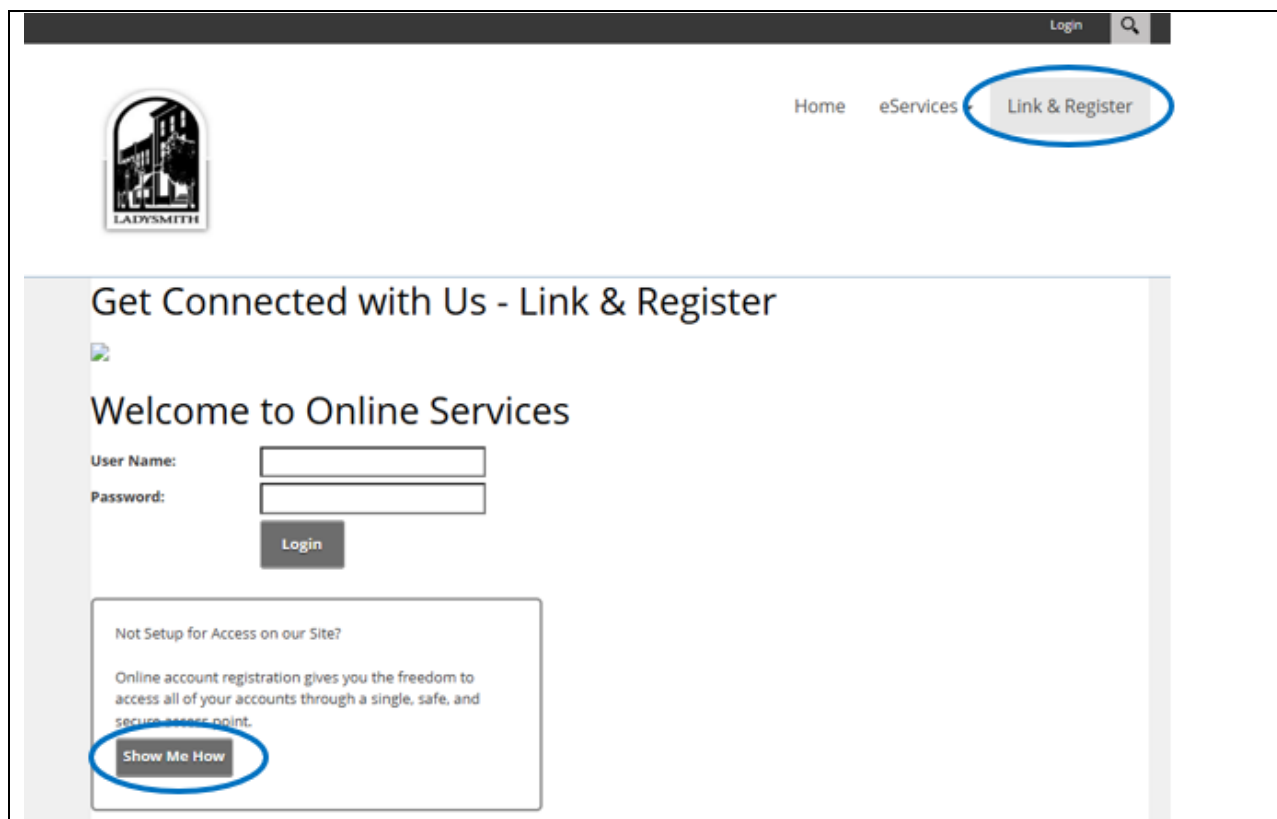


Creating an Account

Step 1: Open Google Chrome or Firefox web browser and go to <https://egov.ladysmith.ca/>

Step 2: To create an online account, click the Link and Register tab, and choose Show Me How at the bottom left corner of the screen.



Get Connected with Us - Link & Register

Welcome to Online Services

User Name:

Password:

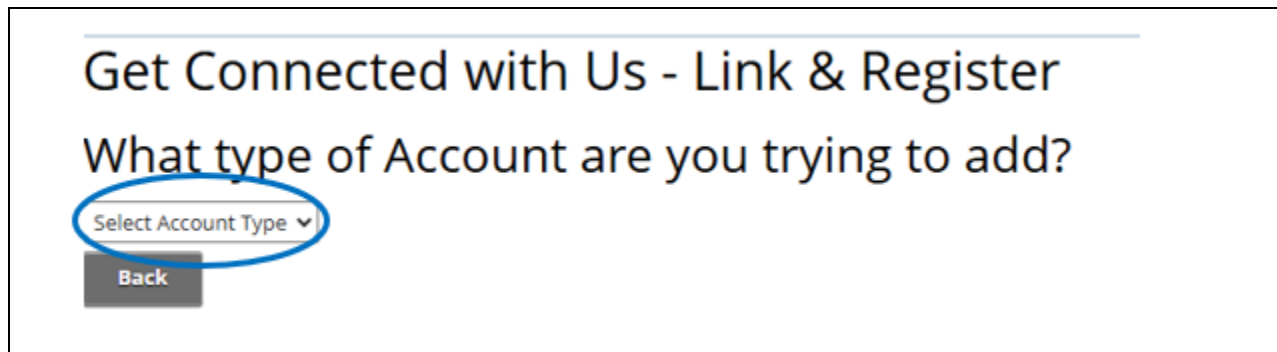
Login

Not Setup for Access on our Site?

Online account registration gives you the freedom to access all of your accounts through a single, safe, and secure access point.

Show Me How

Step 3: From the drop down menu for Select Account Type choose Property Taxes



Get Connected with Us - Link & Register

What type of Account are you trying to add?

Select Account Type ▼

Back

Step 4: Enter the roll number of your property and the Access Code. Click Save.

Get Connected with Us - Link & Register

What type of Account are you trying to add?

PT-Property Taxes ▾

Add PT Account

Enter your Roll & Access/PIN#

Jurisdiction: 445-Town of Ladysmith ▾

Roll:

Access Code / Pin:

Cancel Save

You can find your roll number and access code on the top right side of your property tax notice.

2026 PROPERTY TAX NOTICE
TOWN OF LADYSMITH
ESPLANADE
PO Box 220
LADYSMITH BC V9G 1A2
Phone No.: (250) 245-6400

Jurisdiction: 445 Roll: 0000.000
Civic Address: Legal Desc: Plan: Lot: 1 Block:
DL#:

Mortgage Code: Access Code: 0x0xx
Mortgage Name:

Note: Property Tax notices will be mailed out in May 2026. If you need further assistance with your roll number or access code, please contact City Hall at (250) 245-6400 or e-mail finance@ladysmith.ca

Step 5:

Create a username and password.

Just a couple more steps to setup your personal access account for the site.

User Name:		
Email Address:		Send Verification Email
Verification Code:		
Password:		
Confirm Password:		
Back		Save

Step 6:

From the main page scroll down to “Need to Add an Account?” Select Property Taxes, enter your roll number and access code in again, select save.

Need to Add an Account?

PT-Property Taxes ▼

Add PT Account

Enter your Roll & Access/PIN#

Jurisdiction:	445-Town of Ladysmith ▼
Roll:	
Access Code / Pin:	
Cancel	
Save	

Step 7:

Under the Accounts menu your property should now show if you click on the account code or name it will open your property information.

Account Management

Hi [REDACTED]

Click on a row to access one of your existing accounts.

Accounts

Show **10** entries Search: [REDACTED]

Action	Module	Account Code	Name	Linked
Edit	PT-Property Taxes	445 [REDACTED]	[REDACTED]	Linked

Step 8:

To move forward you will need to accept the Town of Ladysmith's general Terms of Use.

Property Tax

Welcome to the Town of Ladysmith's online property tax accounts. When logging into the Town of Ladysmith's online property tax accounts, you agree to the Town's general Terms of Use.

☐ I accept Terms and Conditions

You have now successfully set up an online account with the Town of Ladysmith. You can now view your Property Info, Bill Summary & Transaction.

Property Tax

Welcome to the Town of Ladysmith's online property tax accounts. When logging into the Town of Ladysmith's online property tax accounts, you agree to the Town's general Terms of Use.

☒ I accept Terms and Conditions

Account Name 445.

[Search](#) **[My Property Info](#)** [Bill Summary](#) [Transactions](#)

Property Information

Jur Number :
Roll Number :
Property ID :
Address :
Postal Code :

Property Description