

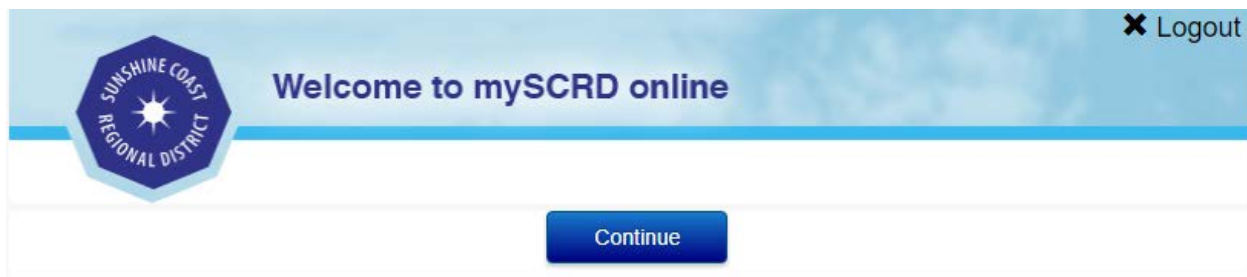


## How to Associate an SCR D Service Account to a mySCR D Profile

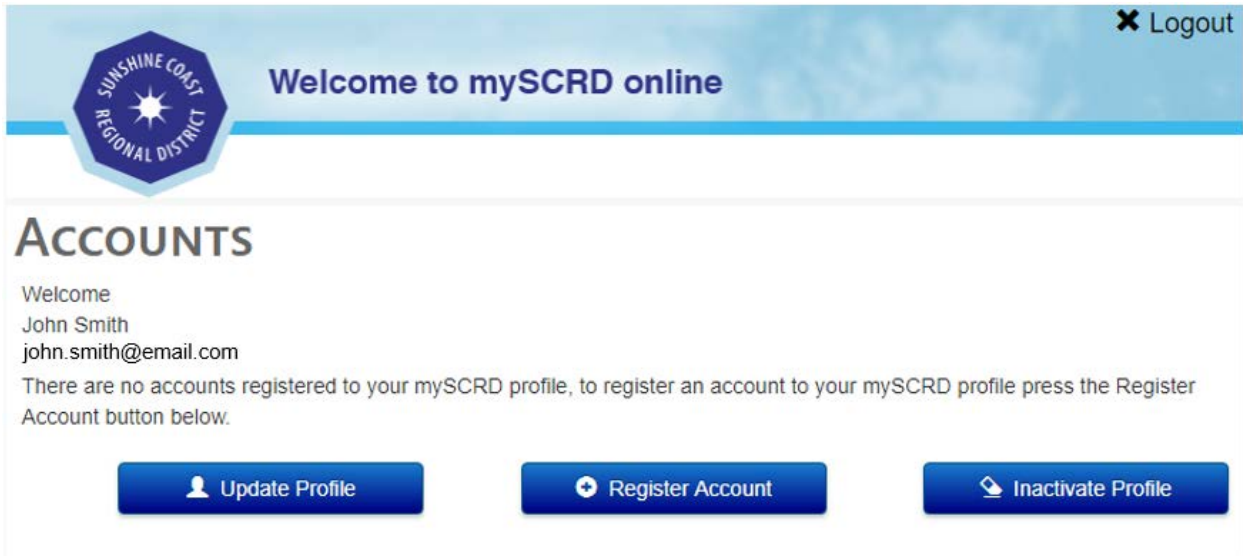
To add an SCR D service account, such as a utility account or dog license to your profile [log into your mySCR D profile](#).

A screenshot of the mySCR D login page. At the top left is the Sunshine Coast Regional District logo. To its right, the text "Welcome to mySCR D online" is displayed. Below this is a "LOGIN" section. It contains two input fields: "Email Address" with the value "john.smith@email.com" and "Password" with a masked password ".....". A blue "Login" button is positioned to the right of the password field. Below the input fields, there are three links: "Click [here](#) to register for a mySCR D profile.", "Forgot your password? [Reset it](#).", and "Read the [Terms of Use](#)".

Once logged in select **Continue** to proceed to the main page.

A screenshot of the mySCR D main page. At the top left is the Sunshine Coast Regional District logo. To its right, the text "Welcome to mySCR D online" is displayed. In the top right corner, there is a "Logout" link with a small 'x' icon. At the bottom center of the page, there is a blue "Continue" button.

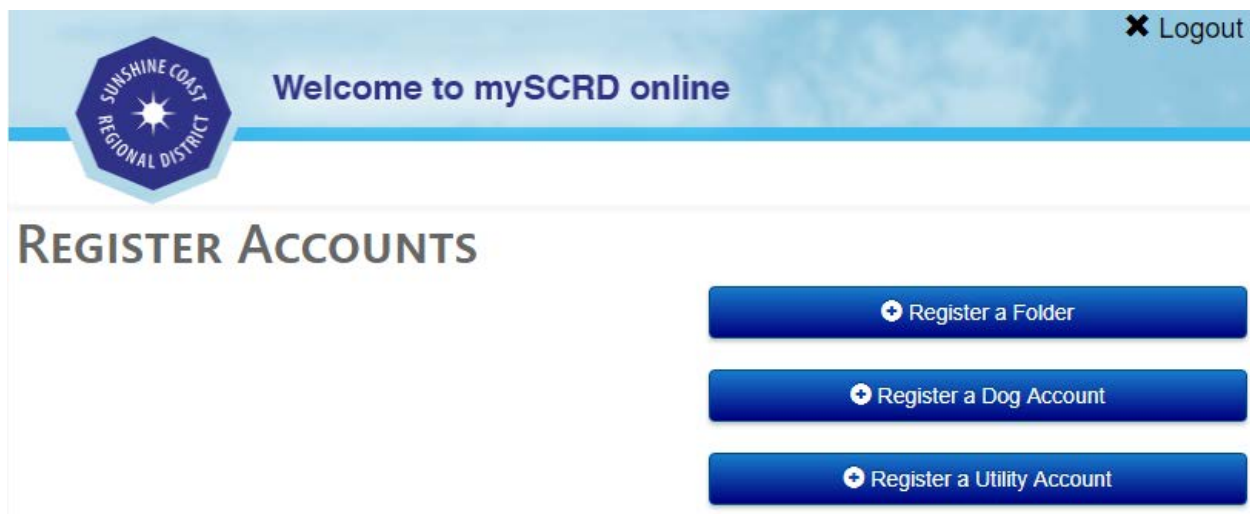
Click the **Register Account** button in the middle of the page.



The screenshot shows the top navigation bar with the Sunshine Coast Regional District logo on the left and a 'Logout' link on the right. Below the navigation bar is a header section with the text 'Welcome to mySCRD online'. The main content area is titled 'ACCOUNTS' and includes a welcome message for John Smith (john.smith@email.com). It states that no accounts are currently registered and provides instructions to press the 'Register Account' button. Three blue buttons are displayed: 'Update Profile' (with a person icon), 'Register Account' (with a plus icon), and 'Inactivate Profile' (with a power icon).

Depending on which service you are registering for choose either:

- **Register a Folder** – Pay a Building Permit Fee, Conveyance Fee or Civic Addressing Fee;
- **Register a Dog Account** – Pay a Dog License Fee; or
- **Register a Utility Account** - Pay a Utility Account.



The screenshot shows the top navigation bar with the Sunshine Coast Regional District logo on the left and a 'Logout' link on the right. Below the navigation bar is a header section with the text 'Welcome to mySCRD online'. The main content area is titled 'REGISTER ACCOUNTS' and features three blue buttons stacked vertically: 'Register a Folder' (with a plus icon), 'Register a Dog Account' (with a plus icon), and 'Register a Utility Account' (with a plus icon).

Fill in the required details.

**GO ONE STEP FURTHER AND CHOOSE PAPERLESS!**

Select “**Yes**” for **Subscribe for eBilling** to receive future invoices by email.

If you wish to continue receiving your invoice by paper then choose “**No**” for this option.

**Note** – This selection can be changed in the future.



Welcome to mySCRD online

✕ Logout

## REGISTER A UTILITY ACCOUNT

Account Number\*

123456

Access Code\*

54321

Subscribe for eBilling?\*

Yes ✓

No

➕ Register

Select **Register** to finalize the process.

A confirmation message will appear confirming your account has been associated with your profile.

### Account Registered

The account has been successfully registered.

OK

To view your newly added account select the **Home** button in the bottom right corner.



Welcome to mySCRD online

✕ Logout

## REGISTER ACCOUNT - CONFIRMATION

Your account has been registered.

To register another account, click the "Register Another Account" button.

Register Another Account

Home