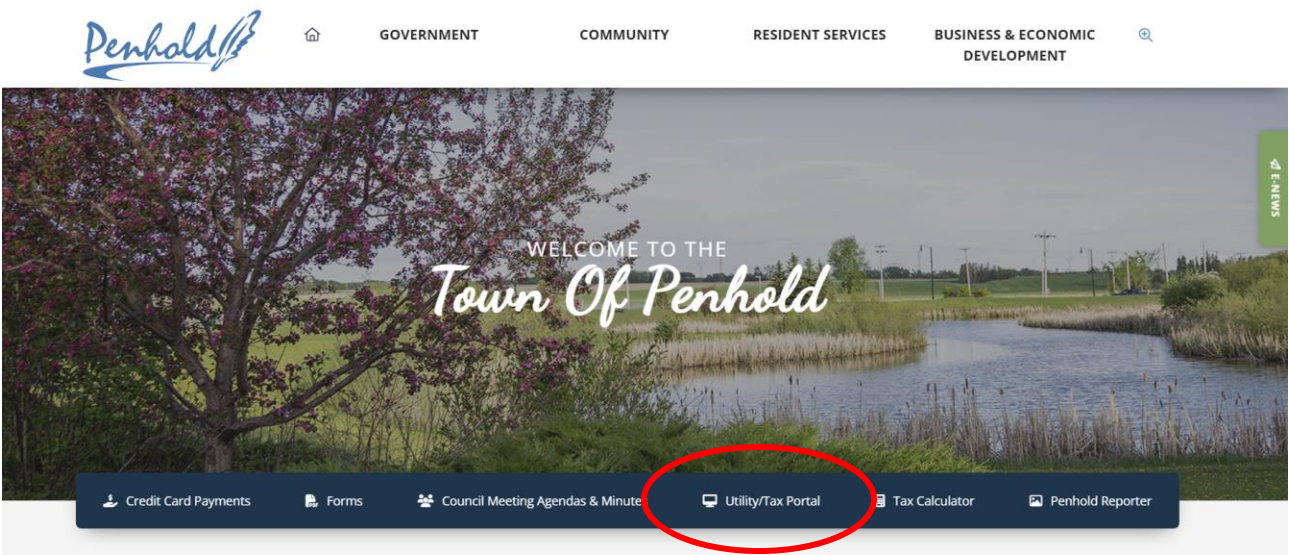


Town of Penhold Utility/Tax Portal

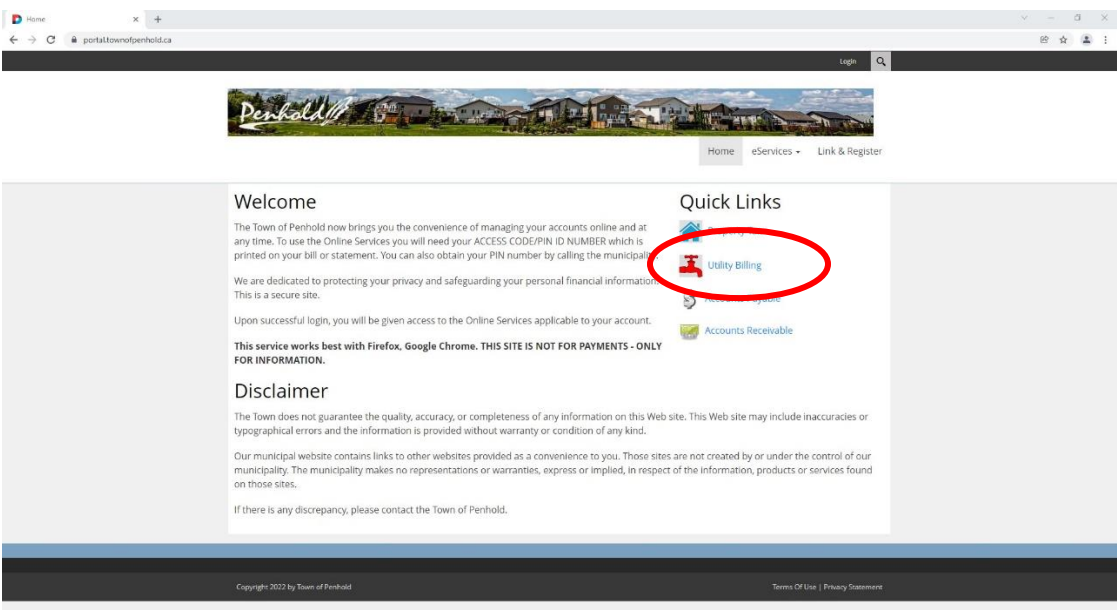
Directions on how to attach a PDF copy to email

Step 1: Go to <https://www.townofpenhold.ca>

There is a dark blue tab at the bottom of the page - click the ‘Utility/Tax Portal’ tab



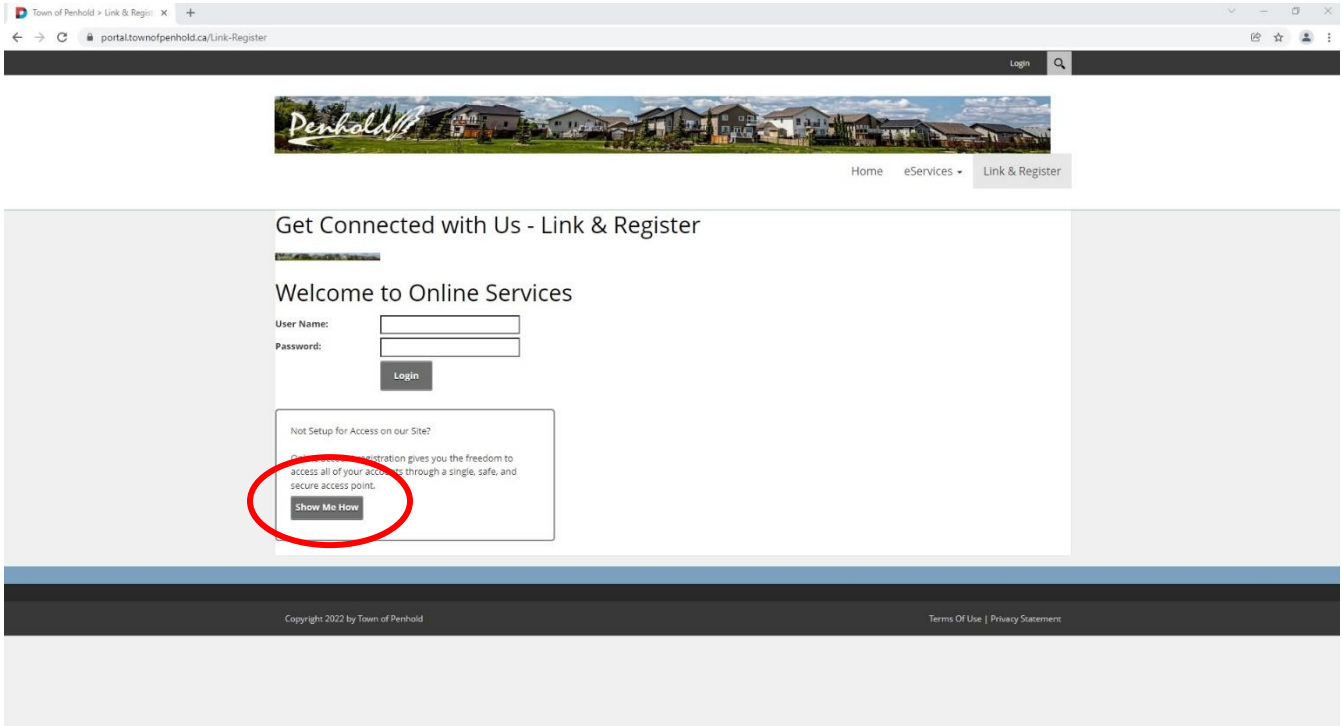
Step 2: On the right-hand side of the page under the ‘Quick Links’ tab, click ‘Utility Billing’



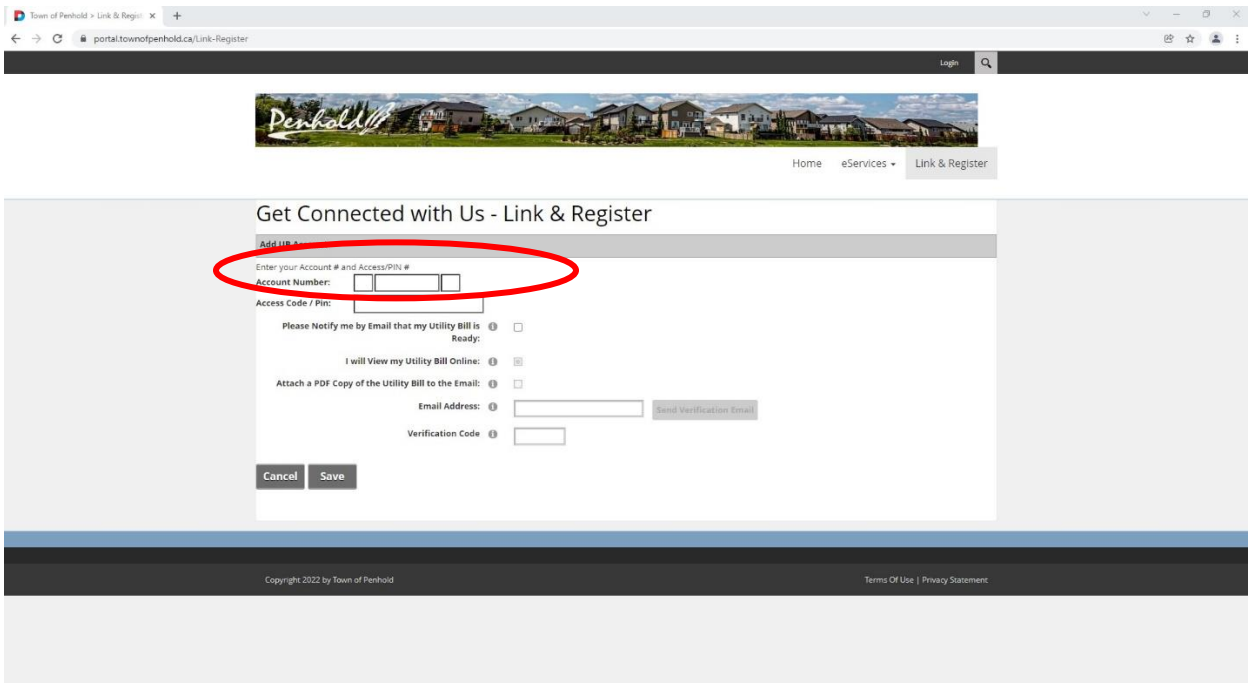
Step 3: You will need to log in with a Username and Password. This was chosen by the resident when registering their Portal

If you can not remember your Portal Username or Password, click ‘Show Me How’

If you know your Username and Password, skip to step 9



Step 4: You will need to input your account number - This can be found on a paper copy of your utility bill on the top left-hand corner, consisting of 12 digits 000-00000-000



Step 5: Add your Access Code/Pin. Call the town of Penhold to obtain this number

Town of Penhold - Link & Register x

portal.townofpenhold.ca/Link-Register

Home eServices Link & Register

Get Connected with Us - Link & Register

Add UB Account

Enter your Account # and Access/PIN #

Account Number:

Access Code / PIN:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

Verification Code:

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Step 6: Ensure you select the box that says, ‘Please notify me by email that my utility bill is ready’

Town of Penhold - Link & Register x

portal.townofpenhold.ca/Link-Register

Home eServices Link & Register

Get Connected with Us - Link & Register

Add UB Account

Enter your Account # and Access/PIN #

Account Number:

Access Code / PIN:

Please Notify me by Email that my Utility Bill is Ready: ☒

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

Verification Code:

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Step 7: Ensure you select the box that says, ‘Attach a PDF copy of the utility bill to the email’

**** This is a critical step ****

Town of Penhold - Link & Register

portal.townofpenhold.ca/Link-Register

Home eServices Link & Register

Get Connected with Us - Link & Register

Add UB Account

Enter your Account # and Access/PIN #

Account Number:

Access Code / Pin:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

Verification Code:

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Step 8: Input your email address and click ‘Send Verification Code’

Check your email to get the verification code and input the verification code into the ‘Verification Code’ box

Click ‘Save’

You are complete - your utility bill will be attached as a PDF copy in your email on the next billing cycle

Town of Penhold - Link & Register

portal.townofpenhold.ca/Link-Register

Home eServices Link & Register

Get Connected with Us - Link & Register

Add UB Account

Enter your Account # and Access/PIN #

Account Number:

Access Code / Pin:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☐

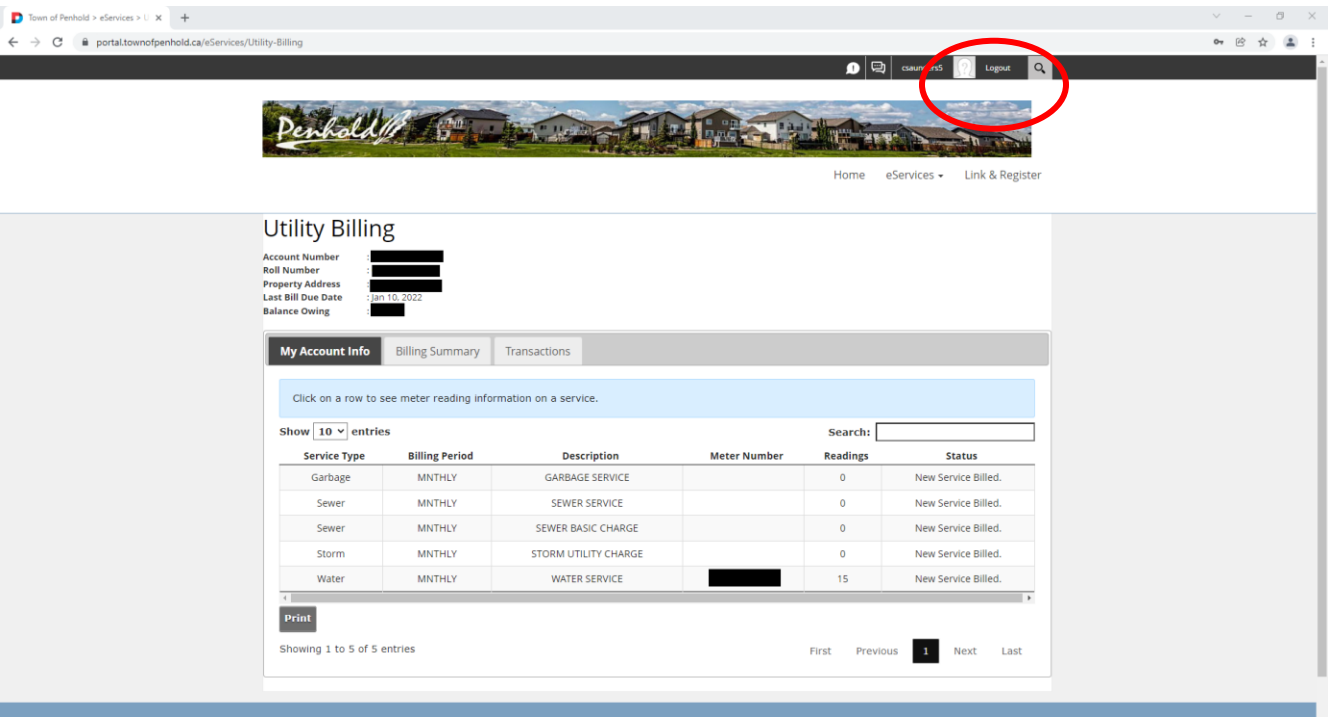
Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

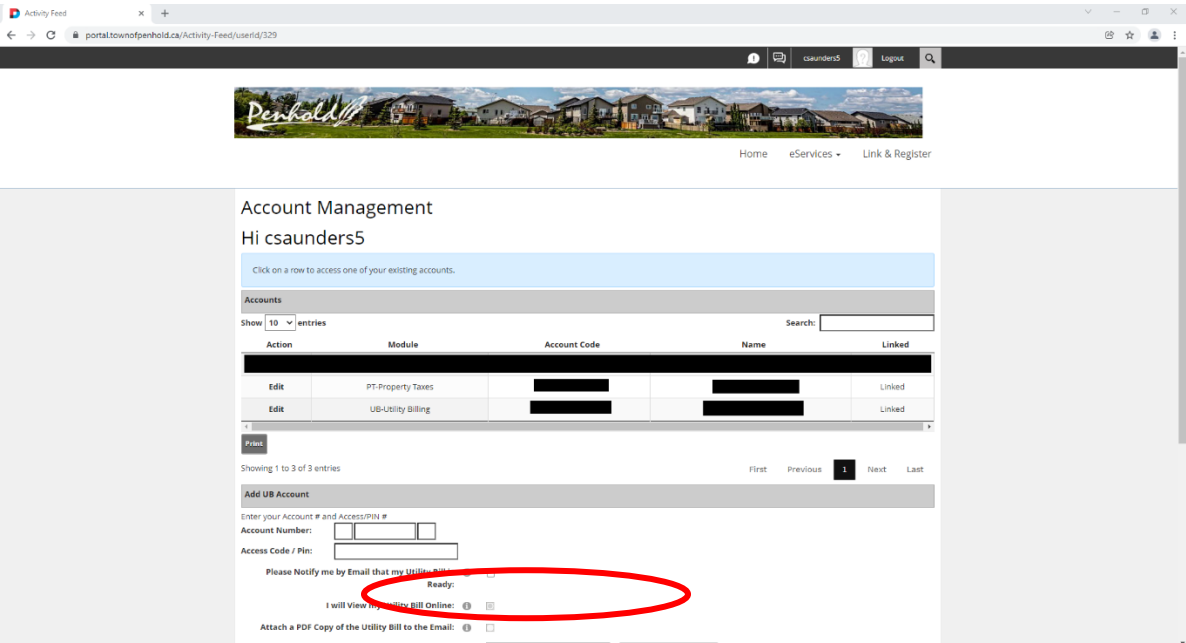
Verification Code:

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Step 9: Once you have logged into your account, you will see a screen that looks like this, click on your Username at the top of the page



Step 10: Click 'Edit' beside 'UB-Utility Billing'



Step 11: A drop-down screen will appear showing your account number and the email address associated with the Portal

You will need to call the town of Penhold to get your Access Code/Pin

Account Management
Hi csaunders5

Click on a row to access one of your existing accounts.

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes			Linked
Edit	UB-Utility Billing			Linked

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Need to Add an Account?

UB-Utility Billing

Edit UB Account

Enter your Account # and Access/PIN #

Account Number: [Redacted]

Access Code / Pin: [Redacted]

Please Notify me by Email that my Utility Bill is Ready: ☒

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email:

Email Address: [Redacted]

Verification Code: [Redacted]

Cancel Save Delete

Step 12: Ensure you select the box that says, 'Please notify me by email that my utility bill is ready'

Account Management
Hi csaunders5

Click on a row to access one of your existing accounts.

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes			Linked
Edit	UB-Utility Billing			Linked

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Need to Add an Account?

UB-Utility Billing

Edit UB Account

Enter your Account # and Access/PIN #

Account Number: [Redacted]

Access Code / Pin: [Redacted]

Please Notify me by Email that my Utility Bill is Ready: ☒

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email:

Email Address: [Redacted]

Verification Code: [Redacted]

Cancel Save Delete

Step 13: Ensure you select the box that says, ‘Attach a PDF copy of the utility bill to the email’

**** This is a critical step ****

Account Management
Hi csaunders5

Click on a row to access one of your existing accounts.

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	[REDACTED]	[REDACTED]	Linked
Edit	UB-Utility Billing	[REDACTED]	[REDACTED]	Linked

Showing 1 to 3 of 3 entries

Need to Add an Account?

UB-Utility Billing

Edit UB Account

Enter your Account # and Access/PIN #

Account Number: [REDACTED]

Access Code / Pin: [REDACTED]

Please Notify me by Email that my Utility Bill is Ready: ☒

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☒

Verification Code: [REDACTED]

Send Verification Email

Cancel Save Delete

Step 14: Input your email address and click ‘Send Verification Code’

Check your email to get the verification code and input the verification code into the ‘Verification Code’ box

Click ‘Save’

You are complete - your utility bill will be attached as a PDF copy in your email on the next billing cycle

Account Management
Hi csaunders5

Click on a row to access one of your existing accounts.

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	[REDACTED]	[REDACTED]	Linked
Edit	UB-Utility Billing	[REDACTED]	[REDACTED]	Linked

Showing 1 to 3 of 3 entries

Need to Add an Account?

UB-Utility Billing

Edit UB Account

Enter your Account # and Access/PIN #

Account Number: [REDACTED]

Access Code / Pin: [REDACTED]

Please Notify me by Email that my Utility Bill is Ready: ☒

I will View my Utility Bill Online: ☐

Attach a PDF Copy of the Utility Bill to the Email: ☒

Email Address: [REDACTED]

Send Verification Email

Verification Code: [REDACTED]

Cancel Save Delete