Calgary

Assessment Search

Online Evidence Help Guide

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

Submit and view evidence online

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).

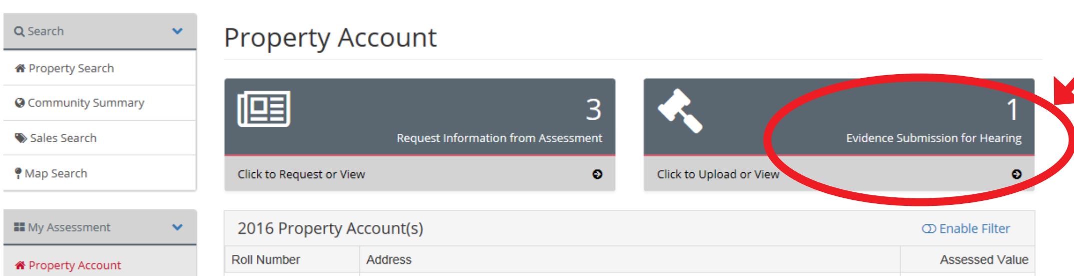
STEP 2: Link your property and/or business assessment account(s) to your myID account

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

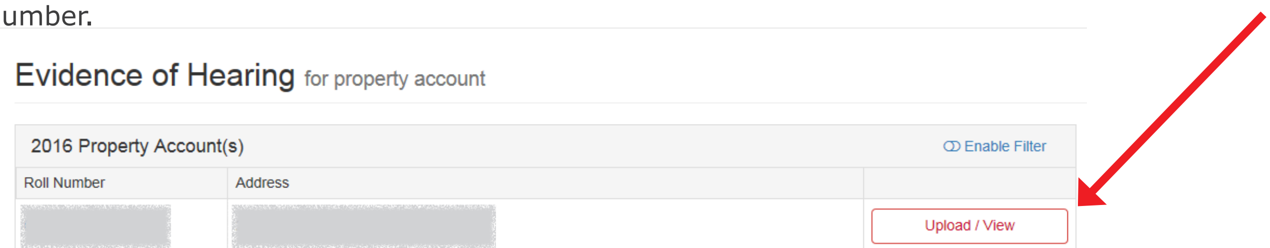
- Go to *Assessment Search* at calgary.ca/assessment.
- Click *"Sign in"*.
- Enter your myID username and password and click *"Submit"*.
- Click *"Add Property Account"* or *"Add Business Account"*.
- Enter your roll number or business identifier and access code (located on the top of your assessment notice) and click *"Submit"*.

STEP 3: Upload and view evidence

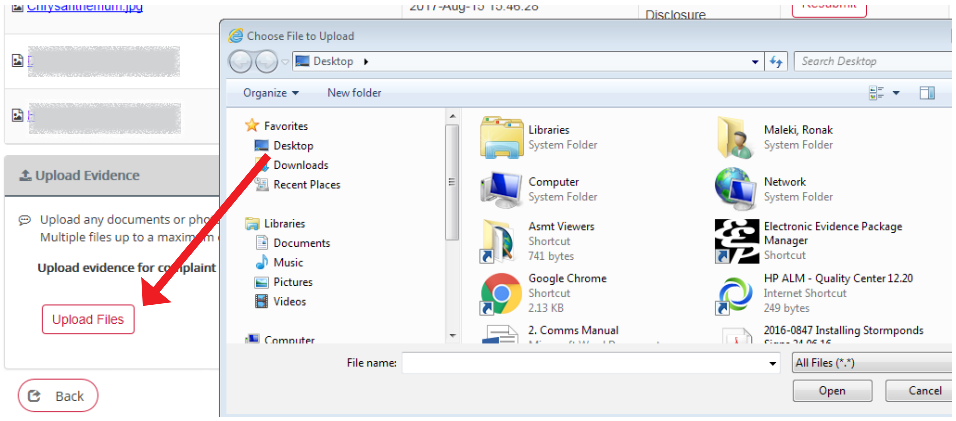
- If you filed a formal complaint with the Assessment Review Board and your hearing has been scheduled, on your Property/Business Account page, you will see an information box called *"Evidence Submission for Hearing"*. Click on the box to upload, submit and/or view evidence.



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

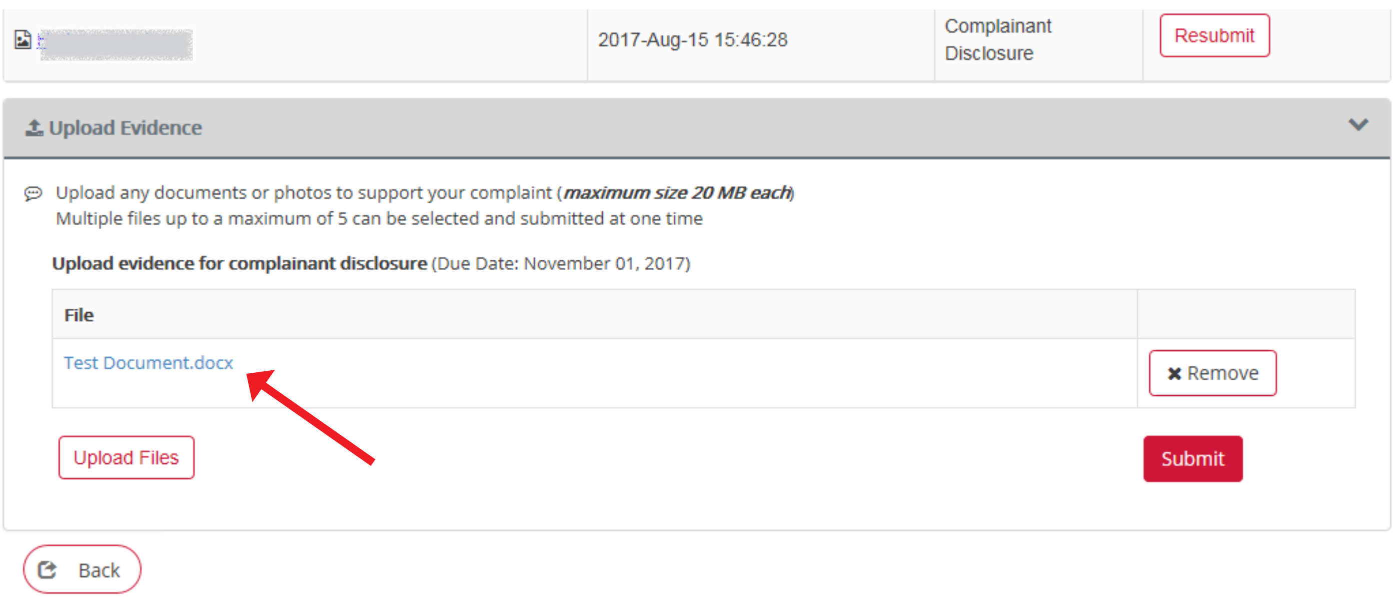


» Click *"Upload Files"*.



» 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:



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.

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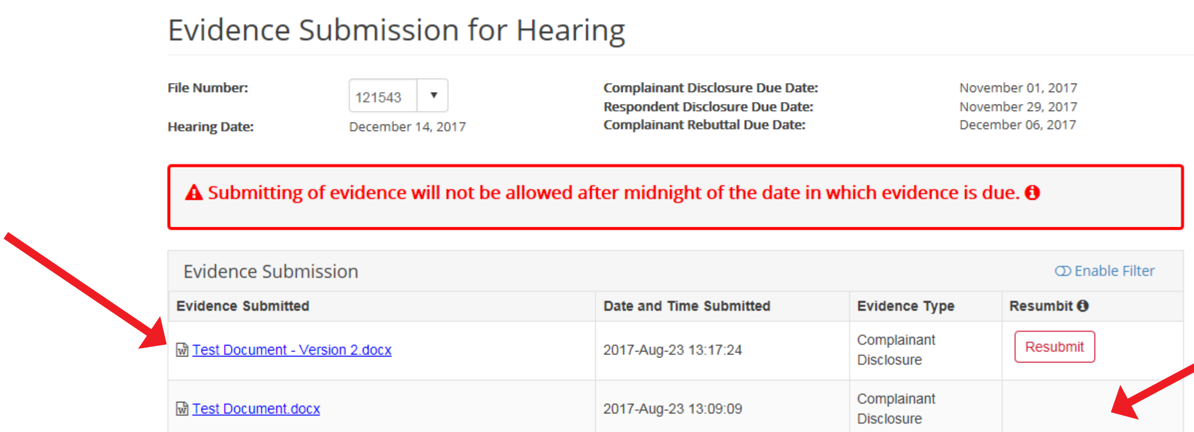
» Click *"Submit"* to submit your file.

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.



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.

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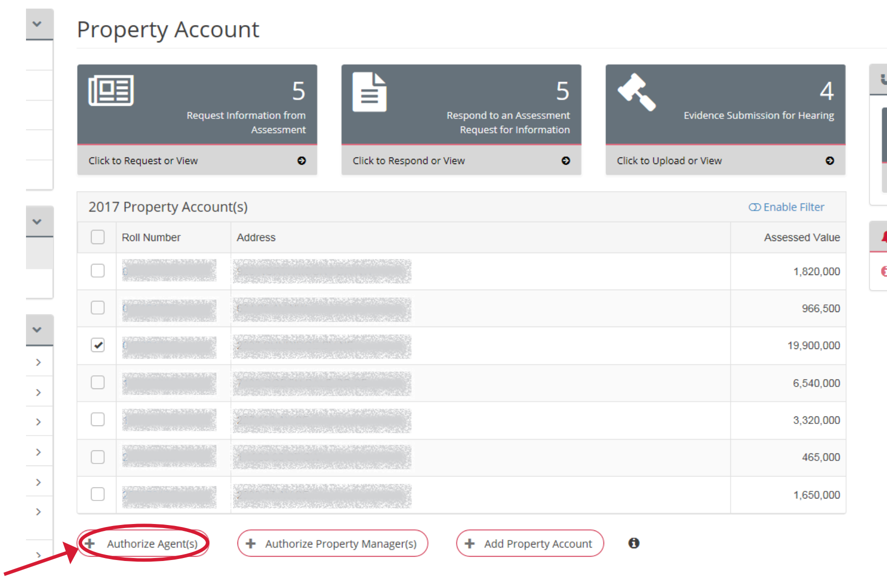
STEP 4: Authorizing an agent to submit and view evidence

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.

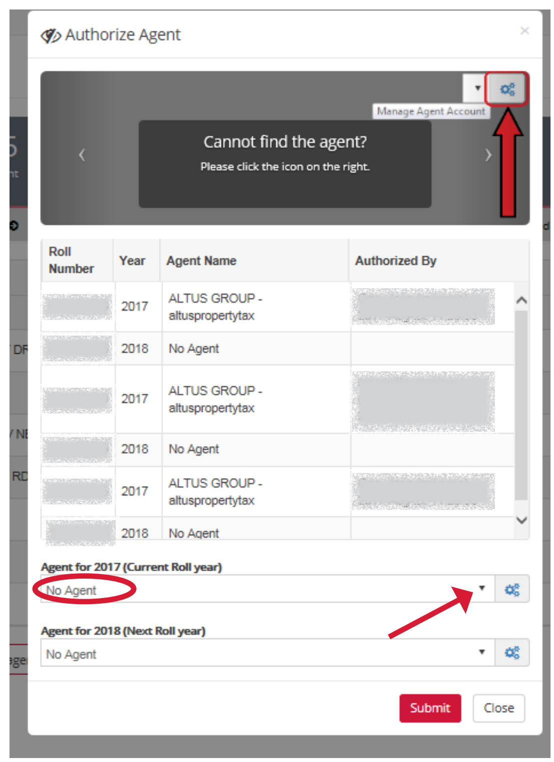
Note: you will need your agent's Business Administrator myID username to proceed with the authorization process.

» 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"*.

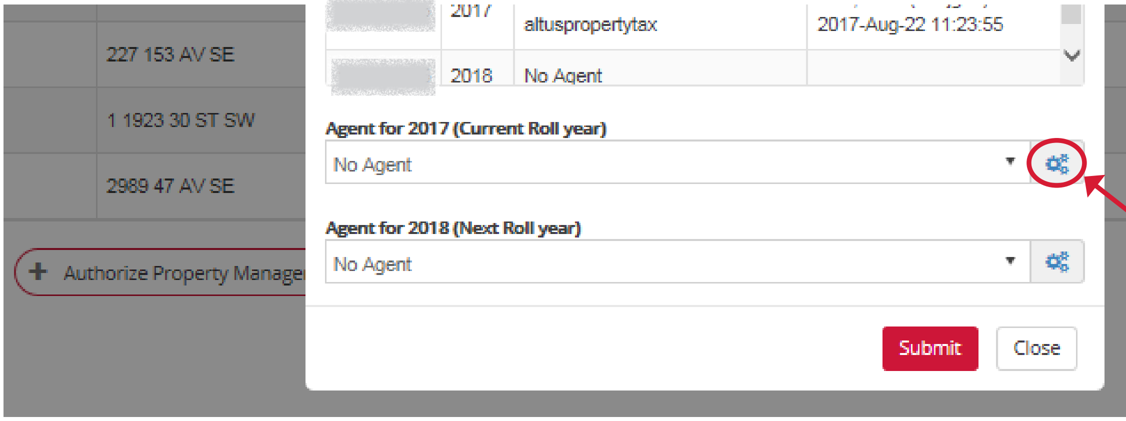


» The *'Authorize Agent'* window will apear. Select the agent from the drop down for the applicable roll year, then click *"Submit"*.

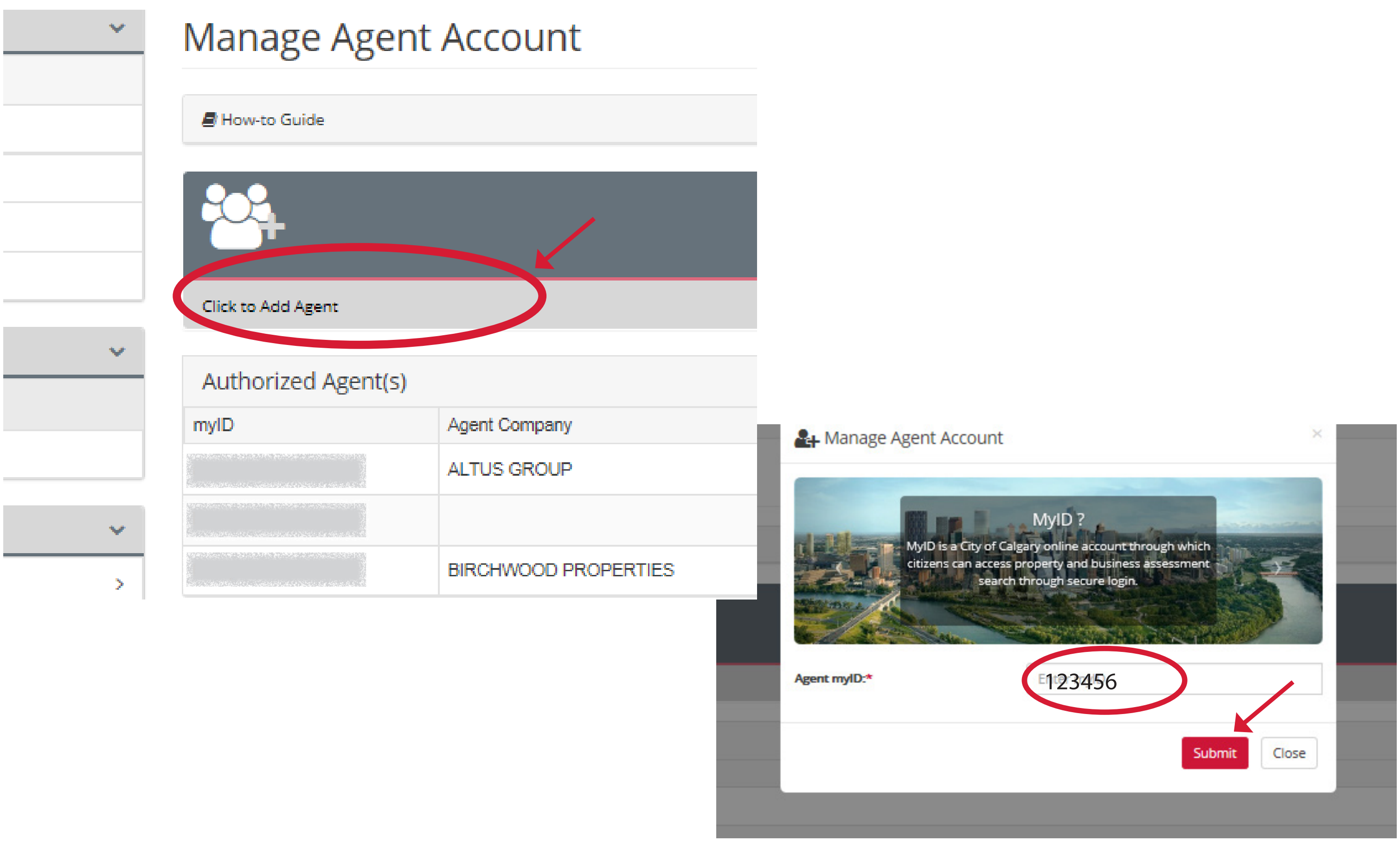
Note: You are able to add an agent to more than one property and one roll year at once, if you are adding the same agent. To add different agents to each property, this step must be done separately for each property.

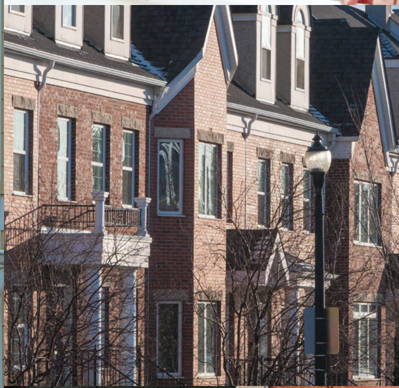


» If the agent is not listed in the dropdown, click on the 'icon' next to the corresponding year's drop down arrow.



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





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.)