MYPROPERTY
REPRESENTATIVE AUTHORIZATIONS

Edmonton

PROPERTY OWNERS

FIRST, CREATE YOUR PROFILE ON MYPROPERTY

Whether you're a property owner, an authorized viewer, or a representative, you'll need to create a MyProperty profile. Just visit **MyProperty.edmonton.ca**, click CREATE PROFILE and follow the steps to choose an email and verify your account.

CREATING A NEW AUTHORIZATION?

1 **Add your property to your account.** Click the ADD A PROPERTY button, then enter the account number and access code found on any recent assessment or tax notice.

2 **Start sharing your information.** Click your email in the top right corner of the screen and choose PROFILE. Then expand the SHARE YOUR INFORMATION line to see who you have authorized to view your information and act as your representative.

3 **Create an authorization.** Click the CREATE NEW AUTHORIZATION button and follow the steps on the screen:

- Choose the properties you want to share or authorize a representative for.
- Enter the email of the person or organization you want to share your information with.
- Choose if you want to authorize this person as your representative and confirm.

An email will be sent to the email address you authorized, inviting them to view your information on MyProperty.

RENEWING AN EXISTING AUTHORIZATION?

1 **Logon to MyProperty.** Starting August 22, if you have an existing authorization that is available to renew, you'll see a banner with a RENEW ACCESS button in it. Click the button to start your renewals.

2 **Choose the properties to renew.** Choose which properties you want to renew access for. You can do them all at once, or do them a few at a time.

3 **Confirm and Complete.** You'll have a chance to confirm whether you want to continue to authorize the other party as your representative. Then you'll agree to some terms and complete your renewal. When you see the confirmation screen you're all done!

If you want to review your authorizations, you can view them at any time on the Profile page, under Share Your Information.

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