**SCHOOL TAX – How to register in five easy steps:**

1. **Main menu**  
   [http://www.cgtsim.qc.ca](http://www.cgtsim.qc.ca), click on **TAX** or [https://tfp.cgtsim.qc.ca](https://tfp.cgtsim.qc.ca)

2. **Add a member:**
   - **NAME and ID number:**
   - **ID no.** available on your school tax bill next to [Identification – Website].
   - The first and last name must be typed exactly as they appear on your bill.
   - To receive messages electronically, the email address must be valid.

3. **Access to your data:**
   - **Access code must be unique in our data base.**

4. **END:**
   - Return to home page and select [Member] to access information.

5. **Accept terms of use**
   - When you begin your first session, on the [MEMBER INFORMATION] page, check the boxes [Subscription to online billing] and [I have read and accept the terms and conditions of use].