# **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 <u>www.apicanada.com</u> and click the **Register** link on the top menu bar.

MY ACCOUNT	REGISTER

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.

services.	Confirm Email*		
hamword *	Confirm Password *		
First Name*	Last Name*		
Rreet.	City.		Phone Number*
Province/State*	Country*		Postal Code *
British Columbia	<ul> <li>Canada</li> </ul>	~	
Account Type* Business O Personal	Company Name*		
By checking this box you acknowledge t	hat you have read and agree with the APIC Terms a	nd Conditions,	

#### **Change Your Password**

Go to <u>www.apicanada.com</u> 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 **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**.

ccount Details	Change Password	Credit Card	Account Statements	
Change F	Password		Confirm New Password	
ew Password			Lonfirm New Password	

When you complete the Password

Save Cancel

screen successfully, you will see a confirmation message.

Account Details	Change Password	Credit Card	Account Statements		
Change I	Password				
New Password			Confirm New Password		
Save Cance					

# 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 <u>www.apicanada.com</u>. 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.

#### PARTICIPATING MUNICIPALITIES

# Sign In

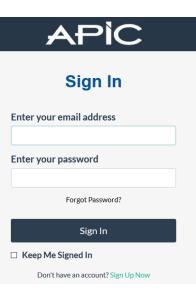
To purchase a Tax Certificate, go to <u>www.apicanada.com</u> and hover over the Services link on the top menu bar. Then click **Tax Certificates**.



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

### 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**.

Contact Information	PID 009-530-908 was found in			
First Name:	Parchase Order Namber: 6366	PID: 009530908	Reference:	
Company:	Barn			Price
Dune	Fee			\$ 35.00
	Applicable Tax			\$.75
If this contact information is not correct, please update it by cikking term.	Total			\$ 35.75
	Choose a credit card			
Help Menu	New Card			
Click on a help link at any time for online assistance:	Authorize Purchase	Cancel		
Q, How to Find a Property ID \$ Pricing Details	NOTE: By clicking "Author	ize Purchase" you acknowledg	e that All Sales Are Final.	

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

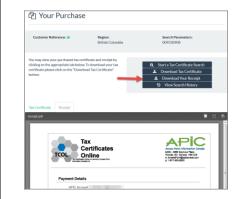
Mandatory fields marked by *		
Payment Details		
Transaction Amount:	\$35.75 (	
Order ID: (	0006366715	
Please complete the following to not put spaces or hyphens in	details exactly as they appear on your card. In the card number.	
Cardholder Name*:	John Doe	
Card Number*:	1231231231231231234	
Expiry Date (MMYY)*:	1227	
'Rack', Refresh' or 'Cancel' butt	charge your card. Only click the button once. Using the ton after you press the Process Transaction button will not stop cossed and may result in a double charge.	
Process Transection	n Concel Transaction	

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



#### **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.



#### **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**.

#### 街 Order Tax Certificates

Reference o	Select Province British Columbia	~
PID Search Alterna	ate Search Purchase History	
Select Tax Authority	Select Search Type	Enter PID
Abbotsford, City	~ PID	× 123-456-789

#### **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.

Reference 🛛	Select Province Alberta	Y	
Search Purchase Histo			
Select Tax Authority	Select Search Type	Enter ROLL	

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**.

Contact Information	Purchase Order Number: 559750	PID: 036-051-746	Reference:
First Name:	Item		Price
Last Name:	Fee		\$35.00
Company:	Applicable Tax		\$.50
Phone:	Total		\$ 35.50
If this contact information is not correct, please update it by clicking here,	Authorize Purchase	Cancel	

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



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