

Setting up **CS Online** account:

The most convenient way to access your property tax, utility, business license and dog license information is through your Central Saanich Online account.

To open your CS Online account:

1. Go to www.centralsaanich.ca and click on the bottom left Quick Link that says CS Online



2. Click on CS Online to log-in or create an account with your email and a password. If you are using for the first time, see the prompt below to register:
Click [here](#) to register for a **CS Online** profile
3. You will receive an email to verify – click on the link in that email to activate your profile in CS Online.

Follow the prompts to add your property tax, utility, dog license and business license accounts.

- For property taxes, you need your Folio number and Access Code which you will find on your previous tax bill.
- For utilities, you will need your Account number and Access Code which you will find on your previous bill. You can then elect to pay by credit card and for future utility bills to be delivered via email if you wish.
- For business and dog licenses, you will need your Account Number and Access Code for each which you will find on your invoice. You can then elect to pay by credit card if you wish.

Any questions or for further assistance, please call us at 250-544-4206.