

Calgary



Assessment Search

Online Evidence Help Guide

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



STEP 1: Register for a City of Calgary myID account

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

- » Visit **calgary.ca/myID**.
- » At the bottom of the page, click "CREATE A PERSONAL ACCOUNT" or "CREATE A BUSINESS ACCOUNT".

Note: If you have both business and property assessment accounts, we recommend creating a business account as it 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 owner 'How-To 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/assessment.
- » Click "Sign in".
- » Enter your myID username and password and click "Submit".
- » Click "Add Property Account" or "Add Business Account".
- » Enter your roll number or business identifier and access code (located on the top of your assessment notice) and click "Submit".

STEP 3: Upload and view evidence

- » If you filed a formal complaint with the Assessment Review Board and your hearing has been scheduled, on your Property/Business Account page, you will see an information box called "Evidence Submission for Hearing". Click on the box to upload, submit and/or view evidence.

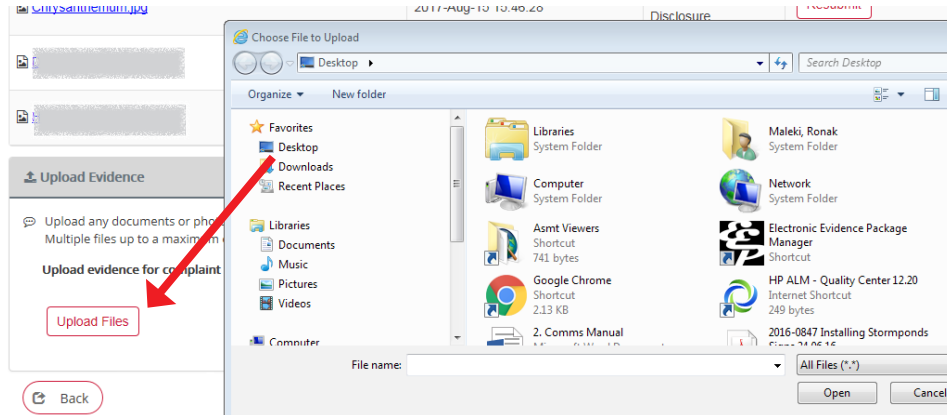
The screenshot shows the 'Property Account' dashboard. On the left is a sidebar with navigation links: Search, Property Search, Community Summary, Sales Search, Map Search, My Assessment, and Property Account. The main content area has two cards: 'Request Information from Assessment' (labeled 3) and 'Evidence Submission for Hearing' (labeled 1). The 'Evidence Submission for Hearing' card is circled in red, and a red arrow points to it from the right. Below the cards is a table titled '2016 Property Account(s)' with columns for Roll Number, Address, and Assessed Value. An 'Enable Filter' link is also present.

- » On the 'Evidence Submission for Hearing' page, click "Upload/View" next to the applicable roll number.

Evidence of Hearing for property account

| 2016 Property Account(s) | | | Enable Filter |
|--------------------------|---------|--|-------------------------------|
| Roll Number | Address | | |
| | | | Upload / View |


» Click "Upload Files".



» 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:



2017-Aug-15 15:46:28

Complainant Disclosure

[Resubmit](#)

[Upload Evidence](#)

Upload any documents or photos to support your complaint (*maximum size 20 MB each*)
Multiple files up to a maximum of 5 can be selected and submitted at one time

Upload evidence for complainant disclosure (Due Date: November 01, 2017)

| File | |
|------------------------------------|---|
| Test Document.docx | ✕ Remove |

[Upload Files](#)

[Submit](#)

[Back](#)

You may review or delete your selected file(s) before submitting. To review a file, click 'the file name'. To delete it, click the "remove" button ([✕ Remove](#)) 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.

Upload a new version of a file

- » To upload a new version of a previously submitted file, click the "Resubmit" 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

File Number:

121543

▼

Complainant Disclosure Due Date:

November 01, 2017

Respondent Disclosure Due Date:

November 29, 2017

Hearing Date:

December 14, 2017

Complainant Rebuttal Due Date:

December 06, 2017

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

| Evidence Submission | | | |
|------------------------------------|-------------------------|------------------------|------------|
| Enable Filter | | | |
| Evidence Submitted | Date and Time Submitted | Evidence Type | Resubmit ⓘ |
| Test Document.docx | 2017-Aug-23 13:09:09 | Complainant Disclosure | Resubmit |
| | 2017-Aug-21 18:58:31 | Complainant Disclosure | Resubmit |

Evidence Submission for Hearing

File Number:

121543

▼

Complainant Disclosure Due Date:

November 01, 2017

Respondent Disclosure Due Date:

November 29, 2017

Hearing Date:

December 14, 2017

Complainant Rebuttal Due Date:

December 06, 2017

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

| Evidence Submission | | | |
|--|-------------------------|------------------------|------------|
| Enable Filter | | | |
| Evidence Submitted | Date and Time Submitted | Evidence Type | Resubmit ⓘ |
| Test Document - Version 2.docx | 2017-Aug-23 13:17:24 | Complainant Disclosure | Resubmit |
| Test Document.docx | 2017-Aug-23 13:09:09 | Complainant Disclosure | |

Note: Your previous version can no longer be updated.

- » Once you have submitted a new version of a file, you will only be able to 'Resubmit' 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.

Evidence Submission for Hearing

File Number:

121543

▼

Hearing Date:


December 14, 2017

Complainant Disclosure Due Date:

Respondent Disclosure Due Date:

Complainant Rebuttal Due Date:

⚠ Submitting of evidence will not be allowed after midnight of the date in v

| Evidence Submission | |
|--|--|
| Evidence Submitted | |
|  2017 City Evidence - 0123456.pdf | |

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 username to proceed with the authorization process.

- » To authorize an agent, from your 'Property Account/Business Account' page, check off the property(ies) you want to add an agent to and click "authorize agent".

Property Account

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Request information from Assessment

Click to Request or View

5

Respond to an Assessment Request for Information

Click to Respond or View

4

Evidence Submission for Hearing

Click to Upload or View

2017 Property Account(s)

Enable Filter

| <input type="checkbox"/> | Roll Number | Address | Assessed Value |
|-------------------------------------|-------------|---------|----------------|
| <input type="checkbox"/> | | | 1,820,000 |
| <input type="checkbox"/> | | | 966,500 |
| <input checked="" type="checkbox"/> | | | 19,900,000 |
| <input type="checkbox"/> | | | 6,540,000 |
| <input type="checkbox"/> | | | 3,320,000 |
| <input type="checkbox"/> | | | 465,000 |
| <input type="checkbox"/> | | | 1,650,000 |

+

Authorize Agent(s)

+

Authorize Property Manager(s)

+

Add Property Account

Authorize Agent

Manage Agent Account

Cannot find the agent?

Please click the icon on the right.

| Roll Number | Year | Agent Name | Authorized By |
|-------------|------|--------------------------------|---------------|
| | 2017 | ALTUS GROUP - altuspropertytax | |
| | 2018 | No Agent | |
| | 2017 | ALTUS GROUP - altuspropertytax | |
| | 2018 | No Agent | |
| | 2017 | ALTUS GROUP - altuspropertytax | |
| | 2018 | No Agent | |

Agent for 2017 (Current Roll year)

No Agent

Agent for 2018 (Next Roll year)

No Agent

Submit

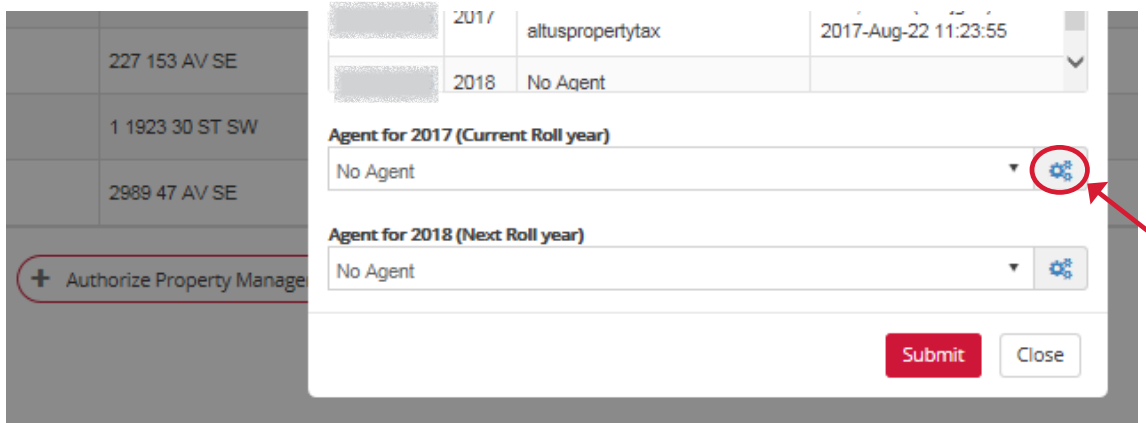
Close

» The 'Authorize Agent' window will appear. Select the agent from the drop down for the applicable roll year, then click "Submit".

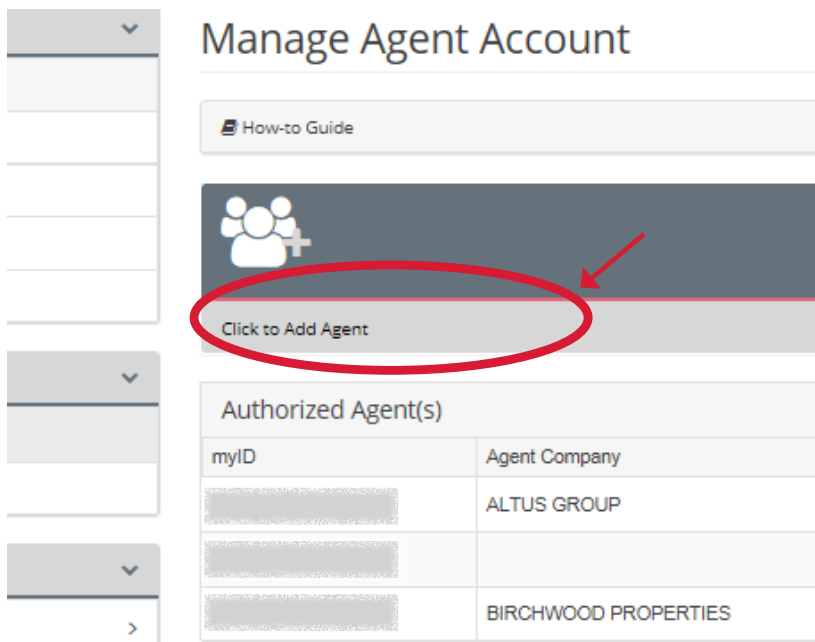
Note: You are able to add an agent to more than one property and one roll year at once, if you are adding the same agent. To add different agents to each property, this step must be done separately for each property.

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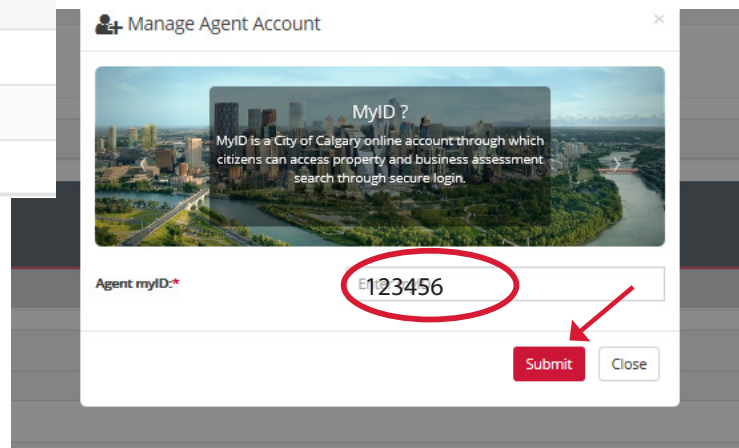
- » If the agent is not listed in the dropdown, click on the 'icon' next to the corresponding year's drop down arrow.



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



| myID | Agent Company |
|------------|----------------------|
| [REDACTED] | ALTUS GROUP |
| [REDACTED] | |
| [REDACTED] | BIRCHWOOD PROPERTIES |






Calgary




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**

 **Online** **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:**

- > School support changes.
- > Tax Instalment Payment Plan (TIPP).
- > Outside Calgary, call **(403) 268-CITY (2489)**

To update your mailing address, contact Alberta Land Titles:

 **In person** Alberta Government Services Building
2nd floor, 710 4 Ave. S.W. Calgary

 **Online** **servicealberta.gov.ab.ca**
(Go to "Forms" under "Key Resources". Then select "Land Titles Forms" and click the "Manual" drop down heading.)