<p style="text-align:center">**eServices Signup Instructions**</p>

The Town of Stettler's new e-Services feature allows for residents to create an account to access all of their basic information regarding taxes, assessment, utilities, business licenses, and pet licenses. Payments for these services can now be made online, with the exception of taxes.

How to Make Your Account

Visit www.stettler.net, and Select the "e-Services" tab under "Quick Links" on the Homepage.

1. Select "Sign In" on the header on the top-right of the page.
2. At the bottom of the Sign-In page, select "Activate your account with us."

> **Don't have a username and password?**
>
> Activate your account with us
> If you already do business with us, creating a eServices Self-Serve profile will allow you to use a variety of services to help you manage your accounts.
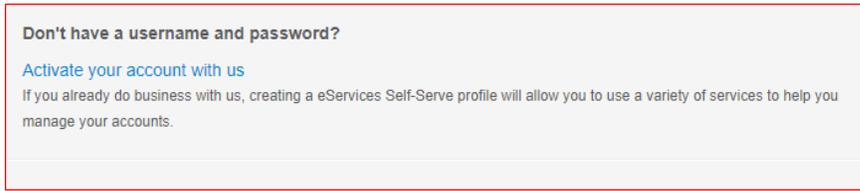
3. Create a user name, password, and enter your email address. Note: If you are currently receiving your utility bills from the Town by email then you **MUST** use the same email address here. Select Next.
4. Select which Registration Account Type you want to register with. Note: Your Tax, Utility and Pet License accounts will be linked; just pick one option and all of your accounts will show when you are logged in.
5. Fill in all 3 fields with your information. **Note:** You must type your name *exactly* as it is printed on the bill you receive, including any and all initials and punctuation. See example below:
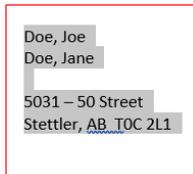
> Doe, Joe
> Doe, Jane
>
> 5031 – 50 Street
> Stettler, AB T0C 2L1   If you are Jane, you would enter your name as Doe, Jane N.

6. Click the reCaptcha box stating, "I'm not a robot, " and follow the prompt, if given.
7. Select Next. You will then see a 'Success' message. An e-mail will be sent to the address you previously entered.
8. Open the email that was sent to you and click the link in the email to activate your account. You should receive a message that your account has been activated. Return to the Sign-In page and enter your Sign-In information.
9.

> **Sign in**
>
> Please sign in below to access your account(s). If you do not have a user name and password, please contact us for more information on how you can request a password.
>
> [Sign in]
>
> Forgot your password?
>
> *** Please note: User names and passwords are case sensitive. ***