



How to Register for E-Billing

For Clearview Township Property Tax and Water/Sewer Bills

E-billing is a service modernization that allows rate payers to receive their property tax and water/sewer bills electronically via email instead of receiving a paper copy by mail. E-billing also eliminates the need to refer to historical paper documents by allowing rate payers to view property tax and water/sewer bills online at any time that is convenient for them.

To Register for e-billing you must first set up your online account.

Set up an Online Account & Register for E-billing:

1. Visit <https://open.clearview.ca/vadimopen/>
2. Click on **Link & Register** on the top right of the page. This will open the online service log in page.
3. Click on the **Show Me How** button on the bottom left of the page. This will open the account registration page.
4. Select the type of account you are trying to add, PT-Property Taxes, or UB-Utility Billing for water/sewer accounts.
5. You will need your most recent water/sewer bill or property tax bill and your PIN. This can either be found on your bill or by calling the Township Administration Office at (705) 428-6230.
6. To register for e-billing, select the **Please notify me by email** option. You will also have the option to request that a PDF copy of your bill be attached to the notification email.
7. Next you will need to verify your email address. Enter your email address, click on the **Send Verification Email** button and wait for a verification code email.
8. Once you receive the verification code, enter it into the box provided and click **Save**.

Register for E-billing with an Existing Online Account:

1. Visit <https://open.clearview.ca/vadimopen/>
2. Click on **Link & Register** on the top right of the page and log in. This will take you to the account management page.
3. On the account management page, it will show a table of accounts that are linked to your profile.
4. Click on **Edit** beside each of the accounts you want to register for e-billing. This will pull the information up lower on the screen directly under need to add and account.
 - a. **For PT-Property Taxes** the roll number will be 4329 XXX XXXXXXXX.0000 Ignore the 4329, select the next three numbers from the roll sequence from the drop down list. The remaining numbers are entered as the roll, including the “.0000” (XXXXXXX.0000).
 - b. **For UB-Utility Billing** you will then need to re-enter the access/PIN number that is found on your bill.

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