

Calgary



Assessment Search

How-To Guide for Business Owners

Assessment Search requires Microsoft Edge, Chrome, Firefox or Safari



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

- > Visit **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

- > To access Assessment Search on behalf of a business or organization (not personal or individual use) a myID business account is needed. myID is an online service that provides citizens and business owners access to multiple City services using a single account.
- > If you already have a **myID** business account, go to **step 3**.
- > Once you have submitted your "Primary Business Contact email to The City (step 1) select **myID business accounts** on the **myID** account sign in page **https://myid.calgary.ca/idm/** and follow the instructions to set up a myID business account.
- > If you have any questions about setting up a myID business account, please **contact 3-1-1**.

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

- > Go to *Assessment Search* at **www.calgary.ca/assessment**.
- > Click "*Sign in*" under '*Secure Access*'.
- > Enter your myID username and password and click "*Submit*".
- > Read and accept the *Terms of Use* to continue.

The first time you log in, you will need to link your business assessment account to your myID account.

- > Click "*Add Business Account*".
- > Enter your business identifier and the access code printed on the front of your most recent business assessment notice.
- > Click "*Submit*".



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- > 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.

Business Account

My Business 4 Agent Clients 1

Evidence Submission for Hearing: 4

Click to Upload or View

2017 Business Account(s) Enable Filter			
<input type="checkbox"/>	Business Identifier (BID)	Location	Assessed Value
<input type="checkbox"/>	[REDACTED]	[REDACTED]	76,560
<input type="checkbox"/>	[REDACTED]	[REDACTED]	185,137
<input type="checkbox"/>	[REDACTED]	[REDACTED]	86,496
<input type="checkbox"/>	[REDACTED]	[REDACTED]	168,442

[+ Authorize Agent\(s\)](#)
[+ Add Business Account](#)

STEP 4: Check factual information

- > Once your business assessment information is linked, from your ‘Business Account’ page, click on your ‘business identifier’, a drop down will appear. Then click on “Business Detail” to access your ‘Business Assessment Detail Report’.

Business Account

My Business 4 Agent Clients 1

Evidence Submission for Hearing: 4

Click to Upload or View

2017 Business Account(s) Enable Filter			
<input type="checkbox"/>	Business Identifier (BID)	Location	Assessed Value
<input type="checkbox"/>	012345	[REDACTED]	76,560
<input type="checkbox"/>	[REDACTED]	[REDACTED]	185,137
<input type="checkbox"/>	[REDACTED]	[REDACTED]	86,496
<input type="checkbox"/>	[REDACTED]	[REDACTED]	168,442

[+ Authorize Agent\(s\)](#)
[+ Add Business Account](#)

58,566
Current Assessed Value

Previous Assessed Value: Not Applicable

More than one space may be associated with this business identifier. The Total Assessed Area on this 2017 Business Assessment Summary Report accounts for all space addresses for this business identifier. Please refer to your 2017 Business Assessment Notice for a complete list of each space address associated with this business identifier.
—Assessment information last updated: January 13, 2017

Business Details [Export to PDF](#)

Business Assessment Notice: Amended Assessment - 2017-01-13

Hover over the labels below to view their definitions. Or you can view the full Glossary.

The 'Assessment Explanation Supplement' is Not Available for this Business. Please email AssessmentAOA@calgary.ca to request the AES. If you have additional questions, contact our office at 403-268-2888 (Mon. – Fri. 8:00 a.m. – 4:30 p.m.).

Assessment Details

Business Identifier (BID): [REDACTED]

Business Premises Location: [REDACTED]

Months: 12

Taxation Status: [REDACTED]

Owner Details

Legal Name: [REDACTED]

- > 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**.

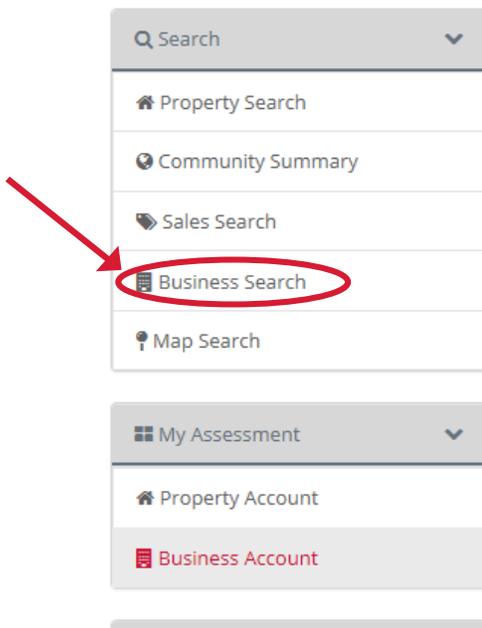


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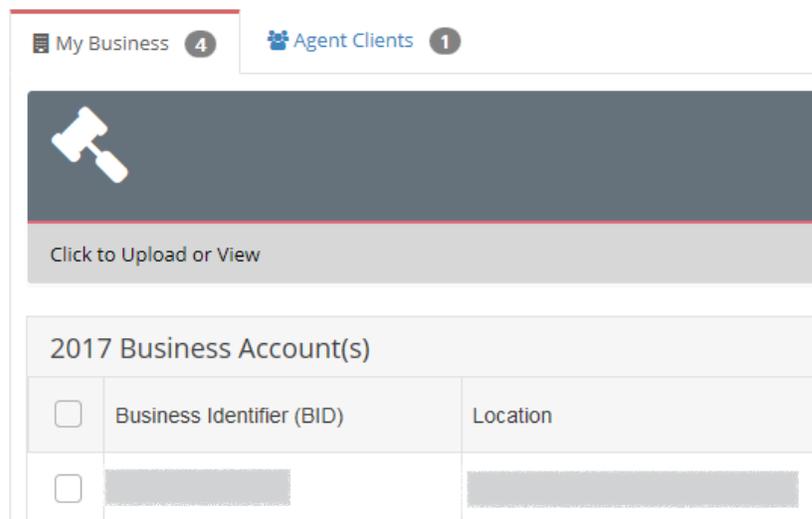
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STEP 5: Compare your equity

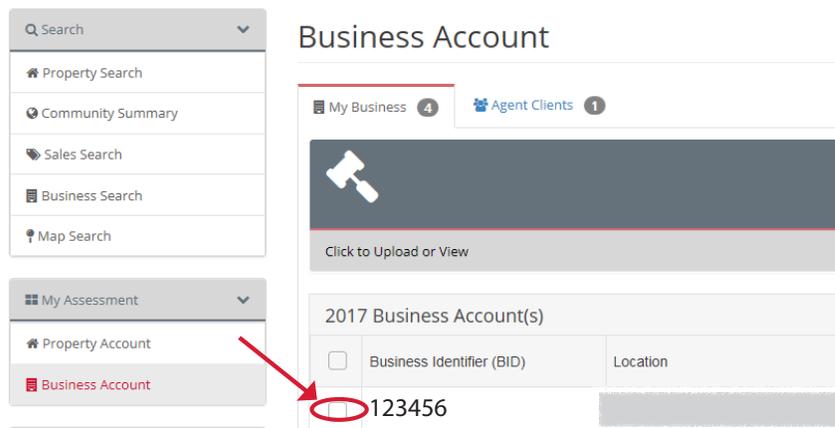
- > To compare your business assessment with similar premises in a similar location, click *"Business Search"* to access summary assessment information on other premises. You can search by *'address'* or *'business identifier'*.



Business Account



- > Click the *"business identifier"* to access its business assessment summary report. You can also check the box(es) beside the *'business identifier(s)'* and click *"Export # selected business report"* at the bottom of the page.





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

STEP 6: Authorization of an agent

Note: You will need your agent's Business Administrator myID username to proceed with the authorization process.

- > To authorize an agent, from your 'Business Account' page, check off the box(es) next to the business identifier(s) you want to add an agent to and click "authorize agent".
- > The 'Authorize Agent' window will appear. Select the agent from the drop down menu for the applicable roll year, then click "Submit".

Business Account

The screenshot shows the 'Business Account' page with a table of 2017 Business Account(s). The table has columns for Business Identifier (BID), Location, and Assessed Value. One row is checked. Below the table, there are two buttons: 'Authorize Agent(s)' and 'Add Business Account'. A red arrow points to the 'Authorize Agent(s)' button.

	Business Identifier (BID)	Location	Assessed Value
<input type="checkbox"/>	[REDACTED]	[REDACTED]	76,560
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	185,137
<input type="checkbox"/>	[REDACTED]	[REDACTED]	86,496
<input type="checkbox"/>	[REDACTED]	[REDACTED]	168,442

Note: You are able to add an agent to more than one business identifier and one roll year at once, if you are adding the same agent. To add different agents to each business identifier, this step must be done separately for each business identifier.

The screenshot shows the 'Authorize Agent' window. It has a message: 'Cannot find the agent? Please click the icon on the right.' Below this is a table with columns: Business ID, Year, Agent Name, and Authorized By. The table shows two rows for 2017 and 2018, both with 'No Agent'. Below the table, there are two dropdown menus for 'Agent for 2017 (Current Roll year)' and 'Agent for 2018 (Next Roll year)'. The first dropdown is set to 'No Agent'. A red arrow points to the 'Manage Agent Account' icon in the top right corner of the window.

Business ID	Year	Agent Name	Authorized By
[REDACTED]	2017	No Agent	
[REDACTED]	2018	No Agent	



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- > If the agent is not listed in the drop down menu, click on the 'icon' next to the corresponding year's drop down arrow.

2018 No Agent

Agent for 2017 (Current Roll year)
No Agent

Agent for 2018 (Next Roll year)
No Agent

Submit Close

- > Once the new window appears, click on the top bar, enter the 'agent ID' and click "Submit".

Click to Add Agent

myID	Agent Company
lobdebbie	

Manage Agent Account

MyID ?
MyID is a City of Calgary online account through which citizens can access property and business assessment search through secure login.

Agent myID: 123456

Submit Close

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.

