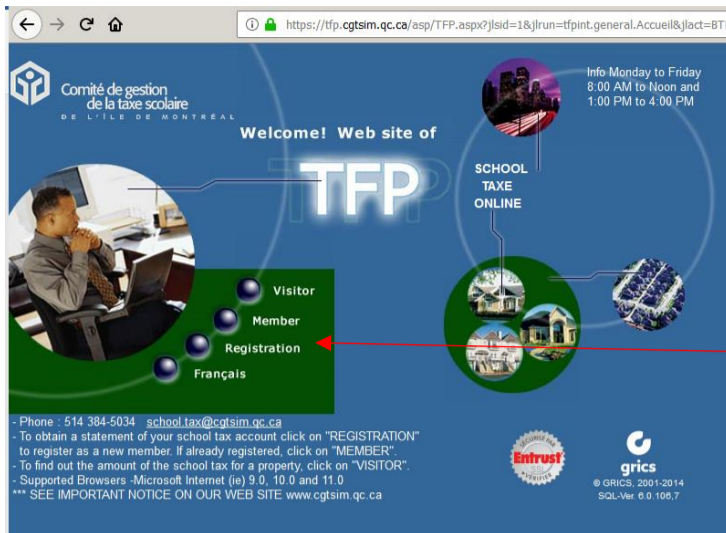


# SCHOOL TAX – How to register in five easy steps:

## 1- Main menu

<http://www.cgtsim.qc.ca> , click on **TAX** or <https://tfp.cgtsim.qc.ca>



Register a new member.

## 2- Add 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

NAME and ID number:

**IDENTIFICATION**

ID no.

First name

Name

E-mail address

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

Telephone (office)  (514)12345671234 --> (514)123-4567

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

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 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

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

**CURRENT PROFILE**

E-mail address

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

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

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...  
[my responsibility to maintain a valid and functional email address.](#)

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 ].



Comité de gestion  
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