

# Sign Up for Canada Post epost™ Services

Signing up for Canada Post epost™ service allows you to receive mail via email.

- To sign up please visit [www.canadapost.ca](http://www.canadapost.ca) and select epost™.
- You will need to Register for an account creating a Username and Password.

The screenshot shows two columns. The left column is titled 'Access your account' and contains a 'Username' input field, a checked checkbox for 'Remember my username on this device', a 'Password' input field, and a 'Sign in' button. The right column is titled 'Register online' and contains text: 'Create an online account to save tracked items, get bills and statements with epost, unlock valuable discounts for your business, and more.' Below this is another line of text: 'Access your personalized dashboard in a few easy steps!' and a 'Register now' button.

- Once Registered. Login and add a new Payee to your account. Select Add New > Document.

The screenshot shows the epost user dashboard. At the top left is the epost logo. At the top right is the text 'Last visit: 11:04 a.m., OCT 07, 2019 Sign out | Help | Take the tour'. Below this is a navigation bar with 'Inbox', 'Folders', 'Mailers', and 'Manage payments' in blue, and 'Add new' in green. Below the navigation bar are filters: 'Select all', 'All mailers', 'Choose dates', and a search icon. The main content area shows two mail items: 'Town of Truro - Water Utility' and 'Town of Truro - Property Tax'. On the right side, there is a dropdown menu with options: 'Document', 'Folder', and 'Payment method'.

- Search for "Truro" to locate both the Town of Truro Water bill and Tax Bill.

The screenshot shows a search interface. At the top is the text 'Select your document'. Below this is a search input field containing the text 'truro' and a close button (X). Below the search field are two search results: 'Town of Truro - Property Tax' and 'Town of Truro - Water Utility'.

- To setup your bill for epost™ you will need your account number as well as the balance of your most recent bill. PLEASE NOTE when setting up your water account you will need to enter the full account number including the decimal point.

- **TOWN OF TRURO – WATER UTILITY**, please use the “Amount Due” on your bill. If this balance is not accepted please try using the Previous Balance amount.



**Town of Truro - Tax**  
Add a Mailer

To register, you must provide the following information for verification:

Account Number   
Enter the Account Number from your tax bill here

Amount Owing on Last Bill   
Enter the 'Amount Owing on Last Bill' value from you

By registering, you agree that you will no longer receive tax bills for this property via regular mail.

Consider adding these additional epost billers to be entered to win \$1000 from Canada Post!

- Town of Truro - Water Utility
- Property Valuation Services Corporation - NS

Registration tips:

- Click on the link below the bill image for help finding this information
- For credit amounts, use a minus sign before the amount (e.g. -10.00)
- If you don't have your most recent bill, or if you are having trouble registering, please contact the Town of Truro at
- Contact the Town of Truro for support Monday to Friday, 8:30 AM to 4:30 PM excluding civic holidays
- For more information on how to contact the Town of Truro, go to <http://www.truro.ca/contact-us.html>



**TRURO WATER UTILITY**  
695 Prince Street  
Truro NS B2N 1G5  
Phone (902) 895-4484

TOWN OF TRURO  
695 PRINCE ST  
TRURO NS B2N 1G5

Please return this portion with your payment

Account Number	Service Address
241857.00	00695 PRINCE ST
Date Rendered	October 15, 2019
Amount Due	\$250.00
Due Date	April 29, 2019
Amount Remitted	

Enter Account Number From Here

Please Write Water Account No. On Your Cheque

RECEIPT PORTION: PLEASE DETACH AND RETURN TOP PORTION OF YOUR BILL WITH YOUR PAYMENT. BRING FULL BILL IF PAYING IN PERSON



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TOWN OF TRURO  
695 PRINCE ST  
TRURO NS B2N 1G5

Service Address	00695 PRINCE ST
Billing Period	April 1, 2018 to March 31, 2019
Number of Billing Days	365
Account Number	241857.00

Previous Reading	Current Reading

Service	From	To	Basic Fee	Consumption	Rate	Charges
Sprinkler Service	4/1/2018	3/31/2019	\$250.00		\$0.00000	\$250.00

Enter Amount Due from Here

Information	Total Current Charges	\$250.00
	Previous Balance	\$0.00
	Amount Due	\$250.00
	Date Rendered	October 15, 2019
	Due Date	April 29, 2019

Payments may be made at most financial institutions

- **TOWN OF TRURO – PROPERTY TAX**. Please use the “Total Tax Bill” amount from your most recent bill.

Once this is complete you will see the bill has been added on the homepage. You will now receive your water and tax bills via email.

The Town of Truro encourages property owners to also sign up to receive their assessment notices with **Property Valuation Services Corporation** through epost™.

