

MYDISTRICT ONLINE SERVICES

Guide to navigating MyDistrict services

MyDistrict can be accessed through the West Vancouver web site (westvancouver.ca) in the Online Service Directory (the link is on the top of the page). MyDistrict can also be accessed directly at westvancouver.ca/mydistrict.

Step 1: Register a MyDistrict profile

At the main MyDistrict login screen, select **Register now**




The screenshot shows the MyDistrict login interface. At the top, there is a blue header with the 'WV' logo and the text 'MYDISTRICT'. To the right of the header, it says '24 hour access to: taxes, utilities, permits, licences'. Below the header, the text reads 'Welcome to MyDistrict accounts online'. Underneath, it says 'If you have an existing profile, please login:'. There are two input fields: 'Email Address:' and 'Password:'. Below the password field is a 'Login' button. At the bottom, there are three links: 'Don't have a profile? Register now.', 'Forgot your password? Fill in your email address and Reset it.', and 'Read the Terms of Use'. A link 'What is MyDistrict?' is also present.

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Complete the Registration Form and click the Register button.

Note: if you will be using the online permit system, this information will be populated into your online applications so please ensure all fields are completed correctly.

24 hour access to:
taxes, utilities,
permits, licences

Registration

Please complete all fields on the form and click the register button to create a MyDistrict profile. A confirmation email will be sent to the address provided.

You **must** click the link in this email to activate your account.

[Need Help?](#)

Email address: *

First Name: *

Last Name: *

Middle Initial:

Unit:

House: *

Street: *

City: *

Province/State: ▼

Country: ▼ *

Postal/Zip Code: *

Phone (10 digits): *

Mobile Phone (10 digits):

Password: *

Confirm Password: *

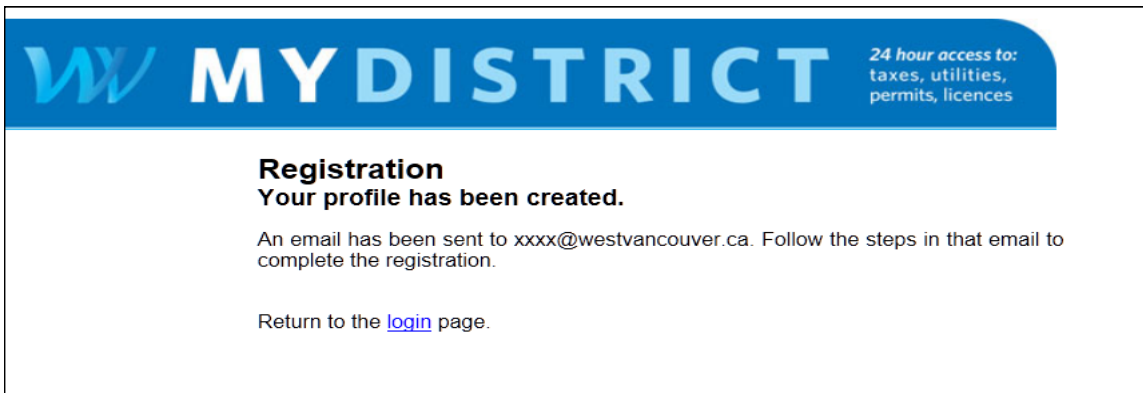
Choose Your Security Question: ▼ *

Security Answer: *

(*) - required

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A confirmation screen will appear indicating your registration has been successful and an email will be sent providing instructions to complete the registration.



Once registered, you will have access to your profile and can add accounts.

When you apply for permits online, they will automatically be added to your profile and you will have the ability to view the status of your permits and book inspections.

Note: You can also use MyDistrict for viewing tax, utility, dog and business licence accounts.

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Step 2: Register your West Vancouver Business Licence

Under Account Type select LICENSING

Enter Account Number and Access Code which can be found on your last Business Licence or contact Bylaws at 604-925-7152 to obtain this information.

Note: If you have an Inter-Municipal Licence you will not register your licence, instead you will be asked to submit your Inter-Municipal Licence information each time you apply online.

The screenshot shows the 'MYDISTRICT' website interface. At the top, there is a blue header with the 'MYDISTRICT' logo and the text '24 hour access to: taxes, utilities, permits, licences'. Below the header, the date and time 'Aug 28, 2015 2:04 PM' are displayed, along with links for 'Print' and 'Help'. On the left side, there is a vertical navigation menu with options: 'Accounts', 'Register Accounts' (highlighted in red), 'Profile', and 'Log Out'. The main content area is titled 'Register Accounts' and includes the instruction: 'In order to register an account, you must have the corresponding bill.' Below this, there is a section titled 'Enter account information' with a red square icon. The form contains three input fields: 'Account Type' (a dropdown menu with 'LICENSING' selected and circled in red), 'Account Number', and 'Access Code'. A 'Register' button is located below the input fields. At the bottom of the form, it states: 'The Account Number and Access Code can be found on your bill.'

District of West Vancouver	2015 Business
ACCOUNT NUMBER: 1011552	BILLING DATE: Aug 28, 2015
ACCESS CODE: 612674	DUE DATE: Jan 31, 2015

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Register a Permit

Under Account Type select PERMITS

Enter Permit Number and Access Code. Your Access Code is created when the permit is applied for. If no access code is assigned, please contact a Permit Clerk at 604 925-7040 who can register a code for you.

Note: If you apply for a permit online, you will not need to register the permit as it will automatically be added to your account.

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Register a Tax Account

Under Account Type select TAX

Enter your Folio and Access Code. Your Access Code is the unique number assigned to your account. You can find your access code by looking at your tax bill or contact Financial Services at 604-925-7032 to obtain this information.

RESIDENT, WV CONSILO ET ANIMIS 750 - 17TH ST WEST VANCOUVER BC V7V 3T3		LEGAL DESCRIPTION LOT 0 DISTRICT LOT 0L0 PLAN 000N0		
TOTAL NET ASSESSED VALUES FOR TAXATION PURPOSES				
CLASS	GENERAL	SCHOOL	HOSPITAL	
1 - Res	822,000	822,000	822,000	
FOLIO NUMBER	00-0000	ACCESS	000000	
PROPERTY ADDRESS	750 17TH ST	COLUMN A	COLUMN B	COLUMN C
PID	000-000-000	NO GRANT	BASIC GRANT	SENIOR GRAN

MYDISTRICT ONLINE SERVICES

Register a Utility Account

Under Account Type select UTILITY

Enter your Account number and an Access Code. Your Access Code is the unique number assigned to your account. You can find your access code by looking at your utility bill or contact Financial Services at 604-925-7032 to obtain this information.

24 hour access to:
taxes, utilities,
permits, licences

Mar 10, 2016 2:00 PM | [Print](#) [Help](#)

Accounts
Register Accounts
Profile
Log Out

Register Accounts

In order to register an account, you must have the corresponding bill.

■ **Enter account information**

Account Type:

Account Number:

Access Code:

[Where](#) do I find my Utility Account Number and Access Code?

METERED UTILITY STATEMENT	
ACCT NUMBER: #####	BILLING PERIOD: Jan 1, 2008
ACCESS CODE: #####	TO: Mar 31, 2008
DUE DATE: Apr 30, 2008	BILLING DATE: Mar 31, 2008

MYDISTRICT ONLINE SERVICES

Register a Dog Account

Under Account Type select DOGS

Enter your Account number and an Access Code—an Access Code is the unique number assigned to your account. You can find your access code by looking at your Renewal Invoice or contact Bylaws at 604-925-7152 to obtain this information.

The screenshot shows the MYDISTRICT website interface. At the top, there is a blue header with the logo and the text "MYDISTRICT" and "24 hour access to: taxes, utilities, permits, licences". Below the header, the date and time "Mar 10, 2016 2:00 PM" are displayed, along with links for "Print" and "Help". On the left side, there is a vertical navigation menu with buttons for "Accounts", "Register Accounts", "Profile", and "Log Out". The main content area is titled "Register Accounts" and includes the instruction: "In order to register an account, you must have the corresponding bill." Below this, there is a section titled "Enter account information" with a red square icon. The form contains three input fields: "Account Type" (a dropdown menu with "DOGS" selected and circled in red), "Account Number" (a text input field), and "Access Code" (a text input field). A "Register" button is located below the input fields. At the bottom of the form, there is a link: "Where do I find my Account Number and Access Code on my renewal notice?"

The screenshot shows a box containing account information. The "ACCOUNT NUMBER" and "ACCESS CODE" fields are circled in red. The "BILLING DATE" is Dec 15, 2007, and the "DUE DATE" is Jan 1, 2008.

ACCOUNT NUMBER: XXXXX	BILLING DATE: Dec 15, 2007
ACCESS CODE: XXXXX	DUE DATE: Jan 1, 2008