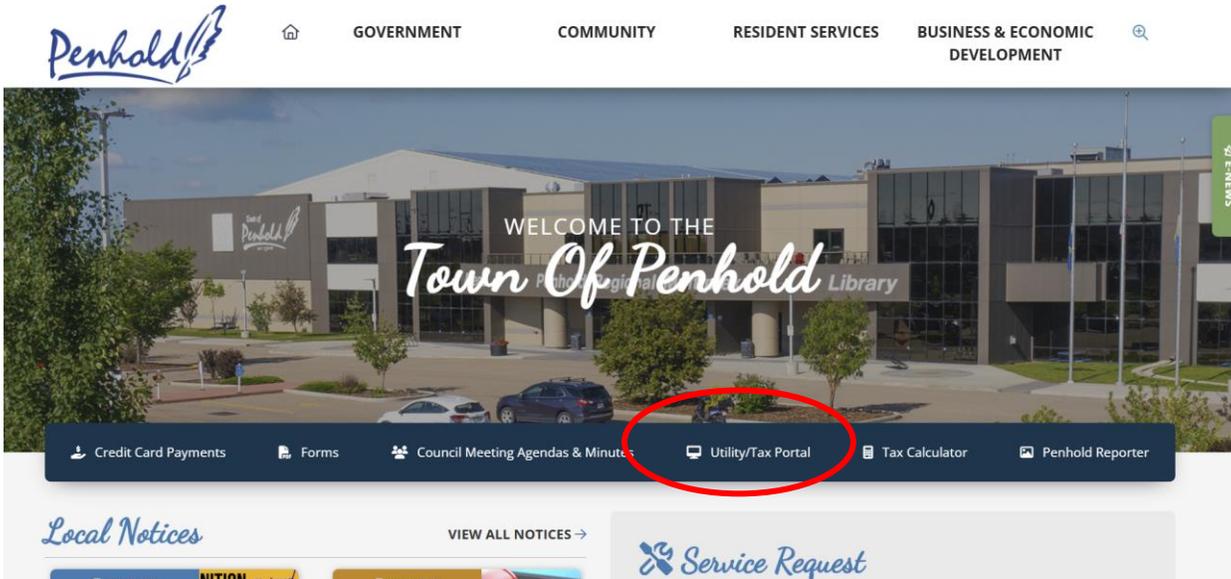


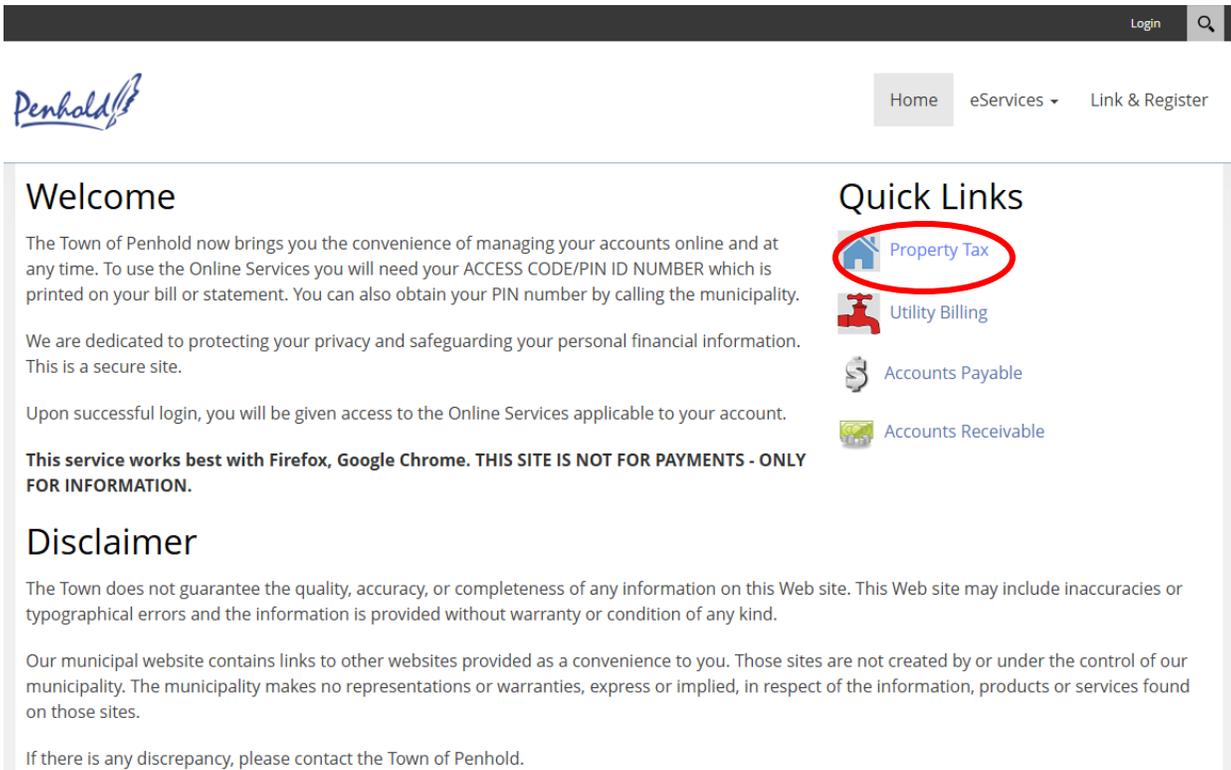
Town of Penhold Utility/Tax Portal

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



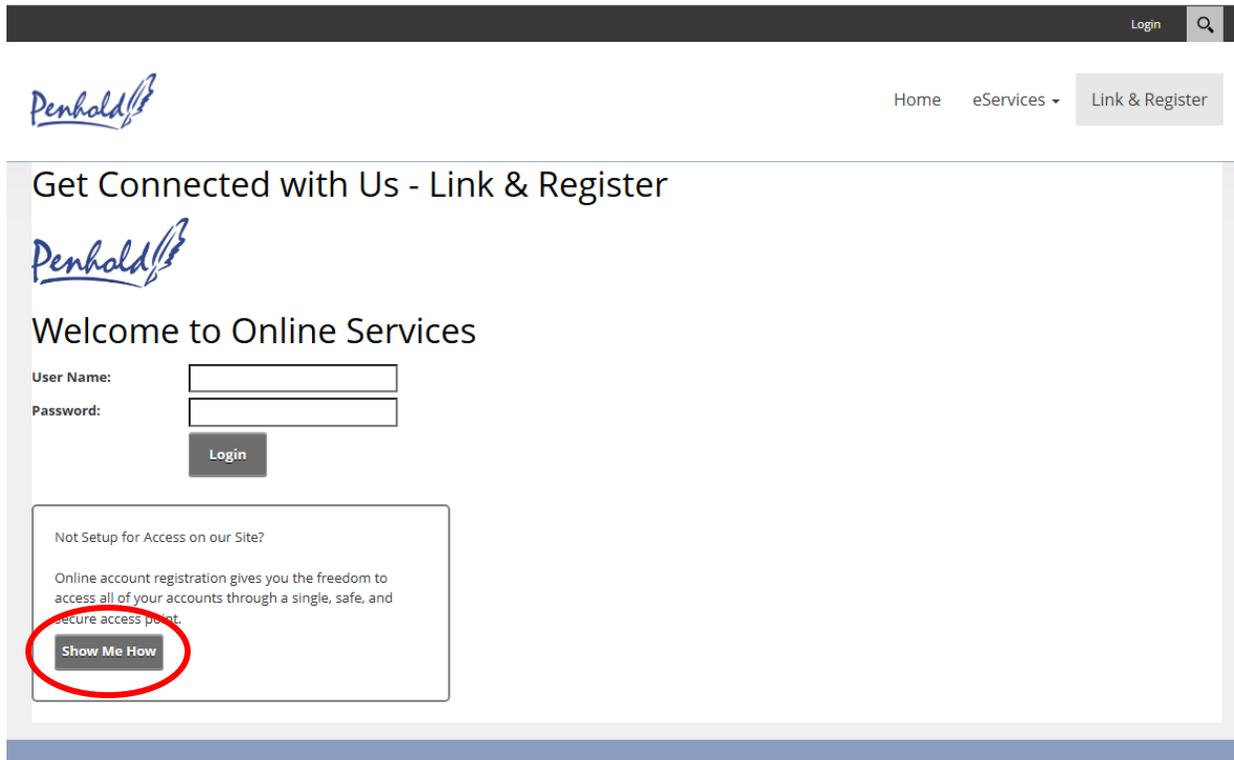
Step 2: On the right-hand side of the page under the 'Quick Links' tab, click 'Property Tax'.



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

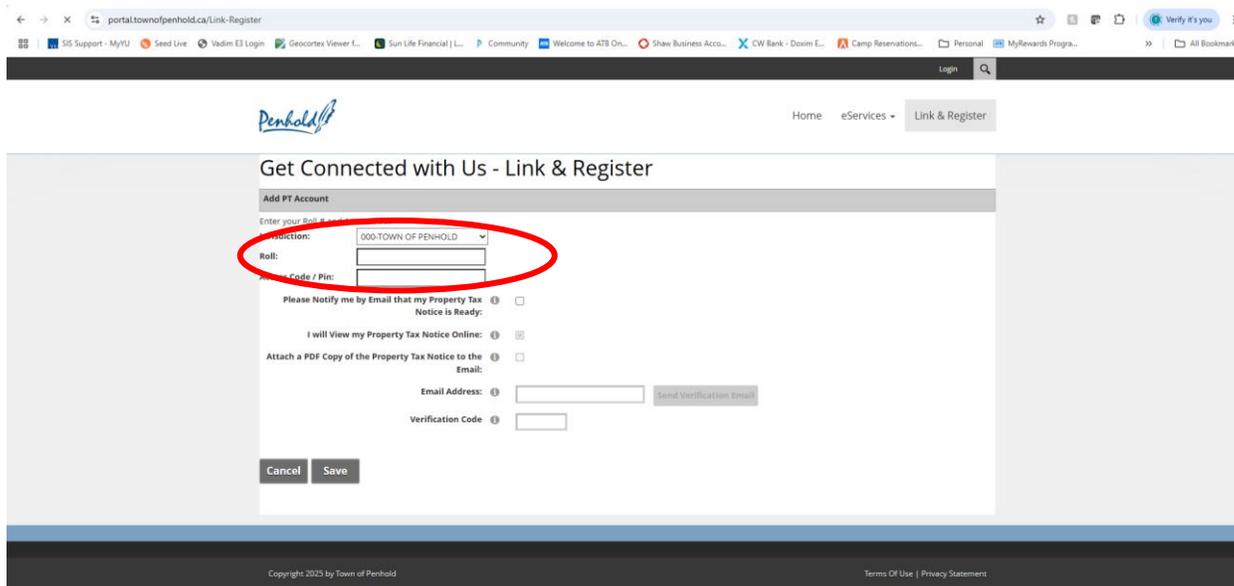
If you cannot remember your Portal Username or Password, click 'Show Me How'

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



The screenshot shows the Penhold website's login page. At the top right, there is a "Login" button and a search icon. The main navigation includes "Home", "eServices", and "Link & Register". The page title is "Get Connected with Us - Link & Register". Below the Penhold logo, the heading "Welcome to Online Services" is displayed. The login form consists of "User Name:" and "Password:" input fields, followed by a "Login" button. A message box below the form states: "Not Setup for Access on our Site? Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point." A "Show Me How" button is circled in red.

Step 4: You will need to input your roll number - This can be found on a paper copy of your property tax notice consisting of 11 digits 00000000.



The screenshot shows the "Add PT Account" form on the Penhold website. The form is titled "Add PT Account" and includes the following fields and options: "Enter your Roll #", "Municipality:" (a dropdown menu with "000-TOWN OF PENHOLD" selected), "Roll:" (a text input field), and "Roll Code / Pin:" (a text input field). Below these fields are three checkboxes: "Please Notify me by Email that my Property Tax Notice is Ready:", "I will View my Property Tax Notice Online:", and "Attach a PDF Copy of the Property Tax Notice to the Email:". The "Email Address:" field is followed by a "Send Verification Email" button. The "Verification Code:" field is also present. At the bottom of the form are "Cancel" and "Save" buttons. The browser's address bar shows "portal.townofpenhold.ca/Link-Register".

Step 5: Add your Access Code/Pin. Call the Town of Penhold to obtain this number 403-886-4567.

portal.townofpenhold.ca/Link-Register

Penhold

Home eServices - Link & Register

Get Connected with Us - Link & Register

Add PT Account

Enter your Roll # and Access/PIN#

Jurisdiction: 000-TOWN OF PENHOLD

Roll: []

Access Code / PIN: []

Please Notify me by email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address: [] [Send Verification Email](#)

Verification Code: []

Cancel Save

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Step 6: Ensure you select the box that says, 'Please notify me by email that my Property Tax Notice is ready'

portal.townofpenhold.ca/Link-Register

Penhold

Home eServices - Link & Register

Get Connected with Us - Link & Register

Add PT Account

Enter your Roll # and Access/PIN#

Jurisdiction: 000-TOWN OF PENHOLD

Roll: []

Access Code / PIN: []

Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address: [] [Send Verification Email](#)

Verification Code: []

Cancel Save

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Step 7: Ensure you select the box that says, 'Attach a PDF copy of the Property Tax Notice to the email'

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

The screenshot shows the 'Link & Register' page on the Penhold website. The page title is 'Get Connected with Us - Link & Register'. Under the 'Add PT Account' section, there are several input fields: 'Jurisdiction' (a dropdown menu with '000-TOWN OF PENHOLD' selected), 'Roll', and 'Access Code / Pin'. Below these fields are three checkboxes for email notifications: 'Please Notify me by Email that my Property Tax Notice is Ready', 'I will view my Property Tax Notice Online', and 'Attach a PDF Copy of the Property Tax Notice to the Email'. The third checkbox is circled in red. Below the checkboxes are fields for 'Email Address' and 'Verification Code', and a 'Send Verification Email' button. At the bottom of the form are 'Cancel' and 'Save' buttons. The footer contains 'Copyright 2025 by Town of Penhold' and 'Terms Of Use | Privacy Statement'.

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

This screenshot is similar to the previous one, but the 'Email Address' field and the 'Send Verification Email' button are circled in red. The 'Attach a PDF Copy of the Property Tax Notice to the Email' checkbox is now checked. The rest of the page content, including the form fields and footer, remains the same.

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

Click 'Save'

You are complete - your combined Property Tax Assessment & Notice will be attached as a PDF copy in your email the next time Property Tax Notices are generated. Sign up before the end of April to receive your current year Notice in early May.

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



Account Management

Hi ABC123

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

Accounts

Show 10 ▾ entries

Search:

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

Print

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

Need to Add an Account?

Select Account Type ▾



Edit Profile

My Account

****If you are already set up for UTILITY E-Billing, you will need to use the pull down menu under "Need to Add an Account?" and select PT-Property Taxes.**

Step 10: Click on 'Edit' beside 'PT-Property Taxes'

Edit PT Account

Enter your Roll # and Access/PIN#

Jurisdiction: 000-TOWN OF PENHOLD ▾

Roll: 000.00000

Access Code / Pin:

Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address:

Send Verification Email

Verification Code:

Call the Town Office at 403-886-4567 to get your Access Code / Pin

Cancel

Save

Delete

Step 11:

Ensure you select the box that says “Please notify me by Email that my Property Tax Notice is Ready” and the box the says “Attach a PDF Copy of the Property Tax Notice to the Email”

PT-Property Taxes

Edit PT Account

Enter your Roll # and Access/PIN#

Jurisdiction: 000-TOWN OF PENHOLD

Roll: 00000000

Access Code / Pin:

Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address: Send Verification Email

Verification Code:

Cancel Save Delete

Step 12:

Input your Email address and click “Send Verification Code”

Check your email to get the Verification Code and input the code into the “Verification Code” box.

Click SAVE and you are done!

PT-Property Taxes

Edit PT Account

Enter your Roll # and Access/PIN#

Jurisdiction: 000-TOWN OF PENHOLD

Roll: 00000000

Access Code / Pin:

Please Notify me by Email that my Property Tax Notice is Ready:

I will View my Property Tax Notice Online:

Attach a PDF Copy of the Property Tax Notice to the Email:

Email Address: Send Verification Email

Verification Code:

Cancel Save Delete