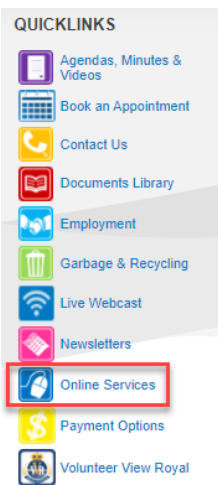




Online Services Guide for Business Licence Renewals

1. Go to Town of View Royal website at <https://www.viewroyal.ca/>
2. Click on **[Online Services]** under Quicklinks



3. Click on the **[Get Connected]** button at the top right of the page:



4. For first time users, you are required to set up a new account

Scroll down and click on the **[Show Me How]** button near the bottom of the page

Welcome to Online Services

User Name:

Password:

Not Setup for Access on our Site?

Click on Show Me How to register now. Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

5. Click the drop-down menu and select **[BL-Business Licences]**

Get Connected with Us - Link & Register

What type of Account are you trying to add?

Select Account Type

- Select Account Type
- BL-Business Licences
- PT-Property Taxes
- UB-Utility Billing

6. Enter Customer Number and Access Code from your invoice and click **[Continue]**

Get Connected with Us - Link & Register

What type of Account are you trying to add?

BL-Business Licences

Add BL Account

Enter your Customer Code & Access/PIN#

Account Number:

Access Code / Pin:

Cancel Continue

7. Choose a User Name for your account. Your User Name can be identical to your email address. Ensure your password is at least 7 characters long.

Once complete click on the **[Save]** button

Just a couple more steps to setup your personal access account for the site.

User Name:

Email Address:

Password:

Confirm Password:

Back Save

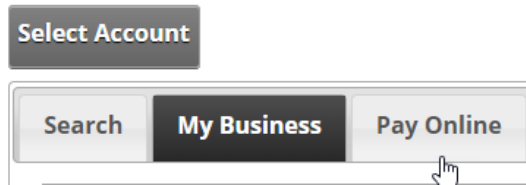
8. Click the **[My Business]** tab to access your business licence history and transaction detail

Business Licence

Search **My Business** Pay Online

9. Click the **[Pay Online]** tab to pay for outstanding business licence fees using Visa or MasterCard

Business Licence



10. Click **[Process Payment]** and you will be directed to the Moneris payment page to enter in your credit card details

Payment

Payment Details:

Account Type:	BL
Account Number:	<input type="text"/>
Amount (CAD):	<input type="text" value="125.00"/>

Process Payment **Cancel Payment**

11. Print receipt for your records; the business licence will be mailed to you