



# Assessment Search

## How-To Guide for Business Owners

*Assessment Search* requires Internet Explorer 9 (or newer), Chrome, Firefox or Safari



# Assessment Search

## How-To Guide for Business Owners

### STEP 1 (NEW USER): Submit an email address for your business

- › Visit [www.calgary.ca/businessemail](http://www.calgary.ca/businessemail) and submit your business email address to The City of Calgary. The person linked with this email is referred to as the Primary Business Contact.
- › If you have already provided your email address to The City, proceed to step 2.

**Note:** It will take approximately one business day for The City's systems to be updated before you can proceed to Step 2.

### STEP 2 (NEW USER): Create a myID business account

- › Once you've submitted your Primary Business Contact email to The City (step 1), visit [www.calgary.ca/myID](http://www.calgary.ca/myID) and select

**CREATE A BUSINESS ACCOUNT**

Calgary

### myID Business Administrator Registration

Please provide one of the following as displayed on your Business License or Assessment Notice to proceed with business administrator registration.

Business License #

Business ID #

ENTER YOUR NUMBER HERE (required)

Put the number here

Validate

Cancel

**PLEASE NOTE**

If you require a BID for the purpose of myID Business Administrator Registration and you are not based in Calgary and do not require a Business License and do not pay City of Calgary Business Tax then please [email Business Registration](#) or [open the registration form](#).

[More information about myID](#)

[Frequently Asked Questions](#)

Copyright © 2015 An official web site of The City of Calgary, located in Calgary, Alberta, Canada. [Privacy Policy](#) | [Terms of use](#) | [Contact Us](#)



# Assessment Search

## How-To Guide for Business Owners

› Enter either your Business License # or your Business ID # and click the 'Validate' button.

**Calgary**

### Business Administrator Registration

**BUSINESS NAME**

**LICENSE NUMBER**

**BUSINESS ID#**

**FIRST NAME (required)**

**LAST NAME (required)**

**EMAIL ADDRESS (required)**

**CONFIRM EMAIL ADDRESS (required)**

**USERNAME (required)** [View user guidelines](#)

For security reasons, enter the characters as displayed below (not case sensitive) into the text box.



**ENTER THE CHARACTERS DISPLAYED ABOVE HERE (required)**

[I have read and agree to the Terms of Use and Privacy Policy \(required\)](#)

© 2017 An official web site of The City of Calgary, located in Calgary, Alberta, Canada. [Privacy Policy](#) | [Terms of use](#) | [Contact Us](#)

› Complete all of the mandatory fields.

› Read and agree to the Terms of Use and Privacy by checking the box and click 'Sign up'.

[I have read and agree to the Terms of Use and Privacy Policy \(required\)](#)



# Assessment Search

## How-To Guide for Business Owners

- You will receive an email with further instructions on how to complete the registration including a portion of an activation code. The other portion of the activation code will be emailed to the Primary Business Contact (identified in Step 1). You will need to get this portion of the activation code from the Primary Business Contact. Once you do, start the activation process by clicking the link from the email you received.
- You will be taken to a page where a portion of the activation code is pre-populated. Enter the rest of the activation code obtained from the Primary Business Contact. Click 'Submit'.

Calgary

### Business Administrator Account Activation

Enter your activation code

56b4b d563d Submit

Copyright © 2015 An official web site of The City of Calgary, located in Calgary, Alberta, Canada. [Privacy Policy](#) | [Terms of use](#) | [Contact Us](#)

- A screen will appear letting you know that the activation details will be sent to your email. Click OK. You, as the new Business Administrator will receive an email containing a temporary password.

Dear Client,

Your City of Calgary myID online account with username **PROPERTY\_OWNER** has been activated.

Temporary Password: **Cal831367**

Please note that passwords are case sensitive.

When you login for the first time, you will be prompted to change the password. Also, you will be able to pick your security question(s) in order to recover passwords in the future.

[Login to myID now >](#)

Note: This is a system generated email. Please do not respond to this email.

The City of Calgary

**ISC: Protected** This electronic transmission and any attached files are intended solely for the person or entity to which they are addressed and may contain information that is privileged, confidential or otherwise protected from disclosure. Any review, retransmission, dissemination or other use, including taking any action concerning this information by anyone other than the named recipient, is strictly prohibited. If you are not the intended recipient or have received this communication in error, please immediately notify the sender and destroy this communication.



# Assessment Search

## How-To Guide for Business Owners

- › Copy the temporary password and click on the link to login. You will be redirected to the myID registration page.

- › Enter your username and temporary password and click 'Submit'. You will be prompted to enter a new password and up to three security questions and answers. Click 'Submit'.

### STEP 3: Link your business assessment account to your business myID

- › Go to *Assessment Search* at [www.calgary.ca/assessment](http://www.calgary.ca/assessment) and securely log in with your business myID user ID and password.
- › Enter your business identifier and the access code printed on the front of your most recent business assessment notice. Click **Add**.



# Assessment Search

## How-To Guide for Business Owners

- › If you also own property in Calgary you can link it to your business account. To do this, select Property Account and enter your property roll number and access code printed on your most recent property assessment notice.

Assessment Search  
[Property Search](#)  
[Community Search](#)  
[Sales Search](#)  
[Business Search](#)

My Assessment  
[Business Account](#)  
[Property Account](#)

Welcome to the Assessment Search Secure Login service.

Through this service, you can access **Business Search** and the following **My Assessment, Business Account** tools:

**My Assessment, Business Account Tools**

- **Add your business to your account:** If you own multiple businesses, you can link each one to the same myID account.
- **Access your Business Assessment Detail Report:** Viewable only to the business owner, this report provides more detailed and private information.
- **Authorize Agency:** Assign an agent to act on your behalf, should you elect to do so.
- **Access Assessment Explanation Supplement(s):** In Business Search, access the Assessment Explanation Supplement on your Business Identifier and other Business Identifiers for comparison purposes.

Assessment Search [How-to Information / FAQ](#).

Review your typical net annual rental value [Typical net market rental rate ranges](#)

Business Account (Business Identifier)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 Calgary Av SW	<a href="#">Add</a>	<a href="#">X</a>

### STEP 4: Check factual information

- › Once your business assessment information is linked, click on your business identifier to access your Business Assessment Detail Report.

Assessment Search  
[Property Search](#)  
[Community Search](#)  
[Sales Search](#)  
[Business Search](#)

My Assessment  
[Business Account](#)  
[Property Account](#)

Welcome to the Assessment Search Secure Login service.

Through this service, you can access **Business Search** and the following **My Assessment, Business Account** tools:

**My Assessment, Business Account Tools**

- **Add your business to your account:** If you own multiple businesses, you can link each one to the same myID account.
- **Access your Business Assessment Detail Report:** Viewable only to the business owner, this report provides more detailed and private information.
- **Authorize Agency:** Assign an agent to act on your behalf, should you elect to do so.
- **Access Assessment Explanation Supplement(s):** In Business Search, access the Assessment Explanation Supplement on your Business Identifier and other Business Identifiers for comparison purposes.

Assessment Search [How-to Information / FAQ](#).

Review your typical net annual rental value [Typical net market rental rate ranges](#)

Business Account (Business Identifier)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 Calgary Av SW	<a href="#">Add</a>	<a href="#">X</a>

[+ Add Another Account](#)

- › Review the information on your Business Assessment Detail Report. If any of the information needs to be changed or updated, contact us during the Customer Review Period (indicated on the front of your assessment notice). If this results in a change to your assessment, we will amend the value.



# Assessment Search

## How-To Guide for Business Owners

### STEP 5: Review your typical net annual rental value for fairness

- › Review your business assessment by comparing your typical net market rental rate with other typical net market rental rate ranges provided on the *My Assessment, Business Account* page.

Assessment Search [How-to Information / FAQ](#).

Review your typical net annual rental value **Typical net market rental rate ranges** ←

Business Account (Business Identifier)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 Calgary Av SW	Add	X

+ Add Another Account

### STEP 6: Compare for equity

- › You can compare your business assessment with similar premises in a similar location by using the *Business Search* tool to access summary assessment information on other premises.

Assessment Search  
[Property Search](#)  
[Community Search](#)  
[Sales Search](#)  
[Business Search](#)

My Assessment  
[Business Account](#)  
[Property Account](#)

Welcome to the Assessment Search Secure Login service.

Through this service, you can access **Business Search** and the following *My Assessment, Business Account* tools:

#### My Assessment, Business Account Tools

- [Add your business to your account](#): If you own multiple businesses, you can link each one to the same myID account.
- [Access your Business Assessment Detail Report](#): Viewable only to the business owner, this report provides more detailed and private information.
- [Authorize Agency](#): Assign an agent to act on your behalf, should you elect to do so.
- [Access Assessment Explanation Supplement\(s\)](#): In Business Search, access the Assessment Explanation Supplement on your Business Identifier and other Business Identifiers for comparison purposes.

Assessment Search [How-to Information / FAQ](#).

Review your typical net annual rental value **Typical net market rental rate ranges**

- › You can search by location or business identifier by using the Search By drop down menu.

To search by **location**:

- › To search by location, enter the street name, street type and quadrant and click Search.

Click **Report** to view the Business Assessment Summary Report for a specific location once you see the search results.



# Assessment Search

## How-To Guide for Business Owners

Unit#:  Building#:  Street Name:  Street Type:  Quadrant:

[Need help? – Contact Assessment](#)

193 record(s) found.

Business Identifier	Location	Business Reports
12479580	456 CALGARY AV SW	<a href="#">Report</a>
147454	44011 CALGARY AV SW	<a href="#">Report</a>
12737151	22016 CALGARY AV SW	<a href="#">Report</a>
12864195	470 CALGARY AV SW	<a href="#">Report</a>
12345678	1234 CALGARY AV SW	<a href="#">Report</a>
661470	22014 CALGARY AV SW	<a href="#">Report</a>

**Note:** Up to 50 business assessment summary reports are available each year to help you compare your assessment with other premises.

To search by **business identifier**:

- › In the *Search By* drop-down menu click Business Identifier from the list. You will be prompted to enter the business identifier number and then you can click Report.

Business Identifier:

[Need help? – Contact Assessment](#)

1 record(s) found.

Business Identifier	Location	Business Reports
12345678	1234 CALGARY AV SW	<a href="#">Report</a>

## STEP 7: Authorization of an agent

- › **Note:** You will need your agent's Business Administrator myID User ID to proceed with the authorization process.

Review your typical net annual rental value [Typical net market rental rate ranges](#)

Business Account (Business Identifier)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 CALGARY AV SW	<a href="#">Add</a>	X



# Assessment Search

## How-To Guide for Business Owners

- › From the *My Assessment, Business Account* page, click **Add** under the Authorize Agency column.
- › Click on “Your Agent List (add/update)” and enter the agent’s myID user ID in the designated field and select **Add**.
- › You should now see your agent’s name in the agent list. Click **Close** to link the agent to the roll year.

Your Agent's myID User ID:  **Add**

Your Agent List	
johnsmith	<b>Delete</b>

[Need help? - Contact Assessment](#)

**Close**

- › Select the roll year(s) you wish to authorize the agent for and use the drop-down menu to assign the agent from the agent list to the roll year(s).

Property Account (Roll Number)	Roll Year	Location
12345678	2015	1234 CALGARY AV SW

### Your Agent List (add/update)

#### Current Roll Year: 2015

Agent:

Authorized By:

Authorized Date:

#### Next Roll Year: 2016

Agent:

Authorized By:

Authorized Date:

#### Previous Roll Year: 2014

Agent:

Authorized By:

Authorized Date:

- › Click **Submit** to enter your authorization. On the following prompt select **Acknowledge and Certify** to indicate that you agree to the terms and conditions.

**Note:** If you would like to update or change your authorized agent information, click on Update in your *My Assessment, Business Account* page.

Review your typical net annual rental value [Typical net market rental rate ranges](#)

Business Account (Business Identifier)	Roll Year	Location	Authorize Agency	Remove Account
12345678	2015	1234 CALGARY AV SW	<b>Update</b>	X



## For information and inquiries, contact The City of Calgary Assessment:

-  **Telephone** 403-268-2888 (Mon. – Fri., 8 a.m. – 4:30 p.m.)  
311 (after 4:30 p.m. daily and on weekends)
-  **Hearing impaired**  
403-268-4889
-  **Web** [calgary.ca/assessment](http://calgary.ca/assessment)
-  **Fax** 403-268-8278
-  **Mail** The City of Calgary  
Assessment (#8002)  
P.O. Box 2100, Stn. M  
Calgary, AB T2P 2M5
-  **In person\*** 2924 11 St. N.E. Calgary  
\*Please call first to arrange an appointment.
-  **Call 311 for:** > Business Tax Instalment Payment Plan (BTIPP)  
> Outside Calgary, call **403-268-CITY (2489)**.