



## How to Register for a mySCRD Profile

There are three main components to completing the registration for a mySCRD profile:



### SIGN UP


Visit the [mySCRD registration page](#) to create a new profile.

**Note** – If you already have an account please [log in](#).

Fill in the required fields and click **Continue**.

A screenshot of a web browser showing the "PROFILE REGISTRATION" page. At the top left is the Sunshine Coast Regional District logo. To its right, the text "Welcome to mySCRD online" is displayed. Below this is the main heading "PROFILE REGISTRATION" followed by the instruction "Complete this form to register a mySCRD profile." The form is divided into two sections: "Applicant Information" and "Password Information". The "Applicant Information" section contains four input fields: "First Name", "Last Name", "Email Address", and "Phone". The "Password Information" section contains four input fields: "Password", "Confirm Password", "Security Question" (a dropdown menu with "Select..." selected), and "Security Answer". At the bottom left of the form is a "Back" button, and at the bottom right is a "Continue" button.

To finish the profile setup you must enter a verification code, which is sent to the email address provided in the previous step.



Welcome to mySCRD online

## PROFILE REGISTRATION

Complete this form to register a mySCRD profile.


**Verify your email address**  
Enter the verification code we sent to john.smith@email.com

**Enter the verification code:**

[Continue](#)

## ACTIVATE

Log into your email provider and locate the activation email. **Record the verification code, which will be required to activate your profile.**



Thu 8/1/2019 10:20 AM

myscrd@noreply.scrd.ca

You have successfully registered your mySCRD account - ACTIVATION REQUIRED

To

Dear John,

You have successfully registered a mySCRD account. Welcome!

Before you can sign in, you will need to activate the account using the following code: **359375**

Thank you  
mySCRD Team 16181

**Note** – Please allow up to 10 minutes for the activation email to arrive. Check your email’s “junk” or “spam” folder as the activation email is sometimes placed in these folders.

Return to the profile registration screen to enter the verification code emailed to you.



The screenshot shows the 'PROFILE REGISTRATION' section of the mySCRD online interface. At the top left is the Sunshine Coast Regional District logo. The header text reads 'Welcome to mySCRD online'. Below the header, the title 'PROFILE REGISTRATION' is displayed in large, bold letters. Underneath, it says 'Complete this form to register a mySCRD profile.' The main instruction is 'Verify your email address' followed by 'Enter the verification code we sent to john.smith@email.com'. A text input field is labeled 'Enter the verification code:' and contains the number '359375'. A blue 'Continue' button is located at the bottom right of the form area.

After clicking the **Continue** button a message will appear indicating that your account has been successfully activated.



The screenshot shows the 'PROFILE REGISTRATION' section of the mySCRD online interface after successful activation. The header and logo are the same as in the previous screenshot. The title 'PROFILE REGISTRATION' is still present. Below the title, it says 'Complete this form to register a mySCRD profile.' The main message is 'Your profile has been activated.' followed by 'Your login ID is john.smith@email.com'. A dark grey 'Return to Login' button is located at the bottom of the form area.

## ASSOCIATE

To add an SCR D account to your profile click the **Return to Login** button to return to the [mySCR D login](#) screen.

Enter your email address and password. Click **Login**.



Welcome to mySCRD online

## LOGIN

Email Address

john.smith@email.com

Password

.....

Login

Click [here](#) to register for a mySCRD profile.

Forgot your password? [Reset it.](#)

Read the [Terms of Use](#).

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



Welcome to mySCRD online

✕ Logout

Continue

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



Welcome to mySCRD online

✕ Logout

## ACCOUNTS

Welcome

John Smith

john.smith@email.com

There are no accounts registered to your mySCRD profile, to register an account to your mySCRD profile press the Register Account button below.

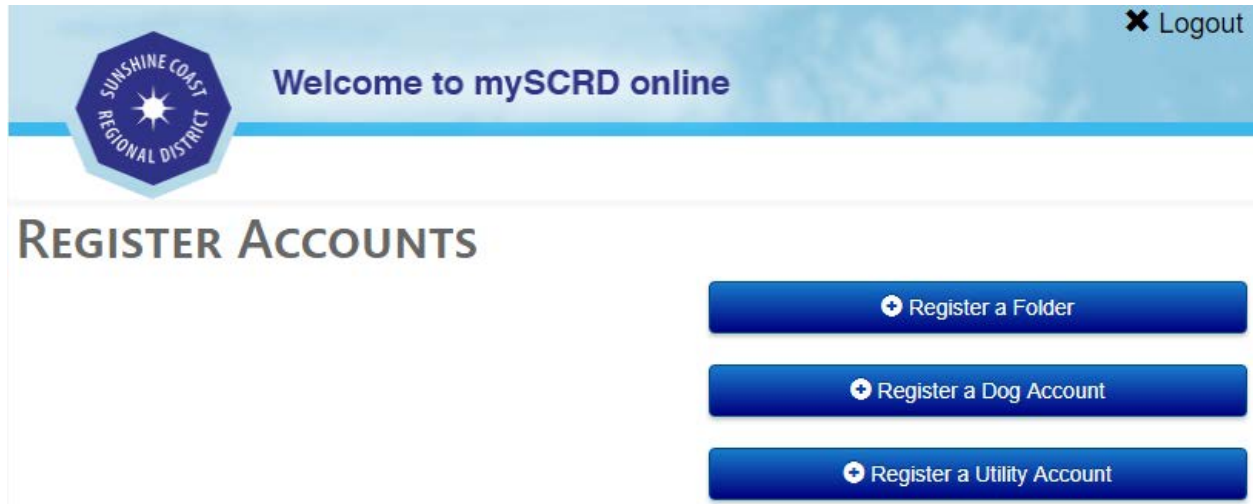
 Update Profile

 Register Account

 Inactivate Profile

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.



SUNSHINE COAST REGIONAL DISTRICT

Welcome to mySCRD online

✕ Logout

## REGISTER ACCOUNTS

➕ Register a Folder

➕ Register a Dog Account

➕ Register a Utility Account

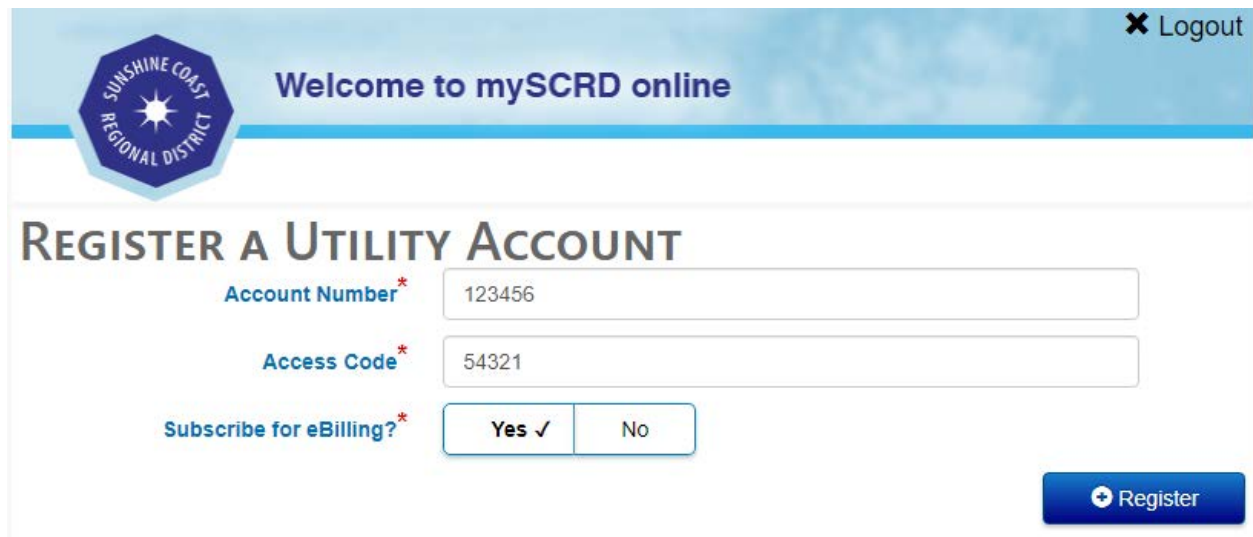
Fill in the required details.

### 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.



SUNSHINE COAST REGIONAL DISTRICT

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.

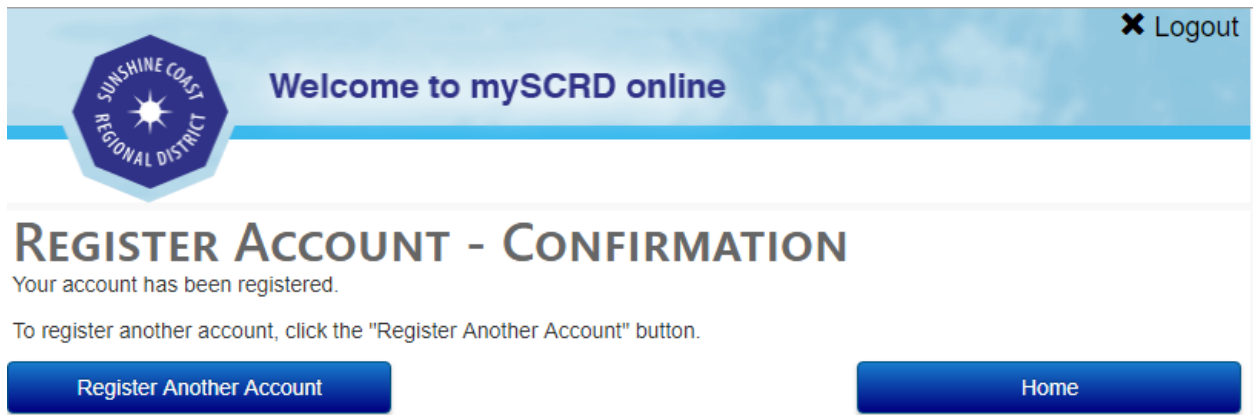
A confirmation message will appear confirming your account has been associated with your profile.

## Account Registered

The account has been successfully registered.

OK

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



The screenshot shows the top navigation bar of the mySCRD online portal. On the left is the Sunshine Coast Regional District logo, a blue shield with a white star and the text "SUNSHINE COAST REGIONAL DISTRICT". To the right of the logo is the text "Welcome to mySCRD online". In the top right corner of the bar is a "Logout" link with a red 'X' icon. Below the navigation bar is a white box with the heading "REGISTER ACCOUNT - CONFIRMATION" in large, bold, dark blue letters. Underneath the heading is the text "Your account has been registered." followed by "To register another account, click the 'Register Another Account' button." At the bottom of this white box are two blue buttons: "Register Another Account" on the left and "Home" on the right.

✕ Logout



Welcome to mySCRD online

## REGISTER ACCOUNT - CONFIRMATION

Your account has been registered.

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

Register Another Account

Home