

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 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**, 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:

1. Complete and submit the form below.
2. You will receive an email prompting you to validate your 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 --	

By checking this box you acknowledge that you have read 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 Password

New Password

Confirm 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

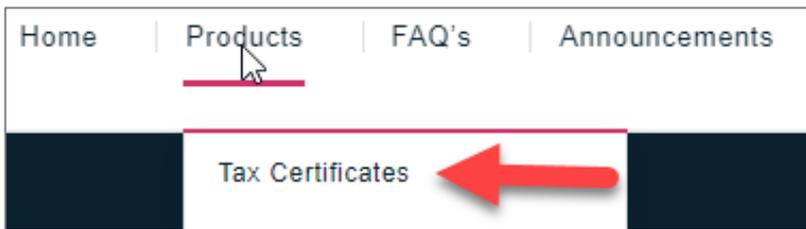
For most BC properties, TCOL can automatically determine the city that is responsible for taxes. In most cases, you can use the PID Search.

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.

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PARTICIPATING MUNICIPALITIES

For a current list of participating municipalities and prices go to 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.

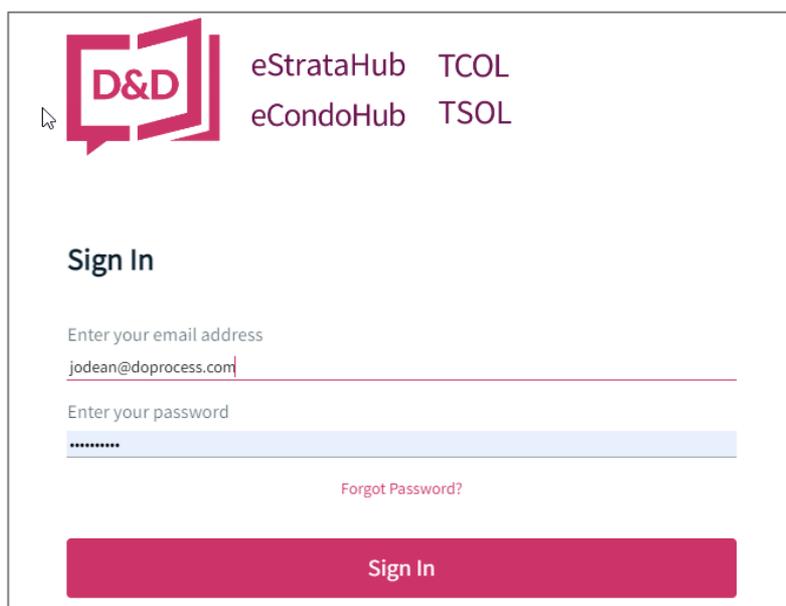


SIGN IN

To purchase a Tax Certificate, 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**.

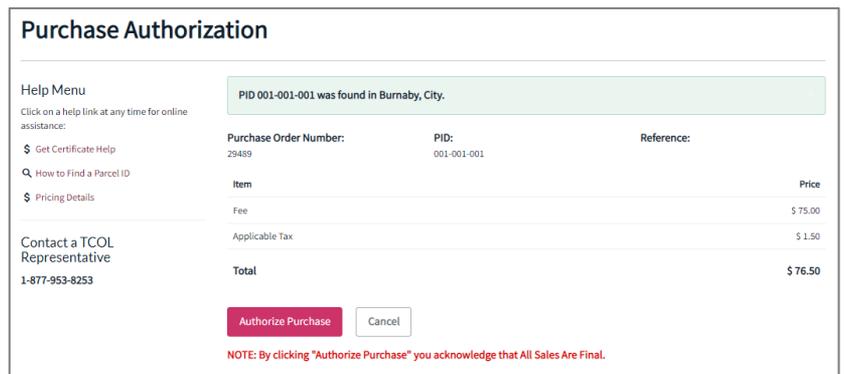


PID SEARCH

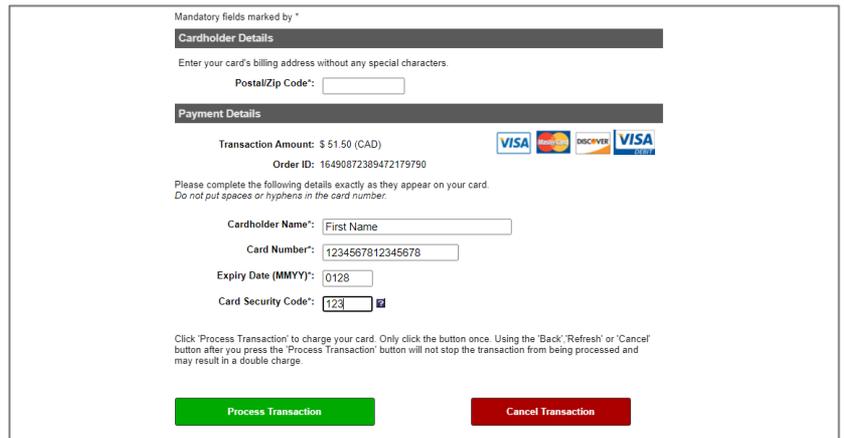
The **PID Search** is the easiest way to search for tax certificates in BC.

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

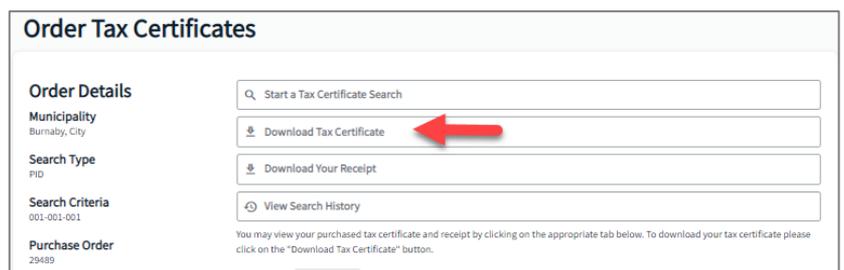
To complete the search a Purchase Authorization screen will show the cost of the tax certificate. To pay, click **Authorize Purchase**.



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



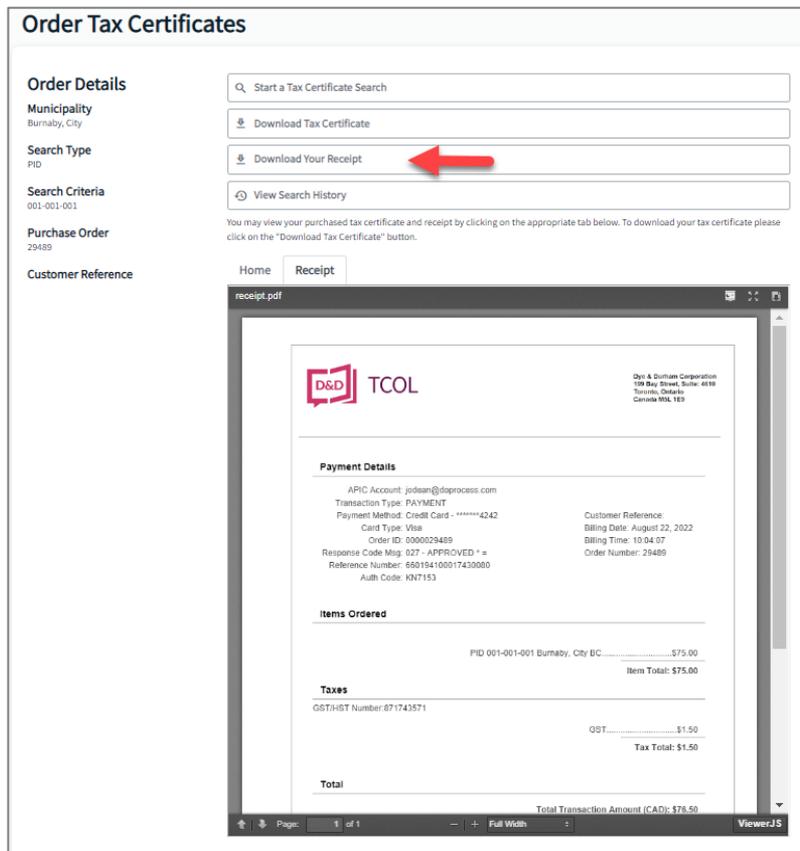
When your certificate appears, you can print it by clicking the **Download Tax Certificate** button.



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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.



The screenshot shows the 'Order Tax Certificates' interface. On the left, there are sections for 'Order Details', 'Search Criteria', and 'Purchase Order'. The 'Search Criteria' section has a search bar and a 'Download Your Receipt' button, which is highlighted with a red arrow. Below this, there is a 'Receipt' tab and a preview of a tax certificate receipt. The receipt includes 'Payment Details' (APIC Account, Transaction Type, Payment Method, Card Type, Order ID, Response Code, Reference Number, Auth Code) and 'Items Ordered' (PID 001-001-001 Burnaby, City BC, Item Total: \$75.00). It also shows 'Taxes' (GST/HST Number: 071743571, GST: \$1.50) and a 'Total' of \$76.50.

ALTERNATE SEARCH

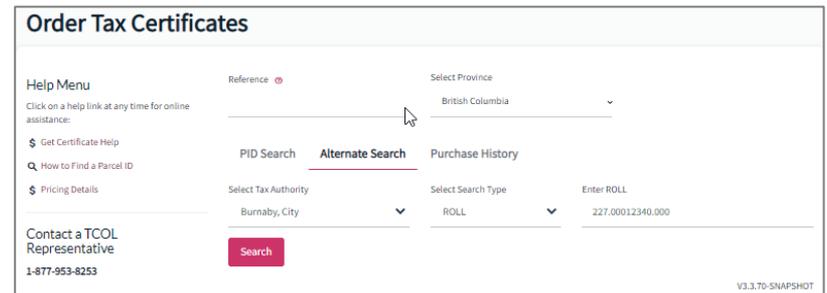
If you do not know the PID, or if you want to bypass the automated lookup, you can search for a PID in a specific city.

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**.

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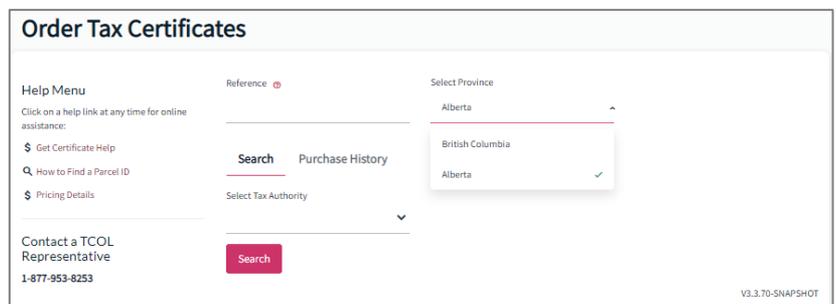


The screenshot shows the 'Order Tax Certificates' interface with the 'Alternate Search' tab selected. The 'Select Province' dropdown is set to 'British Columbia'. The 'Select Tax Authority' dropdown is set to 'Burnaby, City'. The 'Select Search Type' dropdown is set to 'ROLL'. The 'Enter ROLL' field contains '227.00012340.000'. A red 'Search' button is visible at the bottom.

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.



The screenshot shows the 'Order Tax Certificates' interface with the 'Search' tab selected. The 'Select Province' dropdown is set to 'Alberta'. The 'Select Tax Authority' dropdown is set to 'Burnaby, City'. The 'Search' button is visible at the bottom.

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.