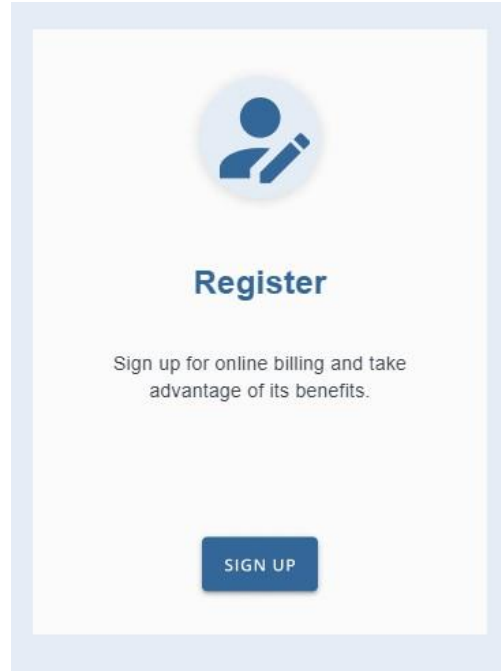


## 6.3 Registration Section



This section enables an individual who is a property owner, notary, partner, or payment agent to register before being able to access *TFP - Internet* if they are not already registered as a member.



Québec

**School taxation**  
System available from 8:30 AM to 9:00 PM

By becoming a member, you will be able to visualise your account statement online.  
Enter information to create a member.

**NEW MEMBER IDENTIFICATION**

Registration number

Name

Email address

Telephone (home)  Digital only

Telephone (office)  Digital only with or without extension

Cell phone  Digital only

**ACCESS DEFINITION**

Access code  Minimum 5 characters

Password  Minimum 8 characters

Retype the password  Minimum 8 characters

Type of access

**CONFIRM** **CANCEL**

## PREREQUISITES

The educational organization must provide future members with the information they will need at the time of registration. This information may be communicated to the member by telephone, by letter, or may be printed on the annual or revised invoice or account statement.

In addition, if the *Member Registration Message* is provided in the service site settings, it will appear above the New Member Identification tab. It allows you to specify a few additional tips to help new members sign up.

Prospective members will need the following information to register:

- Their registration number,
- Their first and last names,
- Their e-mail address, and
- Their access code and password.

To simplify the use of *TFP - Internet*, some educational organizations are creating access for notaries, partners, and authorized representatives. They provide them with their access code and password.

Subsequently, the notary, partner and authorized representative can modify the information pertaining to their file.

## DATA

### MEMBER IDENTIFICATION

- Registration Number  
The Internet registration number of the third party who wishes to register on the *TFP - Internet* website. Each property owner, notary, partner, or authorized representative must be registered in *TFP's Third Party* function.
- First name  
The first name of the person who wants to register on the *TFP - Internet* website. The first name must be entered in exactly the same way as the First Name field in the *TFP Third Party* function. This field is not case-sensitive.  
  
If the first name is still in the last name field, this data may not be visible by making it non-applicable with the data parameterized in *TFP*.
- Last name  
The last name of the person who wants to register on the *TFP website - Internet*. The last name must be entered exactly as it appears in the *TFP Third Party Function Name* field. This field is not case-sensitive:

If the third party's name is not entered separately into the *Last Name* and *First Name* fields, the member must enter his/her last name and first name in this field:



		TFP Third Party	INTERNET
<b>Example 1</b>	Last name	Letendre	Letendre
	First name	Anne-Marie	Anne-Marie
<b>Example 2</b>	Last name	Letendre Anne-Marie	Letendre Anne-Marie
	First name	Blank	Blank
<b>Example 3</b>	Last name	Anne-Marie Letendre	Anne-Marie Letendre
	First name	Blank	Blank

- E-mail address  
The member's e-mail address, to which *TFP - Internet* will send messages, if applicable.
- Telephone (Home)  
Member's home telephone number.
- Telephone (Work)  
Member's work telephone number, with or without the extension number.
- Telephone (Cell)  
Member's cell phone number.

#### ACCESS DEFINITION

- Access code  
Members must choose an access code and enter it in this field.
- Password  
Members must choose a password and enter it in this field.
- Re-enter the password  
Members must re-enter their password in this field for verification purposes.
- Access type  
Members must enter the type of access they wish to obtain. There is a validation between the type of access requested by the member and the category entered in *TFP* on their third-party file. Remember that a third party may apply for more than one category. In fact, since a notary can have both the *Property Owner* and *Notary* categories, we suggest creating a new third party for the notary category (refer to sub-section **3.2.2 Third - parties** window of this guide). For a property owner member, it is also possible to sign up for online billing and e-mail account statements (see subsection 6.3.1 **Adding a Property Owner Member with Registration** below).

#### ACTIONS

##### Confirm

To save modified data in the member's file.

If all the information entered by the member is correct, the member will be created with a *Valid* status and will be able to access *TFP - Internet* immediately. If not, the member must correct the field in error and register again.

If a new member requests access as a *Notary* and no information has been entered in the *Notary* category field (see **DATA** in section **5.1 Parameters** of this guide), the user profile will be created with a status of *Pending Approval*, even if the member has the *Notary* category in his or her third-party profile.

In such a case, the notary will have to wait for someone from the school organization to carry out the necessary identity checks and change the status of the member's access code from *Pending Approval* to *Valid*. When a member's status is changed, an e-mail is automatically sent to inform the member of the change.

##### Cancel

To return to the original values.



### 6.3.1 Adding a Property Owner Member with Registration

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'inscription à 9 caractères sur votre dernière facture annuelle ou état de compte

**IDENTIFICATION DU NOUVEAU MEMBRE**

No. inscription	<input type="text"/>	
Prénom	<input type="text"/>	
Nom	<input type="text"/>	
Adresse courriel	<input type="text"/>	
Téléphone (Résidence)	<input type="text"/>	Numérique seulement
Téléphone (Bureau)	<input type="text"/>	Numérique seulement avec ou sans poste
Téléphone (Mobile)	<input type="text"/>	Numérique seulement

**DÉFINITION DE L'ACCÈS**

Code d'accès	<input type="text"/>	Minimum 5 caractères
Mot de passe	<input type="text"/>	Minimum 8 caractères
Retapez le mot de passe	<input type="text"/>	Minimum 8 caractères
Type d'accès	<input type="text" value="Propriétaire"/>	

**INSCRIPTION**

Facturation en ligne  
 [J'ai lu et j'accepte les conditions d'utilisation de la facturation en ligne](#)

Relevé/état de compte par courriel  
 [J'ai lu et j'accepte les conditions d'utilisation de la du relevé/état de compte par courriel](#)

This page allows a property owner to register as a member before being able to access *TFP - Internet* and sign up for online billing or e-mail statement/statement of account when these processes are enabled in *TFP Windows*.

Once the *Online billing processing* indicator is checked for the internal team member field:

- Online billing registration can be edited
- Terms of agreement for the online billing will be available to read and approve
- If the *Allow modification of online billing subscription* indicator is not checked, a message will be displayed at the top of the page informing property owner members that they cannot modify their online billing subscription.

When *Processing e-mail account statements* section is checked in the internal team member field:

- E-mail statement registration can be edited.

If the text in the *E-mail statement acceptance contract* field (English or French) is completed:

- Terms of acceptance for use of e-mail statements will be available to read and approve.

The wording in the hyperlinks for accepting the terms of use and the customized message, displayed when modification of the online billing registration is not authorized, can be customized in the *Online Registration Settings* window of the *TFP Windows* internal team member interface. If the customized message is not completed, a default message will be displayed when online billing registration editing is not allowed.

The various texts of the terms of use are contained in files deposited on the web server hosting the *TFP - Internet* module. For further details, please refer to sub-sections **3.2.8 Processing online billing** and **3.2.9 Processing e-mail statements**.

To register, *Property Owner* members must check the box corresponding to the features they are interested in.

They must check the Terms of Use to accept them and complete their registration.

When *Property Owner* members register (check), a note is added to their Third-party file.:

- For online billing registration, a WFELIN note.
- To subscribe to e-mail statements, a WRECIN note.

When *Property Owner* members unsubscribe (uncheck), a note is added to their Third-party :

- To unsubscribe from online billing, a WFELDE note.
- To unsubscribe from the e-mail statement, a WRECDE note.

An e-mail will be sent at a later date by *TFP Windows* to the e-mail address entered by property owner members, confirming their registration or cancellation, as the case may be. This production is programmable according to the situation.



## 6.4 Member Login Section



This section allows a property owner, notary, authorized representative, or payment agent to access *TFP - Internet*. To access *TFP - Internet*, members must first register in the *Registration* section.

The screenshot shows a login form with the following elements:

- Header: **Connection**
- Input field: Email address or access code
- Input field: Password (with an eye icon for visibility toggle)
- Links: [Forgotten password](#) and [Forgotten access code](#)
- Button: **SIGN IN**

Enter your e-mail address or access code and password, then click on "Enter" or "Log in".

The eye icon will allow you to see your password or not.

### **PROCESSING**

#### **PASSWORD ERROR**

If the member enters the wrong password four times, they are automatically redirected to the *Forgot password* page. If the member enters the wrong password five times, the status of their access code will change from *Valid* to *Invalid*. In such a case, an e-mail will be sent to the member with contact details for the school organization. The school organization's staff must complete the following steps to enable the member to access the following features on the website:

- Services site.
- Member function.
- Find “Invalid” members.
- Modify member status.
- Back up.

An e-mail will be sent to the member to inform them that their access code is valid again.

If the password has expired when the member accesses *TFP - Internet*, they are automatically directed to the *Profile* page to change their password.

#### FORGOTTEN PASSWORD

If a member forgets their password, this link will allow them to receive an e-mail to reset their password. A link will be included in the body of the e-mail. By clicking on this link, the member will be directed to the *Reset your password* page to change their password. They will then be able to access *TFP - Internet* again.

The member must provide their e-mail address or access code. The e-mail sent will correspond to the e-mail address entered in the member's access data. They will only be able to access the site once their password has been changed. This entire process is carried out automatically, without any intervention from a *TFP* employee.

**Entrez votre adresse courriel ou code d'accès.**  
Un courriel avec un lien pour réinitialiser votre mot de passe vous sera envoyé.

Adresse courriel ou code d'accès

**CONFIRMER** **ANNULER**

This link is valid for one hour.

*Example of the e-mail sent:*

You have requested to reset your School Tax password. Please click on the following link to access the window for entering your new password.

[Click here to reset your password.](#)

You can also copy the link below into your browser's address bar.

<https://localhost/TfpInternet/asp/TFP.aspx?jsid=1&jlrun=tfpint.membre.ReinitialiserMP&l=CF&j=eYJhbGciOiJIUzI1NiIsInR5cCI6IkpQeMywiZXhwIjoxeT72PEQE>





## RESET YOUR PASSWORD

After clicking on the link in the e-mail, the member will be directed to this page.

Réinitialisez votre mot de passe afin d'accéder de nouveau au site de Taxation scolaire en tant que Membre.  
Il y a une limite de temps pour compléter la procédure. Sinon vous devrez refaire une demande.

Nouveau mot de passe  Minimum 8 caractères  
Confirmez le nouveau mot de passe  Minimum 8 caractères

**CONFIRMER** **ANNULER**

- Change password.
  - New password can be edited
  - Confirmation of the new password can be edited

After 5 unsuccessful attempts on the access code, the member will have to make another request to reset the password.

Once the new password has been successfully saved, the user will receive a confirmation e-mail and will be redirected to the *TFP - Internet* home page.

## FORGOTTEN ACCESS CODE

If a member forgets their access code, this hypertext link will send them an e-mail with their access code(s). They will then be able to access *TFP - Internet* again.

Members must provide their e-mail address. The e-mail sent will correspond to the e-mail address entered in the member's access data. They can then access the site with their access code and password. This entire process is carried out automatically, without any intervention from a *TFP* employee.

**Entrez votre adresse courriel.**  
Un courriel avec votre ou vos code(s) d'accès vous sera envoyé.

Adresse courriel

**CONFIRMER** **ANNULER**

*Example of the e-mail sent:*

Here are the access codes for your school tax profile:

Butler Écorceurs – Property owner

Access code: BUTLER