

# Taxpayers Guide for Online Billing

## 1. Registration as a member type property owner (propriétaire)

Select '**Registration (Inscription)**' the follow the instructions in step one and two below.

The image shows a screenshot of the TFP website interface. The background is blue with the text "Bienvenue sur le site de" and "TFP" in large white letters. On the left, a circular inset shows a man sitting at a desk with a laptop. Below this, a green box contains four navigation options: "Visiteur", "Membre", "Inscription" (circled in white), and "English". On the right, a circular inset shows a city skyline with the text "Système disponible de 8 h 30 à 21 h". Below this, another circular inset shows a house with the text "Module de consultation des données de taxation et de tarification". At the bottom right, there is a logo for GRICS and the text "2001 © Société GRICS".

## Step One

### Registration Section

This web page will allow a property owner to register to an on-line access to view their school taxation account/statement. We apologize if we are not able to provide the registration page in English at this time.

Go to <https://mp.wqsb.qc.ca/tfpint/asp/ftp.aspx> and continue as follows:

**Ajout d'un membre**

En devenant membre, vous pourrez consulter votre état de compte par Internet.  
Inscrivez les informations pour la création d'un membre.

Vous trouverez votre numéro d'identification sur votre dernière facture annuelle.

**IDENTIFICATION**

No. identification

Nom

Adresse de courriel

Téléphone (Résidence)  (514)1234567 --> (514)123-4567

Téléphone (Bureau)  (514)12345671234 --> (514)123-4567 [1234]

Téléphone ( Mobile )  (514)1234567 --> (514)123-4567

**DÉFINITION DE L'ACCÈS**

Code d'accès  Le code d'accès doit contenir au moins 5 caractères

Mot de passe  Le mot de passe doit contenir au moins 8 caractères

Retapez le mot de passe  Le mot de passe doit contenir au moins 8 caractères

Type d'accès

**Enregistrer** **Défaire**

1. The following information will be required to complete the registration:

- His or her external identification number
- The full name as registered in TFP taxation database

**VERSEMENT INSTALMENT 1**

**COMPTÉ DE TAXE SCOLAIRE**  
SCHOOL TAXATION ACCOUNT

VEUILLEZ JOINDRE CETTE PARTIE À VOTRE PAIEMENT  
PLEASE RETURN THIS PORTION WITH YOUR PAYMENT

N° INT. EXTERNE / EXTERNAL CONS. N°: 408614

N° DE DOSSIER / FILE N°: 00014735

ÉCHÉANCE / DUE DATE: 2016 - 08 - 29

MONTANT À PAYER / AMOUNT TO PAY: 218,32

N° DE RÉFÉRENCE / REFERENCE N°: 8860 0000 0001 4735 0111

No. référence pour votre paiement électronique / Reference number for electronic payment

ST-LOUIS SHAWN  
DAGENAIS NATHALIE  
290 RUE MAURICE-MARTEL  
GATINEAU (AYLMER) QUEBEC J9J 3X1

COMMISSION SCOLAIRE WESTERN QUÉBEC  
15 rue Katimavik  
Gatineau, Québec  
J9J 0E9

ST-LOUIS SHAWN

## **Data Descriptions**

Identification number	The external identification number is located on your annual invoice
Name	The name must correspond exactly to the name and surname as displayed on your annual invoice or statement of account. This field of data does not differentiate between upper and lower case letters.
Email address	The system will use this email address to send messages if and when necessary. Caution note; this email will allow us to provide pertinent and specific information such as your user identification code and password if you experience problems in accessing your account.
Telephone (Home)	The telephone number of the member at home (optional however useful if clarification is necessary regarding your account). <i>French résidence</i>
Telephone (Work)	The work telephone number (optional)
Telephone (Cell)	The cellular telephone number (optional)

## **Defining Access**

Access Code	The member must choose an access code and register it into this field <sup>(1)</sup>
Password	The member must choose a password and register it into this field <sup>(1)</sup>
Repeat the password	The member must repeat his or her password into this field for the purpose of validation
Type of access	Choose 'property owner' (propriétaire)
Save	To save the registered data into the member's file. If all of the information is accurately registered the member will be created with a status of 'Valid' and he or she will have immediate access to <i>TFP-Internet</i> .
Undo	To return to the default values

<sup>(1)</sup> Note : No characters with accents nor spaces will be accepted.

## Stage Two

### Registration of the property owner for invoices on line

Once a property owner is registered into TFP-Internet, he or she will be able to open a session as a « Member » and select the feature «*Modify access information* »/«*Modification des données d'accès* » in order to request access to his or her future invoices on line. The member may also choose to register for reception of his or her statement of account by email.

**Modification des données d'accès**

**IDENTIFICATION**

Prénom :  
Nom : GAUTHIER NOEL

**PROFIL COURANT**

Adresse de courriel  x  
Téléphone (Résidence)  (514)1234567 --> (514)123-4567  
Téléphone (Bureau)  (514)12345671234 --> (514)123-4567 [1234]  
Téléphone (Mobile)  (514)1234567 --> (514)123-4567  
Type d'accès : **Propriétaire**

Inscription à la facturation en ligne :   
Inscription au relevé/état de compte par courriel :

The property owner must select these boxes if they wish to register and obtain access to their 2017-2018 annual bills as well as receive their statements of account via email.

**CHANGEMENT DU CODE D'ACCÈS**

Code d'accès actuel   
Mot de passe actuel   
Nouveau code d'accès  Le code d'accès doit contenir au moins 5 caractères

**CHANGEMENT DU MOT DE PASSE**

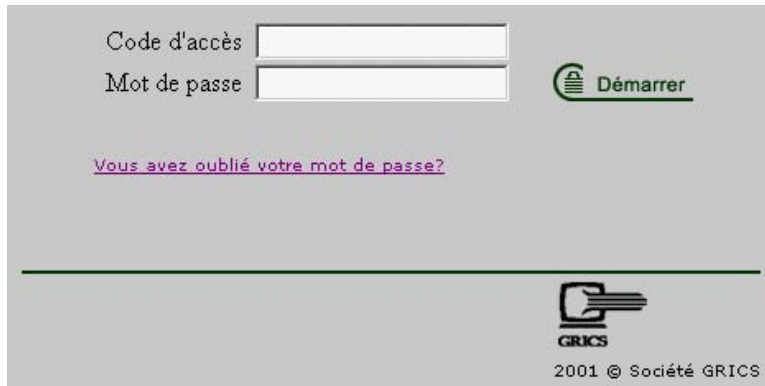
Code d'accès actuel   
Mot de passe actuel   
Nouveau mot de passe  Le mot de passe doit contenir au moins 8 caractères  
Confirmez le nouveau mot de passe  Le mot de passe doit contenir au moins 8 caractères

**Enregistrer** **Défaire**


Upon saving the information an email will be sent to the property owner to confirm his or her registration.

## Identification and Password


This page allows an owner to access TFP-internet. A member must first have registered to this service.



Code d'accès

Mot de passe  

[Vous avez oublié votre mot de passe?](#)

  
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Have you forgotten your password? (Vous avez oublié votre mot de passe?)

This link allows a member to receive via email his or her password if it is forgotten. The member must supply his or her email address. The software application will verify if a matching email address exists in the member's registration within the tables of *TFP Internet*. If so, an email will be sent to the member and include the member's access code and password. This process will be automatic and no contact with the school board will be necessary.

### Incorrect Password

If a member enters an incorrect password five times the status of his access code will shift from *Valid to Invalid*. In this case an email will be sent to the member to inform him or her that their file has become invalid.

If this status is reached the member must contact the taxation services for support at (819) 684-1313 extension 1167 or email [rvincent@wqsb.qc.ca](mailto:rvincent@wqsb.qc.ca)