



### STEP 1: Register for a City of Calgary myID account

If you already have a myID account, go to step 2.

- » Visit calgary.ca/assessmentsearch and click "Login".
- » Click either "Register as a Citizen" or if you have both business and property assessment accounts, click "Register as a Business Administrator" to set up a Business Administrator myID account which allows you to access both property and business assessment online tools.
- » Follow the instructions to set up a myID account (for more detailed instructions, see the property or business help guides at calgary.ca/assessmentsearch).

### STEP 2: Link your property and/or business assessment account(s) to your myID account

If you've already linked your accounts, go to step 3.

- » Go to Assessment Search at calgary.ca/assessmentsearch and click "Login".
- » Enter your myID UserID and password and click "Login".
- » Enter your roll number and/or business identifier and access code (located on your assessment notice) and click "Add".

### STEP 3: Upload and view evidence

- » Under the column "Hearing Evidence", click "Upload/View".

Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Authorize Property Manager	Hearing Evidence	Remove Account
<a href="#">087654321</a>	2015	123 ANYWHERE ST NW	<a href="#">Add</a>	<a href="#">Add</a>		X
<a href="#">012345678</a>	2015	222 MYPLACE DR SE	<a href="#">Update</a>	<a href="#">Add</a>	<a href="#">Upload/View</a>	X

- » On the "Evidence Submission for Hearing" page, click "Upload Evidence".

**Roll Number** 012345678  
**Location Address** 222 MYPLACE DR SE

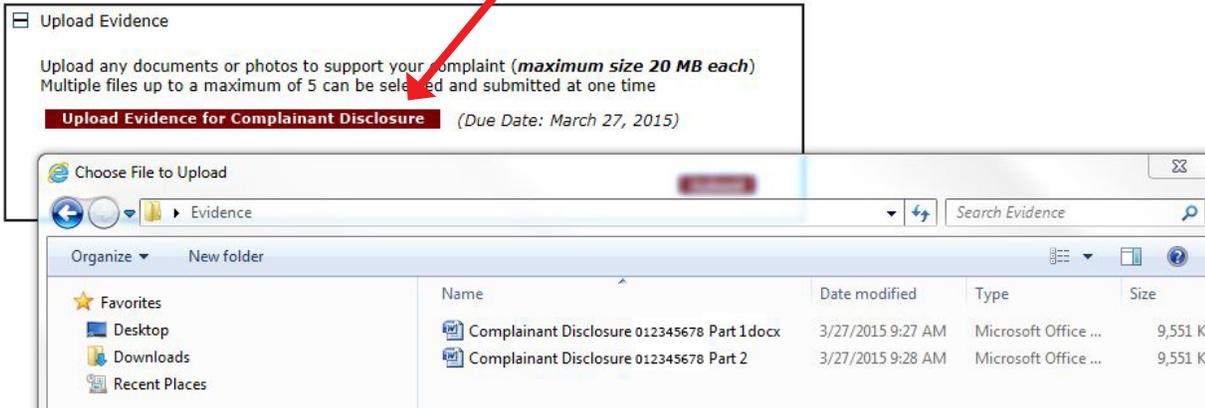
**File Number:** 12345  
**Hearing Date:** July 02, 2015

**Complainant Disclosure Due Date:** March 27, 2015  
**Respondent Disclosure Due Date:** March 30, 2015  
**Complainant Rebuttal Due Date:** March 31, 2015

Note: Submitting of evidence will not be allowed after midnight of the date in which the specific evidence is due. ⓘ



» Click "Upload Evidence for Complainant Disclosure".



- » Select the document(s) or photo(s) you would like to upload from your computer files.
  - > Multiple files up to a maximum of five (5) can be selected and submitted at one time. Each file can be up to a maximum of 20 MB in size.
- » Once you select your document(s) they will appear as follows in the "Upload Evidence" window:



Roll Number 012345678  
Location Address 222 MYPLACE DR SE

File Number: 12345  
Hearing Date: July 02, 2015

Complainant Disclosure Due Date: March 27, 2015  
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Complainant Rebuttal Due Date: March 31, 2015

Note: Submitting of evidence will not be allowed after midnight of the date in which the specific evidence is due.



You may review or delete your selected file(s) before submitting. To review a file, click the file name. To delete it, click the trash can icon (🗑️) beside the file name.

Important - You may ONLY delete a file PRIOR to clicking Submit.



» Click "Submit" to submit your file.

**Note: Once you have clicked submit, you can only upload new files or new versions of previously submitted files. Previously submitted files will remain.**

**Evidence Submission for Hearing**

Roll Number: 012345678  
Location Address: 222 MYPLACE DR SE

File Number: 12345  
Hearing Date: July 02, 2015

Complainant Disclosure Due Date: March 27, 2015  
Respondent Disclosure Due Date: March 30, 2015  
Complainant Rebuttal Due Date: March 31, 2015

Note: Submitting of evidence will not be allowed after midnight of the date in which the specific evidence is due.

Evidence Submitted	Date and Time Submitted	Evidence Type
<a href="#">Complainant Disclosure 012345678 Part 1.docx.docx</a> <b>Upload/Submit New Version</b>	2015-Mar-27 09:31:43	Complainant Disclosure

## Upload a new version of a file

- » To upload a new version of a previously submitted file, click the "Upload/Submit New Version" box beside your file.
- » Select the file that you would like to upload, **clearly identifying that it is a new version (e.g. "File Name" Version2).**
- » The new file will be displayed.

**Evidence Submission for Hearing**

Roll Number: 012345678  
Location Address: 222 MYPLACE DR SE

File Number: 12345  
Hearing Date: July 02, 2015

Complainant Disclosure Due Date: March 27, 2015  
Respondent Disclosure Due Date: March 30, 2015  
Complainant Rebuttal Due Date: March 31, 2015

Note: Submitting of evidence will not be allowed after midnight of the date in which the specific evidence is due.

Evidence Submitted	Date and Time Submitted	Evidence Type
<a href="#">Complainant Disclosure 012345678 Part 1 Version 2.docx</a> <b>Upload/Submit New Version</b>	2015-Mar-27 09:36:00	Complainant Disclosure
<a href="#">Complainant Disclosure 012345678 Part 1.docx.docx</a>	2015-Mar-27 09:31:43	Complainant Disclosure

**Your previous version can no longer be updated.**

- » Once you have submitted a new version of a file, you will only be able to "Upload/Submit" on the most recent version of the file.

**Note: You can upload as many updated versions of your evidence as necessary as long as you submit prior to midnight of the date in which the evidence is due.**



## Viewing City Evidence

- » Once The City of Calgary Assessment has uploaded its evidence, you will receive an email stating its availability.
- » Under the "Evidence Submitted" column, click on the "City Evidence" file name to view.

The screenshot displays the 'Evidence Submission for Hearing' interface. On the left, a sidebar contains the City of Calgary Assessment logo and details for Roll Number 012345678 and Location Address 222 MYPLACE DR SE. Below this, a table titled 'Evidence Submitted' lists three items: '2015 City Evidence - 012345678 - 12345 - 411', 'Complainant Disclosure 012345678 Part 1 Ver...', and 'Complainant Disclosure 012345678 Part 1 docx'. A red arrow points from the first item in the table to a PDF viewer window. The PDF viewer shows the title '2015 City Evidence - 012345678-12345- 41261.pdf - Adobe Acrobat Pro' and the content of the document, which includes the City of Calgary Assessment logo and the text 'Assessment Brief Prepared For Assessment Review Board Hearing'.



**STEP 4: Authorizing an agent to submit and view evidence**

To appoint an agent to upload/view and submit evidence on your behalf, you must authorize that agent **each year** for each account (property and/or business) selected.

**Note: you will need your agent’s Business Administrator myID userID to proceed with the authorization process.**

- » Click “Add” or “Update” under the “Authorize Agency” column for the property or business you wish to authorize an agent.

Property Account (Roll Number)	Roll Year	Location	Authorize Agency	Authorize Property Manager	Hearing Evidence	Remove Account
<a href="#">087654321</a>	2015	123 ANYWHERE ST NW	<a href="#">Add</a>	<a href="#">Add</a>		<a href="#">X</a>
<a href="#">012345678</a>	2015	222 MYPLACE DR SE	<a href="#">Update</a>	<a href="#">Add</a>	<a href="#">Upload/View</a>	<a href="#">X</a>

- » Click “Your Agent List (add/update)”, enter the agent’s myID userID and click “Add”.
- » Once you see your agent’s name in the list, click “Close”.
- » Assign the agent to the roll year(s) you wish to authorize the agent for and click “Submit”.

**For addition information about Assessment Search, please see the Assessment Search help guides for property or business at calgary.ca/assessmentsearch.**

**Need help?**

If you have any questions, encounter any issues with the process, or don’t have access to a computer, please call our customer service line at 403-268-2888 from 8 a.m. – 4:30 p.m., Monday to Friday.