancel		

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

Change Password	
Password successfully changed.	
New Password	Confirm New Password
Save Cancel	

START USING TCOL

Now that your new account is in place, you can sign 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.





REGISTERING WITH DYE & DURHAM REQUESTING TAX CERTIFICATES



For a current list of participating municipalities and prices go to <u>www.apicanada.com</u>. Under the Services tab on the top menu bar, click the Tax Certificates link.

Home	Products	FAQ's	Announcements
	Tax Certific	cates 🗲	

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

PARTICIPATING MUNICIPALITIES

SIGN IN

To purchase a Tax Certificate, 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.

PURCHASE TAX CERTIFICATES

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				
Help Menu Click on a help link at any time for online assistance: \$ Get Certificate Help	PID 001-001-001 was found in Bu	rnaby, City.		
	Purchase Order Number: 29489	PID: 001-001-001	Reference:	
How to Find a Parcel ID Pricing Details	Item			Price
\$ Pricing Details	Fee			\$ 75.00
Contact a TCOL	Applicable Tax			\$ 1.50
1-877-953-8253	Total			\$ 76.50
	Authorize Purchase Canc	el		
	NOTE: By clicking "Authorize Purch	ase" you acknowledge that All Sales	Are Final.	

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

Mandatory fields marked by *	
Cardholder Details	
Enter your card's billing address	without any special characters.
Postal/Zip Code*:	
Payment Details	
Transaction Amount:	\$ 51.50 (CAD)
Order ID:	16490872389472179790
Please complete the following det Do not put spaces or hyphens in t	alls exactly as they appear on your card. he card number.
Cardholder Name*:	First Name
Card Number*:	1234567812345678
Expiry Date (MMYY)*:	0128
Card Security Code*:	123 🛛
Click 'Process Transaction' to cha button after you press the 'Proces may result in a double charge.	rge your card. Only click the button once. Using the "Back' Refresh" or "Cancel" 5 Transaction" button will not stop the transaction from being processed and
Process Transaction	n Cancel Transaction

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

Order Tax Certificat	tes
Order Details	Q Start a Tax Certificate Search
Municipality Burnaby, City	Download Tax Certificate
Search Type PID	👲 Download Your Receipt
Search Criteria	View Search History
Purchase Order 29489	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.





REGISTERING WITH DYE & DURHAM REQUESTING TAX CERTIFICATES

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.

rder Details	O Start	Tay Cortificato Search	
nicinality	Q Start	I lax certificate Search	
maby, City	<u></u> Down	load Tax Certificate	
arch Type	4 Down	load Your Receipt	
arch Criteria	• View S	earch History	
rchase Order	You may view click on the "I	your purchased tax certificate and receipt by clicking Jownload Tax Certificate" button.	g on the appropriate tab below. To download your tax certificate p
stomer Reference	Home	Receipt	
			Ticrothi, Oktarlo Canoda MSL 169
		D&D TCOL	By & Dunham Comportation 199 Bay Street, Suttre 4610 Terrorite, Oktavio Cannola MSL 189
		Payment Details	
		APIC Account jodsan@doprocess.com Transaction.type: PAYMENT Paymer Method: Credit Card	2 Customer Reference Billing Date: August 22, 2022 Billing Time: 10: 40: 47 Crider Number: 29489
		items Ordered	
		PID 00	1-001-001 Burnaby, City BC
		Taxes	IBENT TOKAL \$75,00
		GST/HST Number:871743571	
			Tax Total: \$1.50

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**.

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

Order Tax Certificates						
Help Menu Click on a help link at any time for online assistance:	Reference 🧒		Select Province British Columbia		~	
 Get Certificate Help Q How to Find a Parcel ID 	PID Search	Alternate Search	Purchase History			
\$ Pricing Details	Select Tax Authority Burnaby, City	~	Select Search Type ROLL	~	Enter ROLL 227.00012340.000	
Contact a TCOL Representative 1-877-953-8253	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					
Help Menu	Reference 😗	Select Province Alberta	*		
assistance:		British Columbia			
Q. How to Find a Parcel ID	Search Purchase History	Alberta	~		
\$ Pricing Details	Select Tax Authority				
Contact a TCOL Representative	Search				
1-877-953-8253				V3.3.70-SNAPSHOT	

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**.

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

