



**Comité de gestion  
de la taxe scolaire**

DE L'ÎLE DE MONTRÉAL

**Guide to using the TFP-Internet service  
to view or receive an electronic version of a school tax bill**

**Revised June 2019**



## TABLE OF CONTENTS

<b>INTRODUCTION .....</b>	<b>1</b>
<b>1. Registering a member .....</b>	<b>1</b>
<b>2. Member section .....</b>	<b>4</b>
<b>2.1 Menu.....</b>	<b>5</b>
<b>2.2 Search .....</b>	<b>6</b>
<b>2.3 Personal information.....</b>	<b>7</b>
<b>2.4 Member information .....</b>	<b>8</b>

# INTRODUCTION

## 1. Registering a member

To register a member, access the TFP-Internet page by going to <http://www.cgtsim.qc.ca>. Then click on [ **Tax - obtain your statement** ] or go to <https://tfp.cgtsim.qc.ca>. Then click on [ **Registration** ].

Comité de gestion de la taxe scolaire DE L'ÎLE DE MONTRÉAL

Welcome! Web site of **TFP**

Info Monday to Friday  
8:00 AM to Noon and  
1:00 PM to 4:00 PM

SCHOOL TAXE ONLINE

Visitor  
Member  
Registration  
Français

- Phone : 514 384-5034 [school\\_tax@cgtsim.qc.ca](mailto:school_tax@cgtsim.qc.ca)  
- To obtain a statement of your school tax account click on "REGISTRATION" to register as a new member. If already registered, click on "MEMBER".  
- To find out the amount of the school tax for a property, click on "VISITOR".  
- Supported Browsers -Microsoft Internet (ie) 9.0, 10.0 and 11.0  
\*\*\* SEE IMPORTANT NOTICE ON OUR WEB SITE [www.cgtsim.qc.ca](http://www.cgtsim.qc.ca) \*\*\*

Entrust  
grics  
© GRICS, 2001-2014  
SQL-Ver. 6.0.108.7  
\*INTERIM\*

The word "member" has been used to simplify the process. It refers to any owner of a taxable property and can also be used by other stakeholders such as notaries and mortgagees.

## Registration section

Register on this page to access the TFP-Internet service

Adding a member

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

**\*\* IMPORTANT NOTICE \*\***  
ID no. : is necessary to register as a member. You will find it on your school tax bill «ID number - Web site».  
E-MAIL ADDRESS: Enter a complete and valid address.  
ACCESS CODE: Select a personal code. Example : NAME123  
NOTE: The access code and the password must start with a letter and contain no space.  
INFORMATION: 514 384-5034

**IDENTIFICATION**

ID no.

First name

Name

E-mail address

Telephone (home)  (5141234567 --> (514)123-4567)

Telephone (office)  (51412345671234 --> (514)123-4567 [1234])

Cell phone  (5141234567 --> (514)123-4567)

**ACCESS DEFINITION**

Access code  Access code must be at least 5 characters

Password  Password must be at least 8 characters

Retype the password  Password must be at least 8 characters

Type of access

### REQUIRED INFORMATION

1. You will need to have on hand a school tax bill or statement.
2. You will also need the following information:
  - The person's ID number - Website (or external constituent), which can be found on the school tax bill or statement
  - The person's first and last name as shown on the school tax bill or statement. Be sure to use the exact same spelling.

To access the website, you will need Microsoft Internet Explorer version 10.0 (IE10) or later.  
You will also need Adobe Acrobat Reader version 9.0 or later.

## **IDENTIFICATION**

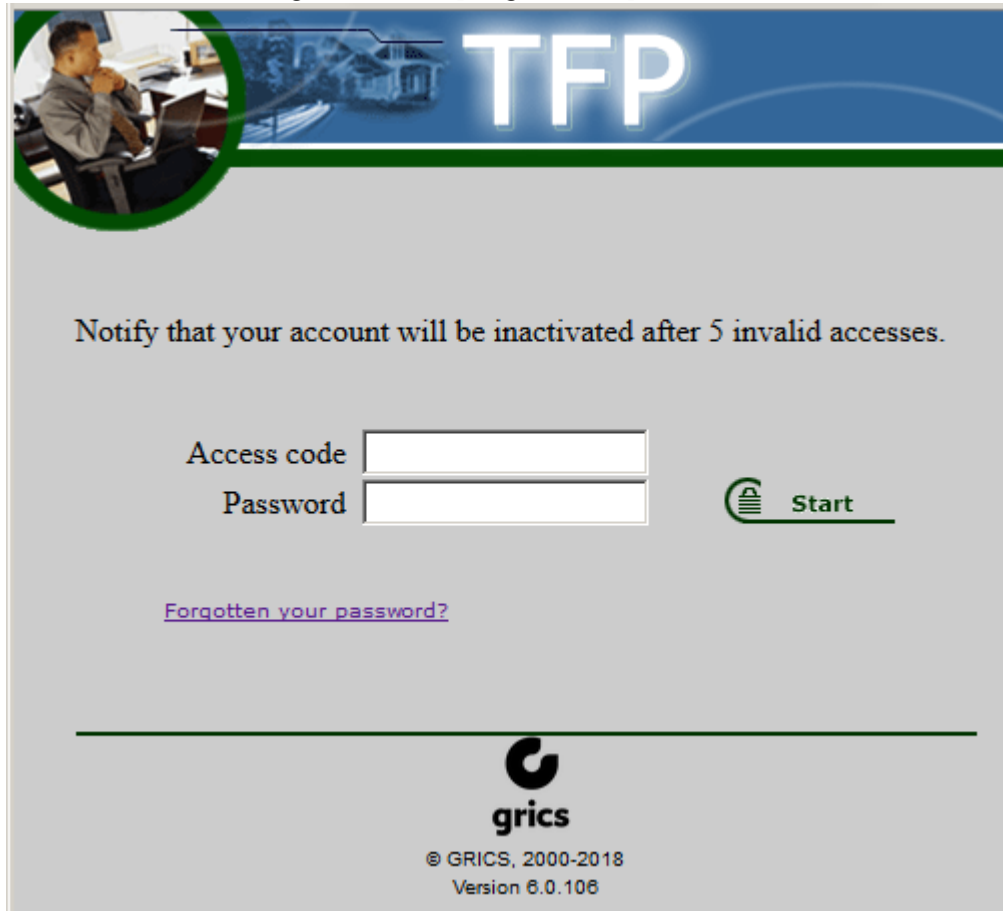
- ID number This is the number shown on the school tax bill or statement in the [ Identification - Website ] section.
- First Name The first name must be written exactly as shown on the school tax bill or statement. This field is not case sensitive (does not use upper or lower case letters).
- Name The name must be written exactly as shown on the school tax bill or statement. This field is not case sensitive (does not use upper or lower case letters). For companies, the complete name must appear in the [Name] field.
- Email address The e-mail address will be used by the system to send messages. If the account is locked, the email address will be used to communicate the user code and password.
- Telephone
- Home Home phone number
  - Office Office phone number, if applicable
  - Cell phone Cell phone number of member.

## **ACCESS DEFINITION**

- Access code The member must choose an access code. The code must be unique in the database. It must contain a minimum of five (5) characters.
- Password The member must choose a password. It must contain a minimum of eight (8) characters. It must be different from the user code. It must contain no spaces or accents.
- Retype the password The member must retype their password to verify its accuracy.
- Type of access Select [ **propriétaire** ].means **owner**
- Save To save the data online, select [ **Record** ].  
If all information is correct, the "member" will be created with a *Valid* status.  
Access to TFP-Internet is immediate.

## 2. Member section

**PURPOSE** This page is used to access TFP-Internet. Before accessing their data, a member must first register in the [*Registration*] section



### **USE**

#### **FORGOTTEN YOUR PASSWORD ?**

If you forget your password, click here to have it sent to you. You must type in your email address, and the system will check to see if that email address has been registered with TFP-Internet. If it has, the system will automatically send an email to that address showing the access code and password.

#### **PASSWORD ERROR**

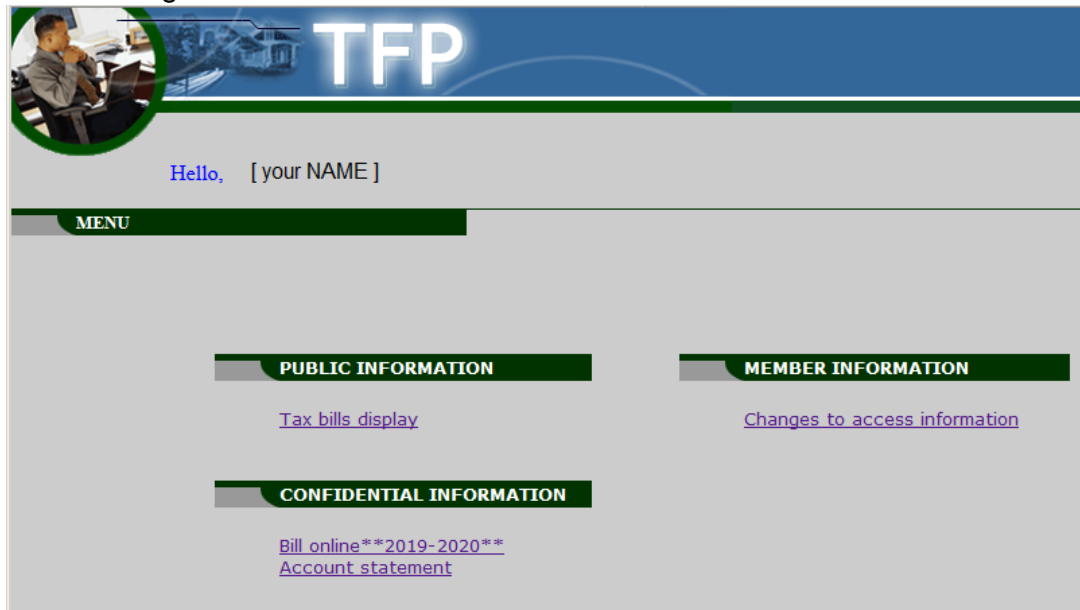
If the member enters an incorrect password five times, their status will change from *Valid* to *Invalid*. If that happens, an e-mail will be sent to the member indicating that their membership has become invalid.

If this happens, please call the customer service department at 514 384-5034.

The CGTSIM staff will take the necessary steps to give you access to the site again.

## 2.1 Menu

**PURPOSE** This page gives you access to the various services available such as viewing or accessing bills or statements.



## 2.2 Search

**PURPOSE** This page allows you to search for taxable properties using various search criteria.

The screenshot shows a web interface for searching tax bills. The title is "Tax bills display". Under the "SEARCH BY ADDRESS" section, there are several search criteria listed in a sidebar: "My properties", "Address", "Roll number", "Short roll number", "File no.", and "Valuation roll". The main search area includes the following fields and controls:

- Municipality: -None- (dropdown)
- Street number: [text input]
- Type of street: -None- (dropdown)
- Type of link: -None- (dropdown)
- Public street: [text input]
- Unit number: [text input] (Suite #, App.)
- Postal code: [text input]
- Filter: [button]
- Search: [button]

Various criteria can be used:

- My properties
- Address (taxable property)
- Roll number
- Short roll number
- File number
- Lot number
- Name of owner
- Postal code
  
- If you want to search by address, use the [Public street] field and follow these steps:
  - Type in the name of the public street
  - Press the [Filter] button: *the public streets found will appear to the right of the drop-down menu*
  - Open the drop-down menu of the [Public street] field
  - Choose the public street.
  - Press on the [Search] button.
  - To carry out another search using the [Public street] field, press on the [Cancel] button and start again.

**Hint:** Use the postal code to facilitate your search.



## 2.3 Personal information

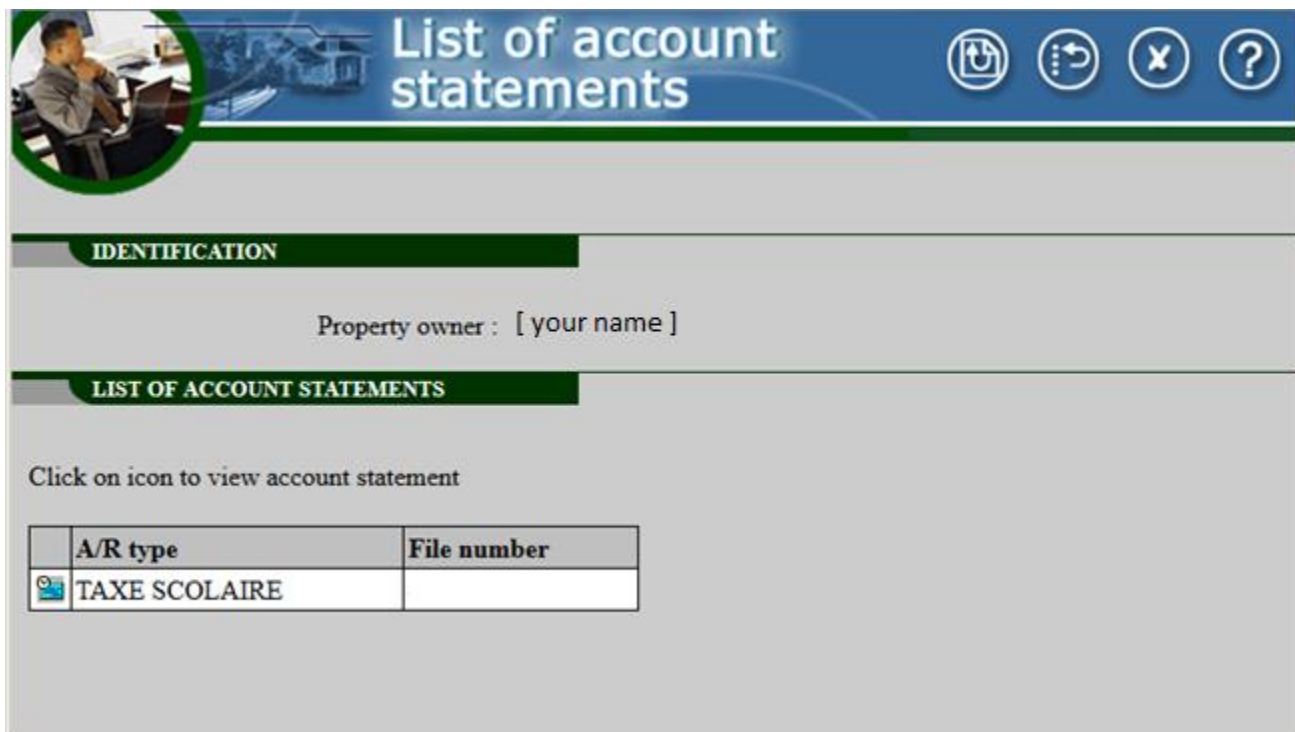
The following information is available:

### Online bill

A link to the current school tax bill is available in PDF format, starting in July 2018.

### Account statement

Members can view their account statements in the [Account statement] section.




**List of account statements**

**IDENTIFICATION**

Property owner : [ your name ]

**LIST OF ACCOUNT STATEMENTS**

Click on icon to view account statement

	A/R type	File number
	TAXE SCOLAIRE	

Select the account statement you wish to view by clicking on the *Account statement* icon in the first column, to the left of the statement. A window will open indicating that you will need to use Adobe Acrobat Reader, version 9 or later, to view the file, and that the file is being produced. A hyperlink will appear allowing you to view the requested document.

## 2.4 Member information

**Changing access information**

**IDENTIFICATION**

First name :  
Name : [ your NAME ]

Record Undo

**CURRENT PROFILE**

E-mail address

Telephone (home)  (514)1234567 --> (514)123-4567

Telephone (office)  (514)12345671234 --> (514)123-4567 [1234]

Cell phone  (514)1234567 --> (514)123-4567

Type of access : Propriétaire

Subscription to online billing

[I have read and accept the terms and conditions of the online billing. It is my responsibility to maintain a valid and functional email address.](#)

**RESET ACCESS CODE**

Actual access code

Actual password

New access code  Access code must be at least 5 characters

**RESET PASSWORD**

Actual access code

Actual password

New password  Password must be at least 8 characters

Retype the password  Password must be at least 8 characters

The member can change certain profile and access data:

### Identification

- First name: unchangeable
- Name: unchangeable

### Current profile

- Email address: changeable
- Telephone (home): changeable
- Telephone (office): changeable
- Telephone (cell): changeable
- Type of access: unchangeable

### Application for online billing

- To complete the registration, check the box applying for online billing and the box accepting the terms and conditions of use.

### Change access code

- Access code: changeable

### Change password

- Password: changeable
- Retype password: changeable