

# MYPROPERTY

## REPRESENTATIVE AUTHORIZATIONS

Edmonton

## REPRESENTATIVES

### FIRST, CREATE YOUR PROFILE ON MYPROPERTY

Whether you're a property owner, an authorized viewer, or a representative, you'll need to create a MyProperty profile. Just visit [MyProperty.edmonton.ca](https://myproperty.edmonton.ca), click CREATE PROFILE and follow the steps to choose an email and verify your account.

### ACCEPTING AN AUTHORIZATION

When a property owner authorizes you, you'll see a popup where you can accept or decline this authorization. You will immediately be able to access information about that property in your PROPERTIES SHARED WITH ME list.

### RENEWALS OF EXISTING AUTHORIZATIONS

Starting on August 22, property owners can renew your authorization until the end of the following year.

- Property owners will be prompted to renew your access when they login to their MyProperty accounts.
- You will continue to have access to current year data during this time, but can not receive any pre-roll data for the following year until your access is renewed or a new authorization is processed.

### EXPIRED AUTHORIZATIONS

Property owners have until the end of the year to renew your authorization before the access expires.

If the property owner does not renew your access before the end of the year:

- The property will be flagged with an EXPIRED tag in your PROPERTIES SHARED WITH ME list.
- You will no longer be able to access the property information until a renewal or new authorization is processed.
- The property owner will receive a notification to renew your access. If they do not renew it by the end of the Assessment Complaint Period, it will be automatically removed from your properties list. You are able to remove a property from your list at any time, using the X button.

[MYPROPERTY.EDMONTON.CA](https://myproperty.edmonton.ca)