

GETTING STARTED

MyCity is a secure, all-in-one, online service that allows residents and businesses to access information about their City of New Westminster accounts, including renewing your business licence and register for E-billing. It's easy to use and all information is protected by private access codes. To get started, you will need your permit number and access code, which can be found on the permit that you signed.

1 Access MyCity at www.newwestcity.ca/mycity

You will need to **create a MyCity account** if you **do not** have an existing account already. You will only need to complete this step once.

2 Once you have registered for a MyCity account,

you will receive a **verification code** with your account. You will need to enter the verification code on the page shown to the right to complete your registration and activate your account.

3 Log in to your MyCity account, then click on **Manage Accounts** and click on **REGISTER A BUSINESS LICENCE ACCOUNT**

4 Register your Licensing Account

Enter your **Business Licence Account #** and **Access Code**. Then click **YES** to subscribe for eBilling