

Sign Up for Your Online Services account

We encourage all Property Owners to sign up for your Online Services account, if you have not already done so. If you sign up before May 1st, 2025 and your Property Tax Notice will be emailed to you.

To sign up for your online services, here is the online services registration process:

Go to our website: www.sunpeaksmunicipality.ca and under the menu drop down - choose Online Services. In the second paragraph, Online Services is highlighted in Blue – click on this. You will see the line – To Register – click here.

This will take you to the Welcome to Online Services Page. Click the “Show Me How” button. Choose which account you wish to register with (you will add the other account once you register).

Your registration information is:

Property Taxes: Folio # after the “544” (it will require the decimal)

Access Code: located on your 2023 Property Tax Notice

Utility Billing: Account # & Access Code located on your monthly Utilities Invoice

It will then ask you to get a verification code – input the code once received.

Once you have completed this stage – it will ask for a few more steps:

Create User Name (it cannot have any spaces – can only use letters, numbers or a decimal, hyphen or underscore (no other special characters) – it cannot be your email address)

Create Password – must be a min. of 8 characters – one of which needs to be a special character such as an “!”

It will again ask for another verification code.

When you are through to the Online Services page (it will say Hello!) you can add your other account. Just scroll down until it says Need to Add other Accounts?