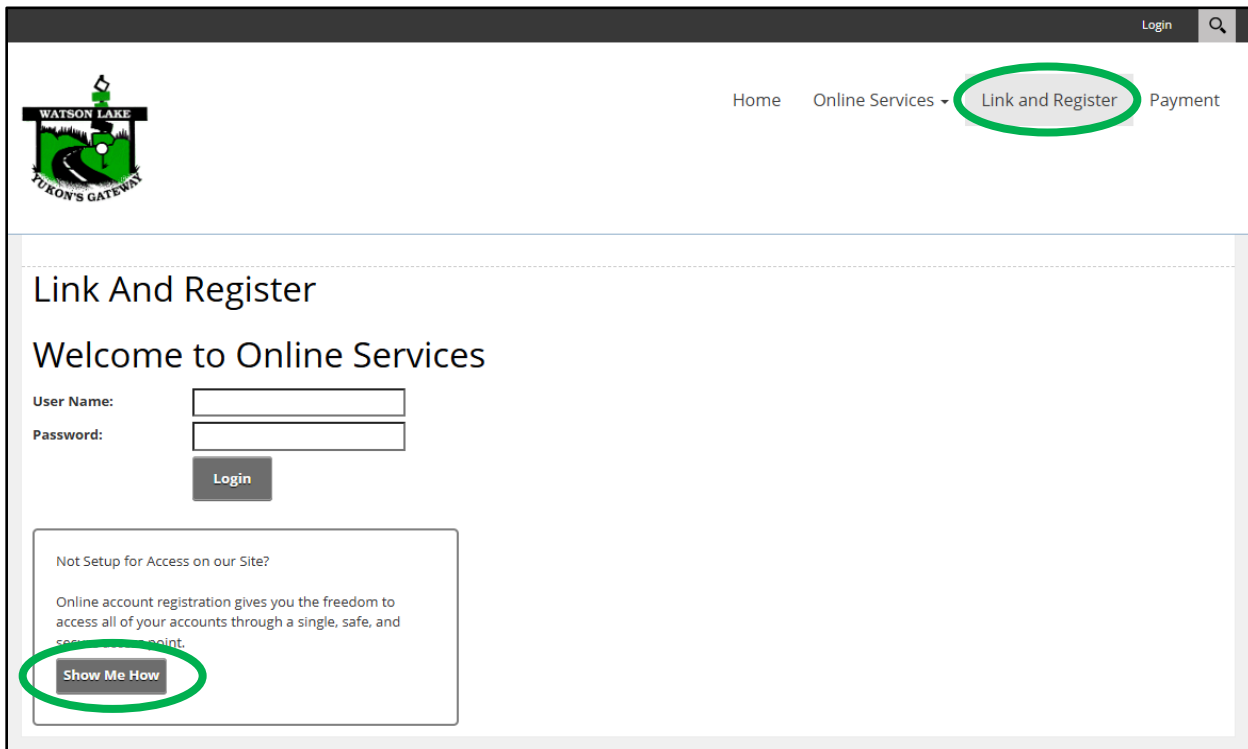


TOWN OF WATSON LAKE ONLINE PAYMENT PORTAL GUIDE

Creating an Account

Step 1: Open Google Chrome or Firefox web browser and go to <https://ebilling.watsonlake.ca>

Step 2: To create an online account, click the [Link and Register](#) tab and choose **Show Me How** at the bottom left corner of the screen.



WATSON LAKE
YUKON'S GATEWAY

Home Online Services **Link and Register** Payment

Link And Register

Welcome to Online Services

User Name:

Password:

Login

Not Setup for Access on our Site?

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure account.

Show Me How

Step 3: Select the account type you want to link to your online account.

- Property Taxes
- Accounts Receivable
- Accounts Payable
- Utility Billing
- Business License
- Tax Certificate

Note: For Property Tax, tax notices with the access codes will be mailed out in May 2026. If you want to link your PT account prior to such date, you may call us at 867-536-8000 ext. 2, 4 or 7.

For Property Tax:

Please enter the roll number of your property and your access/PIN code which can be found on your tax notice. Click Save.

Link And Register

What type of Account are you trying to add?

PT-Property Taxes ▼

Add PT Account

Please enter your entire roll number and access/PIN code located on your tax notice.

Jurisdiction: 000-TOWN OF WATSON LAKE ▼

Roll:

Access Code / Pin:

Cancel

Save

(insert sample tax notice)

For Accounts Receivable:

Enter your Account/Customer number and the access code/PIN on your invoice, then click **Save**.

Link And Register

What type of Account are you trying to add?

AR-Accounts Receivable ▼

Add AR Account

Please enter your account number and Access/PIN located on your invoice.

Account Number:

Access Code / Pin:

Cancel

Save

INVOICE

Town of Watson Lake
PO Box 590
WATSON LAKE, YT - Y0A 1C0
Phone: (867) 536-8000



Customer Number : TOWN001

Invoice Number : 12345

Invoice Date : 30-Nov-2025

Customer P.O. No. : NOV 2025

Due Date : 31-Dec-2025

Product	Description	Quantity	Unit Price	Amount
SWTIP	Solid Waste - Landfill Tipping Fees October 31 2025 Ticket #25/10-482 Curbside Collection 410 @ \$280.00/tonne	1.0000	114.8000	\$114.80
SWTIP	Solid Waste - Landfill Tipping Fees November 1 2025 Ticket #25/11-012 Curbside Collection 210 @ \$280.00/tonne	1.0000	58.8000	\$58.80
SWTIP	Solid Waste - Landfill Tipping Fees November 12 2025 Ticket #25/11-101 Curbside Collection 410 @ \$280.00/tonne	1.0000	114.8000	\$114.80
SWTIP	Solid Waste - Landfill Tipping Fees November 12 2025 Ticket #25/11-107 Curbside Collection 330 @ \$280.00/tonne	1.0000	92.4000	\$92.40
SWTIP	Solid Waste - Landfill Tipping Fees November 13 2025 Ticket #25/11-143 Curbside Collection 340 @ \$280.00/tonne	1.0000	95.2000	\$95.20

GST Registration Number : 10813 0956 RT0001

Access Code / PIN : 12345

Thank you for keeping your account in good standing. Overdue accounts will be charged 2% interest per month.

Total Gross \$476.00

GST \$23.80

Total Invoice \$499.80

For Accounts Payable:

Enter your supplier code and for the access code/PIN, you may call us at 867-536-8000. Click **Save**.

Link And Register

What type of Account are you trying to add?

AP-Accounts Payable ▼

Add AP Account

Supplier Code:

Access Code / Pin:

Cancel

Save

For Utility Billing:

Please enter your account number and access code/PIN located on your utility billing. If you want to be notified once a bill for you is ready, please check the box beside. Once done, you can then choose whether to view your bill online or to receive a PDF copy of your bill. If you choose to receive a PDF copy of your bill, you will have to provide an email address, and a code will be sent to the email for verification. Click **Save**.

Link And Register

What type of Account are you trying to add?

UB-Utility Billing ▾

Add UB Account

Please enter your account number and access/PIN code located on your Utility Bill.

Account Number:

Access Code / Pin:

Please Notify me by Email that my Utility Bill is Ready: ☐

I will View my Utility Bill Online: ☒

Attach a PDF Copy of the Utility Bill to the Email: ☐

Email Address:

Verification Code:

Town of Watson Lake
PO Box 590
WATSON LAKE YT Y8A 1C8
Phone: (867) 536-8000
Fax:

Monthly Utilities Invoice

Account #: 000 12345678 000

Billing Date: 07-Nov-2025 Bill From: 01-Oct-2025
Batch #: 2025110701 Bill To: 31-Oct-2025

Due Date : 30-Nov-2025

Make Cheque Payable to
Town of Watson Lake
Enter Amount Enclosed

Account Balance Due By 02-Dec-2025 \$ 67.50
Account Balance Due After 02-Dec-2025 \$ 68.85

Please detach and return top portion with payment. Retain bottom portion for your records.

Account #: 001 00003900 000 Billing Date: 07-Nov-2025 Bill From: 01-Oct-2025
Service Address: 820 ADELA TRAIL Batch #: 2025110701 Bill To: 31-Oct-2025
LOT : 13 PCL A BLOCK : PLAN NUMBER : 21597 LEGAL4 : LEGAL5 : LEGAL6 :

Account Details From: 07-Nov-2025

Code	Description	Date	Units	
1 W52	Water Metered Commercial	07/11/25	1.00	45.00
9842155	07/11/25 Current Reading: 1609.00	02/10/25 Prev. Reading: 1606.00	Consumption: 3.00 Cubic Meters	
2 S52	Sewer Metered Commercial	07/11/25	1.00	22.50
Current Levy				67.50

Access Code 12345

For Business License:

Please enter your account number and for the access code/PIN, you may call us at 867-536-8000. Click **Save**.

Step 4: After successfully linking an account, enter the necessary information to create your profile in the online portal. You will receive a confirmation email once your profile has been created.

Just a couple more steps to setup your personal access account for the site.

User Name: Please use only letters, number, periods, dashes and underscores. Spaces are not permitted.
Password: Your password must contain 12 characters including at least 1 special character.
Check your spam/junk email if you are having trouble receiving your emails.

User Name:	<input type="text"/>	
Email Address:	<input type="text"/>	Send Verification Email
Verification Code:	<input type="text"/>	
Password:	<input type="password"/>	
Confirm Password:	<input type="password"/>	

Back

Save

If you need assistance in linking your account, you may email us at treasurer@watsonlake.ca or call us at 867-536-8000.

Linking Your Accounts

If you maintain more than one account (property tax, accounts receivable, utility bills, etc.) you can link all of them to your online profile.

Once logged in, go to your profile, click the “Select Account Type” and choose the account you want to link.

Account Management

Hi User

Click on a row to access one of your existing accounts.

Accounts

Show All entries

Search:


Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	000-123456789	Property #1	Linked

Print


Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Need to Add an Account?

Select Account Type 

User



Edit Profile My Account

Enter your credentials then click Save. Once successfully linked, the account you just added will show up on the Accounts portion of your profile.

Account Management

Hi User

Click on a row to access one of your existing accounts.

Accounts

Show All entries

Search:


Action	Module	Account Code	Name	Linked
Edit	AP-Accounts Payable	Client01	Account #1	Linked
Edit	PT-Property Taxes	000-123456789	Property #1	Linked

Print

Showing 1 to 2 of 2 entries


First Previous 1 Next Last

Need to Add an Account?

Select Account Type 

Your account was successfully saved.

User



Edit Profile My Account

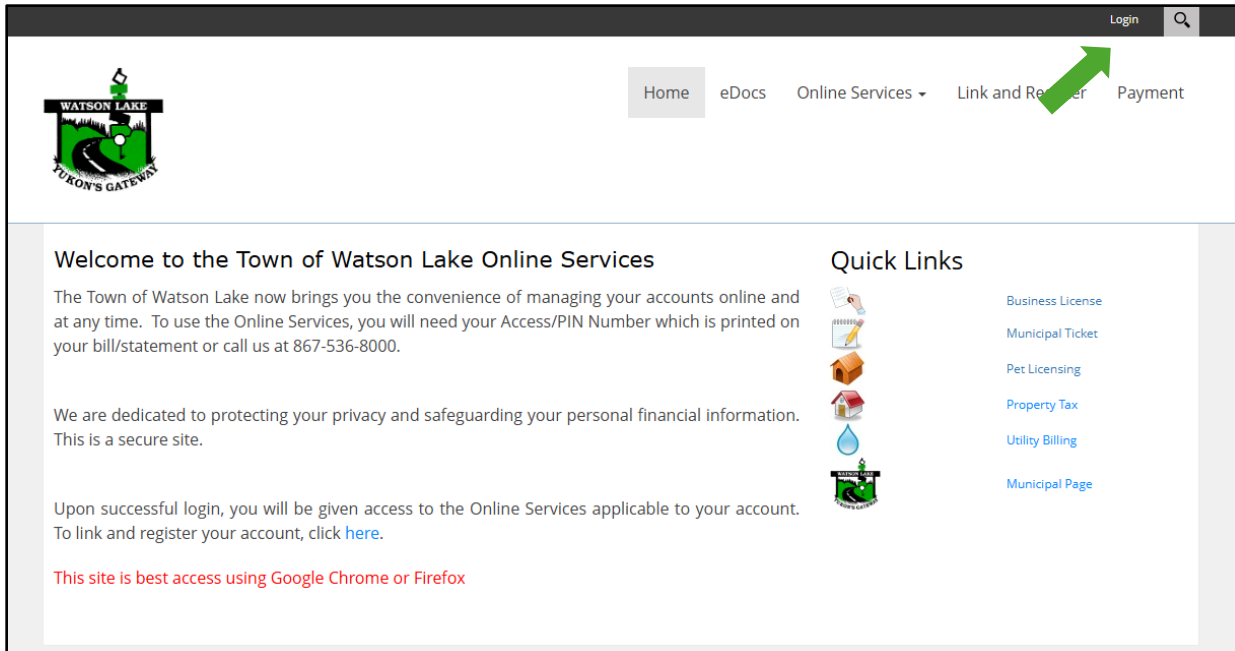
After linking all your accounts, you will be able to see your historical transactions, outstanding balances, relevant account information, and pay your bills online.

If you need assistance in linking your account, you may email us at treasurer@watsonlake.ca or call us at 867-536-8000.

Pay Online

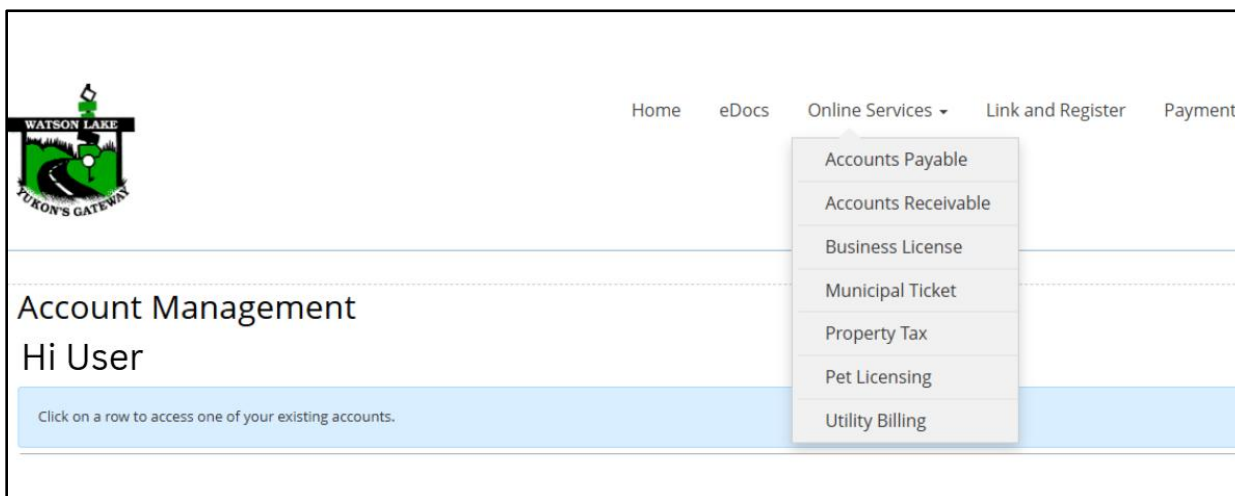
As a registered user, you can pay your outstanding balances and monthly dues to the Town of Watson Lake at your own convenience!

Step 1: Go to <https://ebilling.watsonlake.ca> and click Log in at the top right corner of the page and enter your credentials.



Ways to pay online:

1. Use the “Online Services” tab and choose the account you want to pay.



2. Click your profile at the top right to show all your accounts and choose what you want to pay.

WATSON LAKE
TUXON'S GATEWAY

Home eDocs Online Services **User** Logout

Link and Register Payment

Account Management

Hi User

Click on a row to access one of your existing accounts.

Action	Module	Account Code	Name	Linked
Edit	AP-Accounts Payable	Client01	Account #1	Linked
Edit	PT-Property Taxes	000-123456789	Property #1	Linked

Print

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

Note: Make sure that you have linked your accounts to proceed with the payment.

Step 2: Select the “Pay Online” tab to make the payment.

Online Services > Property Tax

Property Tax

Account Name 000.123456789

Search My Property Info Bill Summary Transactions **Pay Online**

Step 3: Enter the amount on your notice/bill then click “Process Payment” and confirm.

Payment

Payment Details:

Account Type: PT

Account Number: 000.123456789

Amount (CAD): Enter Amount

Process Payment Cancel Payment

Step 4: At this step, have your card ready as you will be redirected to the online payment processing portal and you will be required to provide your personal and card information. Review your payment details carefully and submit. You will get an e-receipt and the same will be sent to your email once your payment has been successfully processed.

Billing Details

Payment Information

Review & Submit

Payment Submitted

Step 3 - Review & Submit Payment

Billing Details

Billing Name

Billing Address

Billing Email

Card Payment

Name On Card

Card Details

Card Amount

Summary of Charges

Payment Amount for Approval

EDIT

APPROVE

SECURE ONLINE BILL PAYMENT

Pay to: - Misc. payments

Payment Amount

Online Service Fee

Total Amount Due

Follow the steps below to complete your payment.

Billing Details

Payment Information

Review & Submit

Payment Submitted

Step 4 - SUCCESS!

Your payment was approved and has been submitted. The confirmation details for this payment will be sent to your email.

This page will be automatically redirected to the city's billing portal in 10-15 seconds.

Go there now

If you have any questions about paying your bills online, you may email us at treasurer@watsonlake.ca or call us at 867-536-8000.