



Township of Georgian Bay

How to Create a New eServices Account

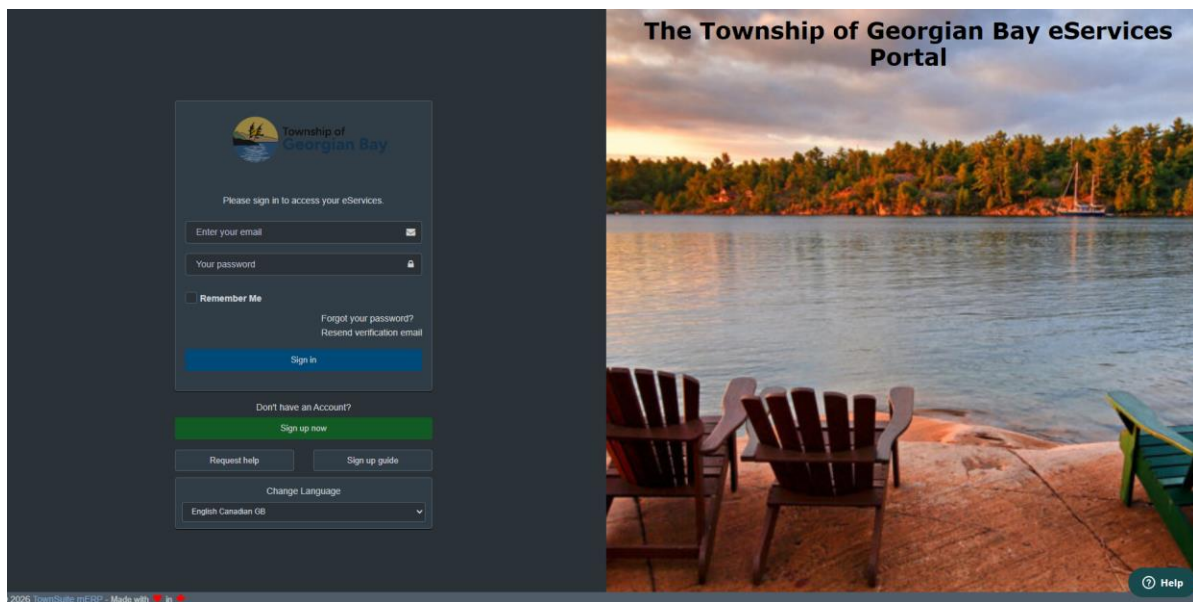
Step-by-step account registration and email verification

Portal: [Township of Georgian Bay eServices Portal](#)

Before you begin: Have access to a valid email address. Property owners should also have the Sign-Up Key from the Township tax form if available.

Step 1: Open the eServices Portal

1. Open the [Township of Georgian Bay eServices Portal](#) in a web browser.
2. Under “Don’t have an Account?”, select **Sign up now**.



Step 2: Choose a Sign-Up Option

Choose the option that matches the information currently available to you.

Property Owner (Resident or Business) of the Township of Georgian Bay

Choose this option when the Sign-Up Key from the tax form is available.

Guest

Choose this option when the Sign-Up Key or validation information is not available. Property information can be added later.

Choose Sign Up Option

Guest

Property Owner (Resident or Business) of the Township of Georgian Bay

Close

Change Language

English Canadian GB

Note: If the Sign-Up Key is not available, select Guest and continue. The property can be linked later.

Step 2b: Validate Property Information

This step applies only when the Property Owner option was selected.

3. Enter the **Sign-Up Key** from the Township tax form.
4. Enter **one validation value**: last name, invoice number, receipt number, or customer code/number.
5. Select **Submit Key**.

Signup Key

Enter sign-up key

Enter sign-up key

Enter one validation (Last name, invoice number, receipt number or customer code/number)

Enter one validation (Last name, invoice number, receipt number or customer code/number)

Close Submit Key

Change Language

English Canadian GB

Step 3: Enter Account Details

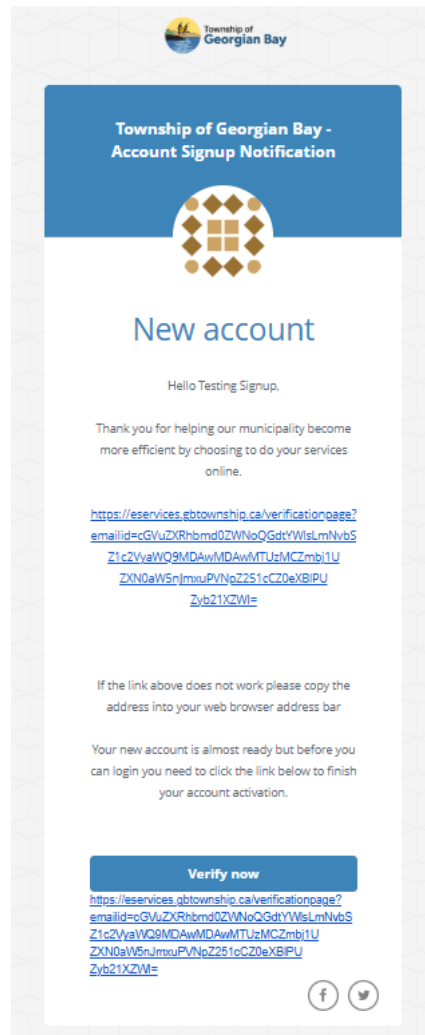
6. Select **Register an Individual or Register a Business**.
7. Enter the email address, first name, last name, and date of birth.
8. Create a password.
9. Check "I am not a spambot."
10. Check "I Agree to the Privacy Policy."
11. Select **Register**.

The screenshot shows a registration form titled "Enter Account Details". It has two radio buttons: "Register an Individual" (selected) and "Register a Business". Below are input fields for "Email" (containing "example@email.com"), "First Name", "Last Name", "Date Of Birth" (with a calendar icon and a "Must be entered in format" error message), and "Password". Below the form is a "Confirm Account" section with two checkboxes: "I am not a spambot" and "I Agree to the Privacy Policy". A paragraph of text explains that a verification email will be sent and that users should check their junk/spam box if it doesn't arrive. At the bottom right are "Close" and "Register" buttons. At the very bottom is a "Change Language" dropdown menu set to "English Canadian GB".

Important: A verification email will be sent after registration. The account cannot be used until the email address is verified. If the message does not arrive, check the Junk or Spam folder.

Step 4: Verify the Email Address

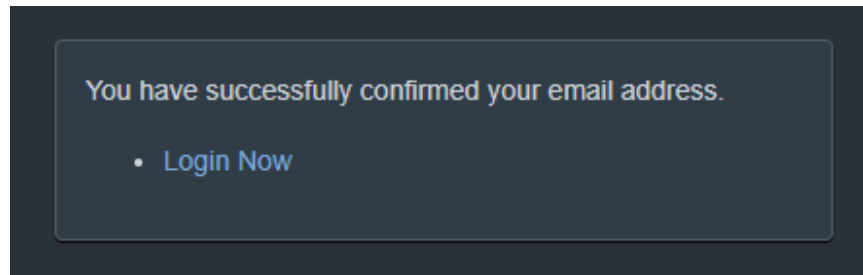
12. Open the email titled **Township of Georgian Bay - Account Signup Notification**.
13. Select **Verify now** or the verification link in the message.



Security reminder: Confirm that the link leads to the Township eServices website before entering account information.

Step 5: Confirm the Email Address

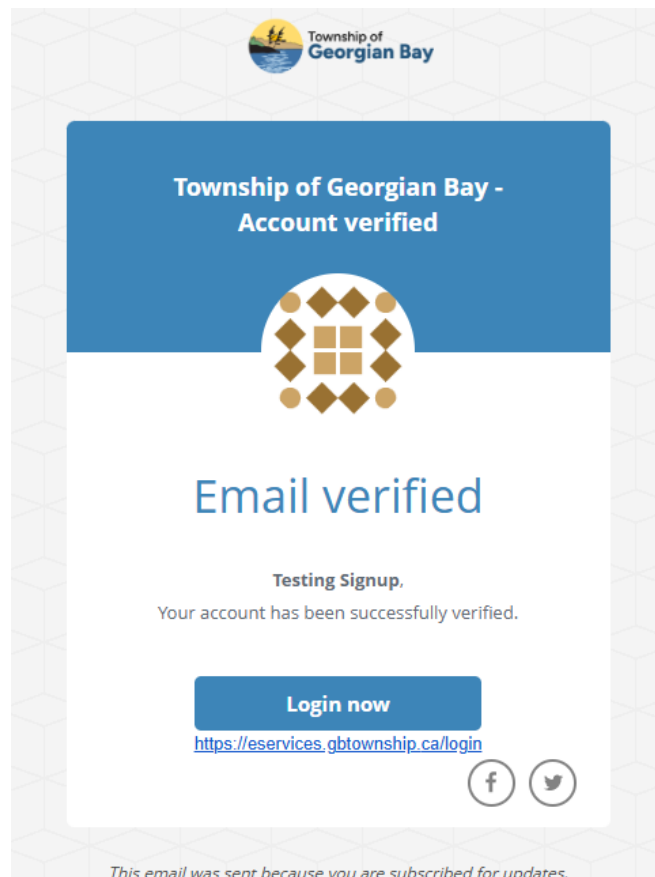
14. Confirm that the page displays "You have successfully confirmed your email address."
15. Select [Login Now](#) to continue.



Step 6: Review the Account Verified Email

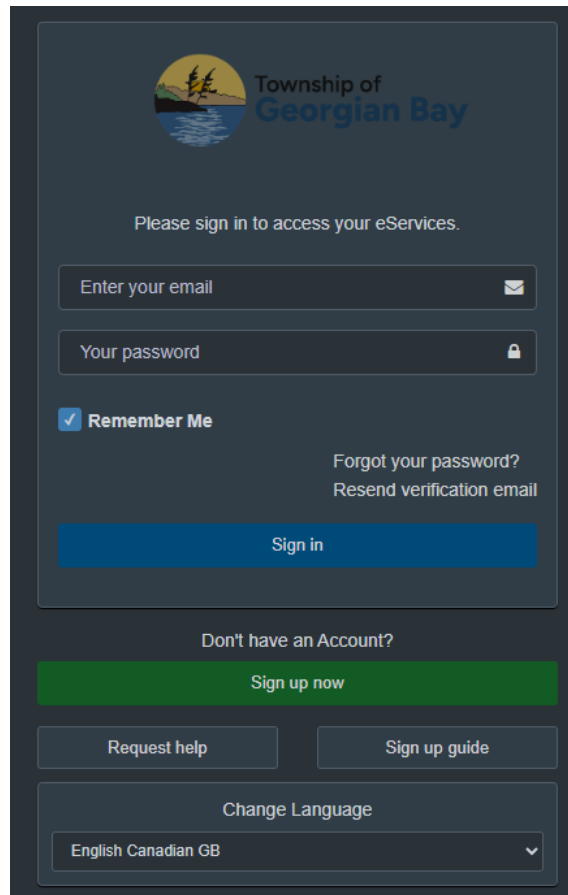
A second email titled "Township of Georgian Bay - Account verified" confirms that the account was successfully verified.

16. Select [Login now](#) to return to the portal, or [open the portal directly](#).



Step 7: Sign In

17. Enter the email address used during registration.
18. Enter the password created during setup.
19. Select **Sign in**.



The screenshot shows the login interface for the Township of Georgian Bay eServices. At the top is the logo, which includes a circular emblem with a sailboat on water and the text 'Township of Georgian Bay'. Below the logo, a message reads 'Please sign in to access your eServices.' There are two input fields: 'Enter your email' with an envelope icon and 'Your password' with a lock icon. A 'Remember Me' checkbox is checked. To the right of the password field are links for 'Forgot your password?' and 'Resend verification email'. A large blue 'Sign in' button is centered below these fields. At the bottom, there is a green 'Sign up now' button, and two smaller buttons for 'Request help' and 'Sign up guide'. A 'Change Language' dropdown menu is at the very bottom, currently set to 'English Canadian GB'.

Forgot Your Password?

20. Select [**Forgot your password?**](#) on the login page.
21. Follow the instructions sent to the registered email address.
22. Create a new password, return to the login page, and sign in.

Tip: If the password reset message does not appear, check the Junk or Spam folder before requesting another reset.

Account Setup Complete

The eServices account is now created, verified, and ready to use. [Sign in to the eServices Portal](#)