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# Managing PBA Accounts



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# Table of Contents


**INTRODUCTION** ..... 3

**Getting There** ..... 4

**Account Level** ..... 4

**Folio List** ..... 6

**Update Folios and Mail Codes** ..... 7

**Making a Payment with a PBA account** ..... 8

**Account Payment** ..... 9

**Direct Payments on Folios** ..... 10

Position at the Period Level ..... 10

I WANT TO – Direct a Payment on Folios ..... 11

**Confirmation** ..... 12

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## Introduction

In this tutorial you will learn how to manage a Property Bulk Administration (PBA) Account.

The PBA account will:

- ✓ Allow property owners with bulk mail codes to view a summary of their folios on eTax (bulk listing)
- ✓ Allow property owners with bulk mail codes to make a payment to some or all of their folios on eTax (bulk listing + MTPS)



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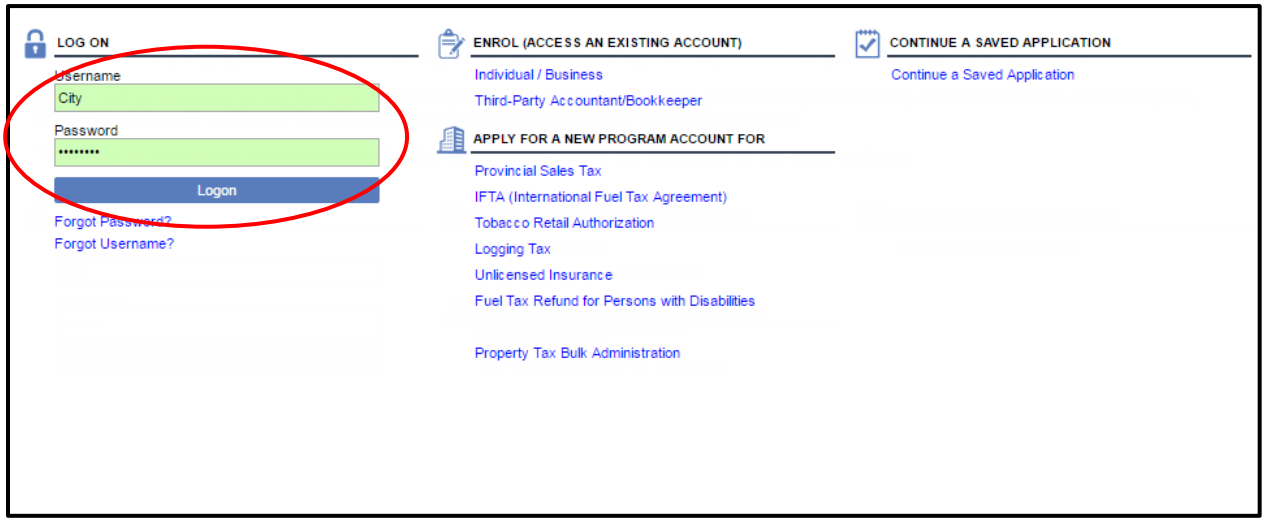
## Getting There

From the **eTaxBC LOG ON** window, log in to your eTaxBC profile.




## Account Level

Navigate to the Property Tax – Bulk Admin account. In this example, it's account PBA-1049-4069.

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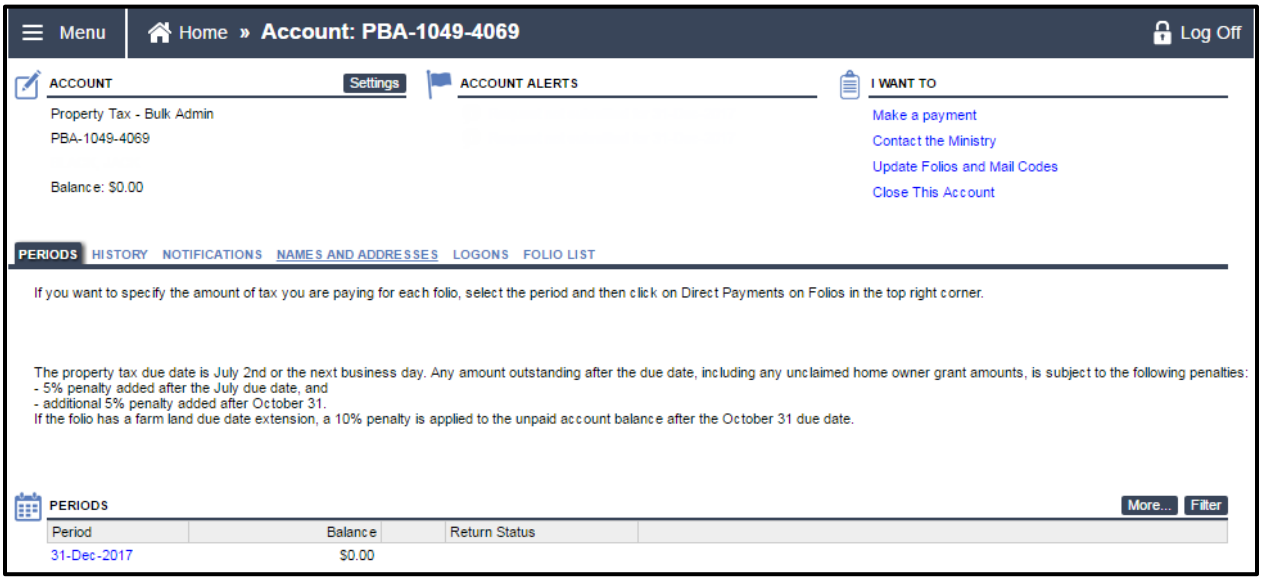
On the **Account** window, you can see the active **Periods**, **Make a payment**, **Update Folios and Mail Codes**, and **Close This Account** under the **I WANT TO** section.



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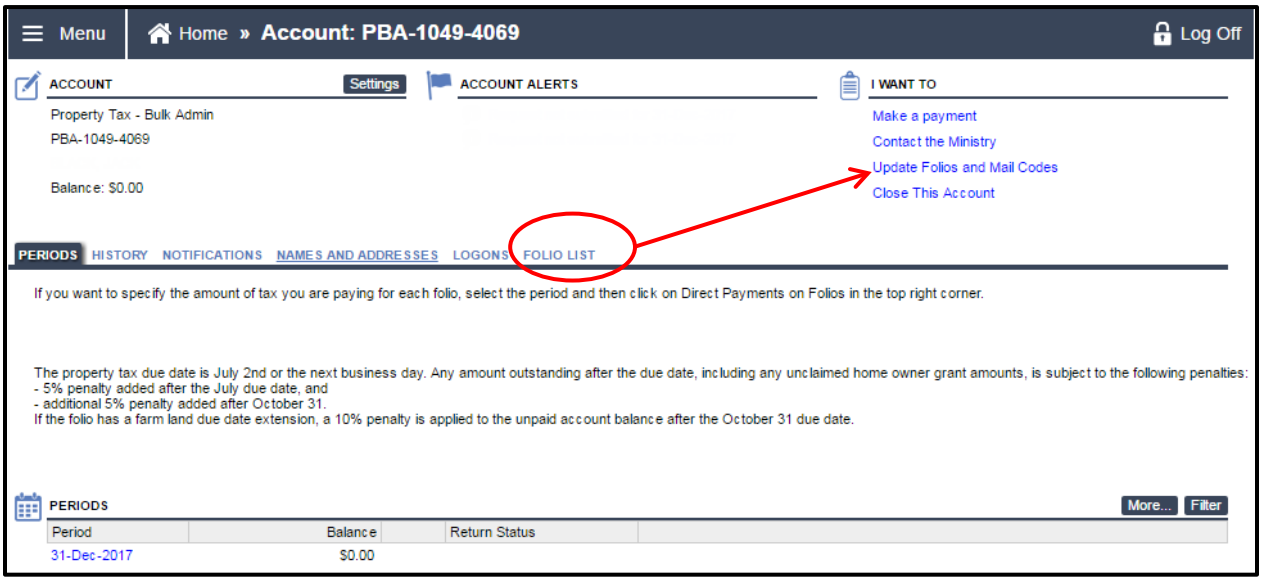
## Folio List

Position on the **FOLIO LIST** tab at the **Account** level to see the folios associated with your Bulk Mail Code. If you want to **Add** or **Update** your Bulk Mail Code(s) click on the **Update Folios and Mail Codes** hyperlink within the **I WANT TO** section.



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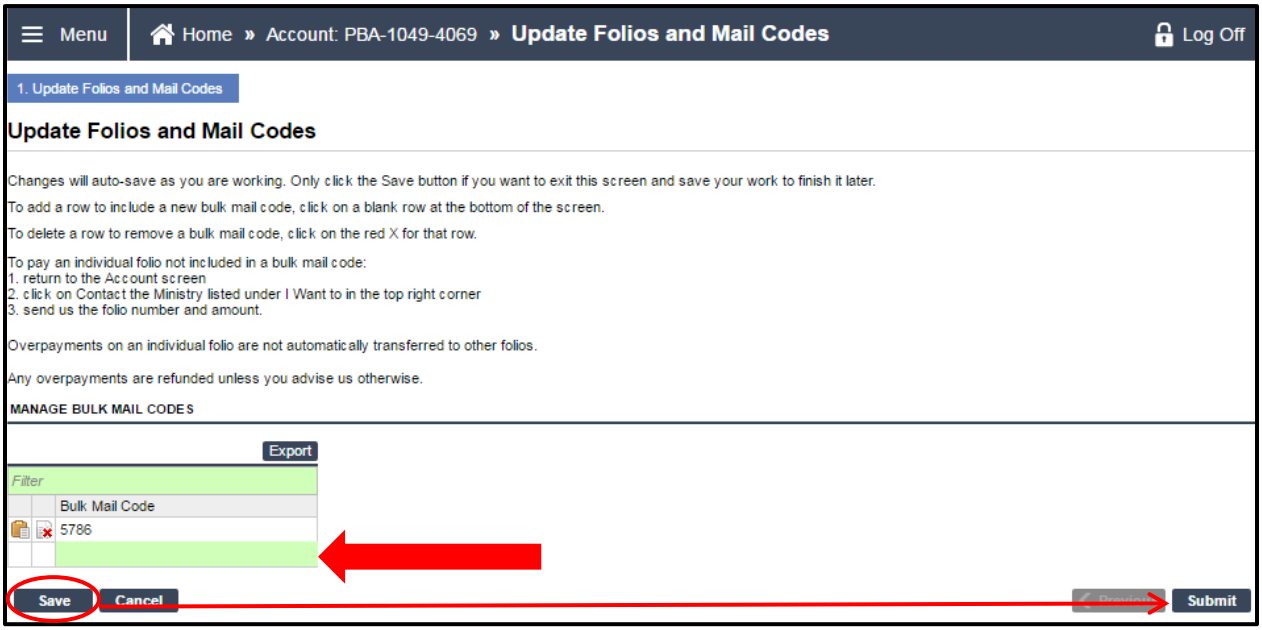
## Update Folios and Mail Codes

Position within the **Bulk Mail Code** field, and then enter the four-digit Bulk Mail Code. Once entered select the **Save** button and then the **Submit** button to save the changes.



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## Making a Payment with a PBA account

You can make a payment through eTaxBC for Bulk Account Codes. The first time you set up a Payment Channel, you will be prompted to sign the Pre-Authorized Debit (PAD) Agreement. Please see the Ministry of Finance FAQs on the website to read more about PAD payments. The information in the screenshots is fictitious data.


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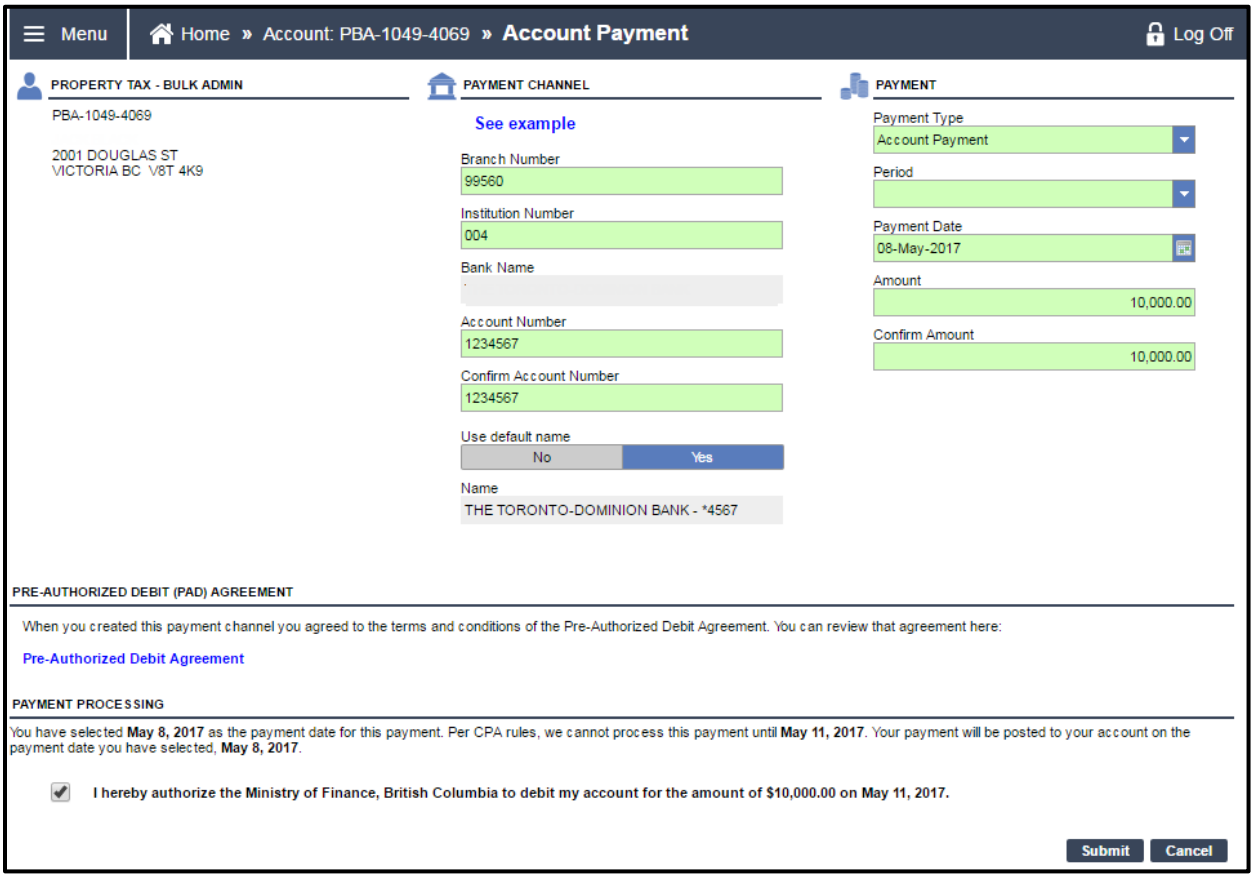
## Account Payment

Enter the **Branch Number**, **Institution Number**, and the **Account Number**. The **Bank Name** will auto populate based on this information. Enter the **Amount** of the payment and click **Submit**.



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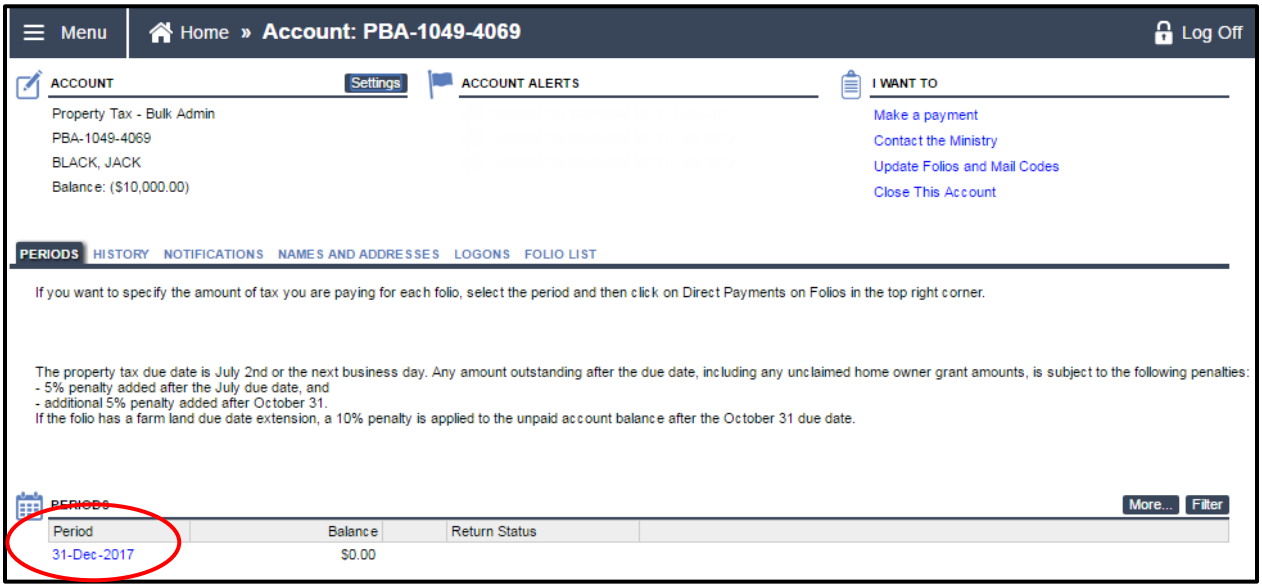
## Direct Payments on Folios

After the payment amount has been submitted, you need to direct the payments on folios.

### Position at the Period Level

Once positioned at the **Account** level, click on the **Period** hyperlink.



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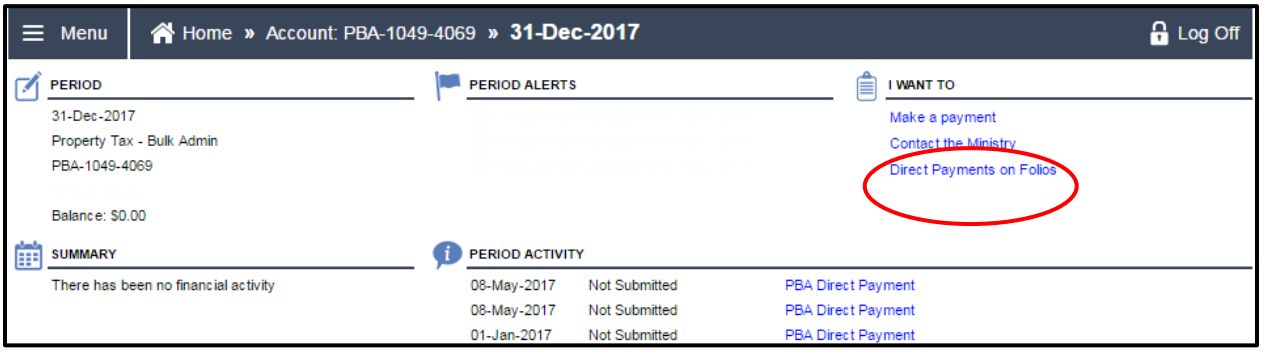
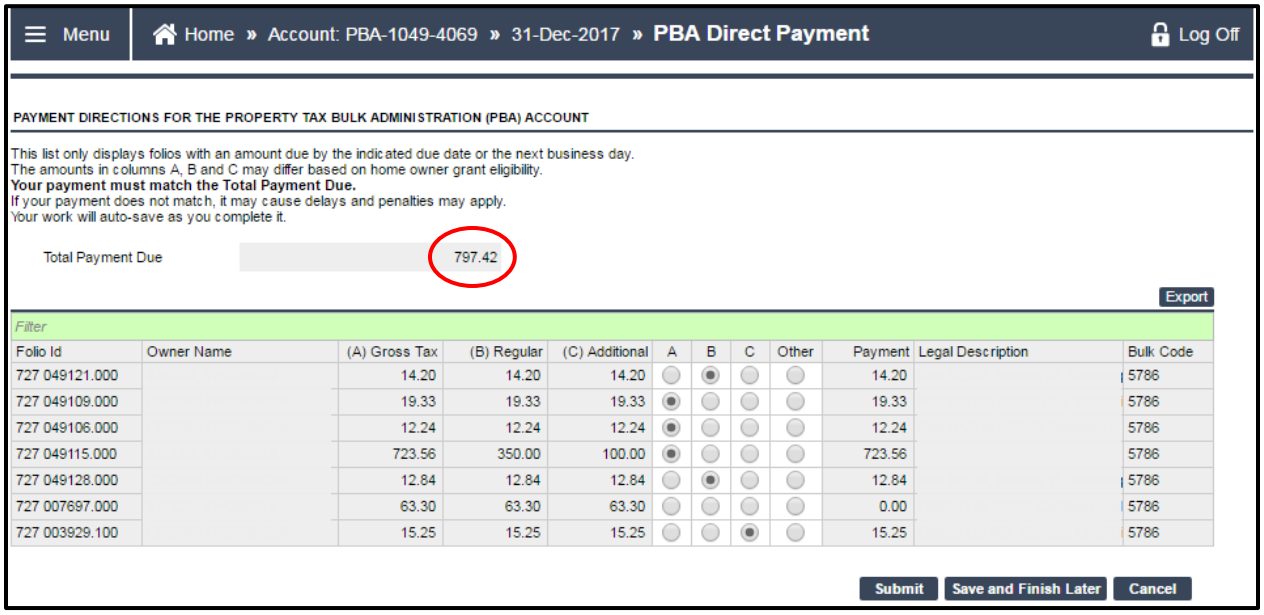
## I WANT TO – Direct Payments on Folios

Once positioned on the **Period** level, click on the **Direct Payments on Folios**.




1. The folios associated with the Bulk Mail Code will display in a list. Select the **(A) Gross Tax**, **(B) Regular**, **(C) Additional** or **Other** depending on the payment amount for each folio**.** Once completed, click the **Submit** button.



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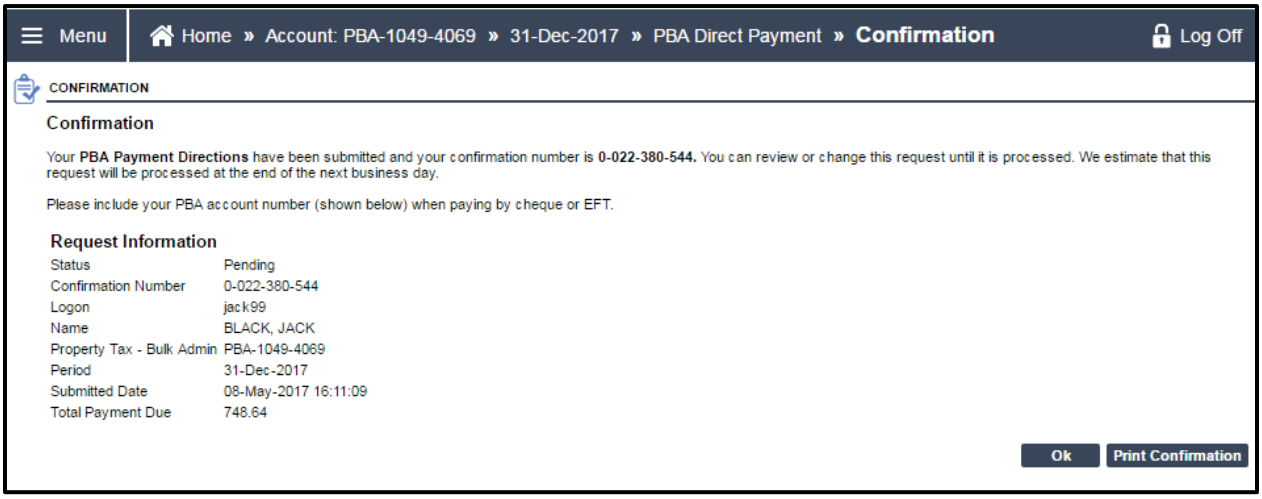
## Confirmation

Once the **Submit** button has been selected you will be positioned on the **CONFIRMATION** page. This page will give you a brief description of your request, an estimated time when the request will be processed and a Confirmation Number. If you would like your confirmation printed, select the **Print Confirmation** button. Select the **OK** button.




If you have any question please contact the Surveyor of Taxes office in Victoria (250) 356-5495 toll free at 1 888-355-2700 and request a transfer to (250) 356-5495.



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