

Steps to Register / Link an Account

1. Begin Registration

Clicking **“Click Here to Register/ Link your Account”** on the Wellesley Township Online Services page.

e-Billing

The Township offers a secure online portal where you can view your tax bill. Once you have created your account, you will be notified by email when a new tax bill is ready for you to view.

To use Online Services, you will need the **Tax Roll Number** and **Access Code/PIN** located on your Property Tax Notice.

If you are unable to locate your Access Code/PIN, please contact the Township at **519-699-4611** or email the **Taxes Department**

Click Here to
Register/ Link
your Account

Steps to Register /
Link an Account

2. Access the Registration Screen

You will see the login screen



Home Online Services ▾ Link & Register

Welcome to Township of Wellesley's Online Services

Our Online Services allows citizens and staff to view their Township of Wellesley property tax accounts and transactions in a secure environment anytime, anywhere.

Returning User? Login in the top right corner of this screen.

First time User? Click [here](#) to create an account

Need help? Please contact us by [email](#) or by phone at 519-699-4611.

Quick Links

- [My Account](#)
- [Property Tax](#)
- [Parking Ticket](#)
- [Township Website](#)

Click [here](#)

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.

Show Me How

Click **“Show Me How”**

3. Select the Account Type

From the drop-down menu, choose:



PT – Property Taxes

This will link your Township of Wellesley property tax account.

What type of Account are you trying to add?

Select Account Type
Back

AR – Accounts Receivable

This will link your Township of Wellesley invoices

4. Enter Your Property Details

Refer to your **Township of Wellesley Property Tax Bill** and complete the following fields:

- **Jurisdiction:** use drop down
- **Roll Number:** Enter the next **12 digits** (include the decimal and include all zeros).
- **Access Code / PIN:** This is printed on your latest tax bill.
If you cannot locate it, email taxes@wellesley.ca for assistance.

TOWNSHIP OF WELLESLEY
4639 LOBSINGER LINE RR# 1
ST. CLEMENTS ON N0B 2M0
Tel. No. : (519) 699-4611

TAX BILL

PT Property Taxes
Add PT Account

Roll No. 3024 **01012312345.0000**

Access Code / PIN 12345

Jurisdiction: 000-TOWNSHIP OF WELLESLEY
Roll:
Access Code / Pin:

5. Set Your E-Billing Preferences

You will be asked to choose your billing notification preferences:

- **“Please notify me by e-mail that my Property Tax Notice is ready”**
Enable this to activate electronic notifications.
- **“I will view my Property Tax Notice online”**
Default option. You will receive an email notification only.

OR

- **“Attach a PDF copy of the Property Tax Notice to the e-mail”**
Select this to receive a PDF copy of your tax bill by email.

Add PT Account

The preceding '3024' of your roll number is not required. The pink section is the Jurisdiction. Select this from the drop list. The green section is the Roll and must be entered as shown.

Jurisdiction:

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:

6. Enter Your Email Address

Type the email address you wish to use to receive notifications.

7. Send Verification Email

Select “**Send Verification E-mail.**”

A **6-digit code** will be sent to your email address.

Tip: Check your junk or spam folder if you do not see it.

8. Enter the Verification Code

Type the code into the **Verification Code** field.

Note: The code is valid for **15 minutes**.

9. Select “Save”

This saves your linked Property Tax account.

Create Your Login Credentials

To finish setting up your Online Services profile, complete the following fields:

- **User Name** (no spaces)
- **E-mail Address** (enter again to confirm)
- **Verification Code** (a new code will be emailed)
- **Password** (minimum of 12 digits, one number, one capital, one special character)
- **Confirm Password**

Once saved, your new username and password can be used any time to log in and view your Township of Wellesley accounts.

Multiple owners

If a property has **multiple owners**, each owner may create their own login using their own email address. However, the **official tax notice** is always issued to the primary owner listed on the tax roll.

Multiple Properties

Once you've logged in successfully, you can add additional accounts.

Refer to your **Township of Wellesley Property Tax Bill** and complete the following fields:

- **Jurisdiction:** use **drop down**
- **Roll Number:** Enter the next **12 digits**
(include the decimal and include all zeros).

Access Code / PIN: This is printed on your latest tax bill.

Action	Module	Acc
Edit	PT-Property Taxes	020-00

Showing 1 to 1 of 1 entries

Need to Add an Account?

PT-Property Taxes

Add PT Account

TOWNSHIP OF WELLESLEY
4639 LOBSINGER LINE RR# 1
ST. CLEMENTS ON NOB 2M0
Tel. No. : (519) 699-4611

TAX BILL

PT Property Taxes

Add PT Account

Roll No. 3024.01012312345.0000

Jurisdiction: 000-TOWNSHIP OF WELLESLEY

Roll:

Access Code / PIN: 12345

Paying Online

Payments can be made by selecting **“Pay Online.”**

Please note:

- **Credit card payments** incur a **2.5% processing fee**
- **Debit card payments** incur a **1.5% processing fee**
(These are third-party processing fees and are not kept by the Township.)

*Signing up for the portal **does NOT require** you to pay bills through the portal.

Residents may still pay by:

- Cash, cheque, or debit at the Township Administration Office
- Online banking
- Pre-authorized payment plans (withdrawn on the first business day of each month)

<https://www.wellesley.ca/home-property-and-roads/taxes/>

Browser and Security Information

This is a secure site. The Township of Wellesley is committed to protecting your privacy and safeguarding your personal financial information.

For optimal viewing and security, we recommend that you use Mozilla Firefox, Google Chrome, or Internet Explorer Version 11 or higher