



CUSTOMER REGISTRATION – Customer Portal Set-Up Guide

1. Please go to <http://portal.armourtownship.ca>

On the **Customer Portal LOGIN** page, during your first login, you will need to enter the following information under:

NEW CUSTOMERS REGISTER HERE

- **Name**
- **Customer Number** – Provided on your Tax Bill as “*Account Number*”.
- **Email** – This email address needs to be the email address you signed up to receive eNotices with.

Note: If you are unsure of your Customer Number or the email address you registered with, please contact our office.

- **Create a password.** This password will need to be at least 8 characters.
- After you have re-entered the password, Select the **REGISTER** button.

2. You will be taken directly to the Township of Armour **Customer Portal Dashboard**.

3. The next time you access the Township of Armour Customer Portal, you only need to enter your email and password under [RETURNING CUSTOMERS SIGN IN HERE](#).

4. If you ever forget your password, you can use the **FORGOTTEN USERNAME** or **PASSWORD** utility at the bottom of the LOGIN page to reset it.

Reference Guide to the Customer Portal

DASHBOARD: is the initial page that you will see when you first log into the Customer Portal. It will provide an overview of all applicable accounts that you have with the municipality.

ACCOUNT OVERVIEW: will be a direct link to the documents and balances for each specific account link that is selected.

MENU: provides a link to DOCUMENTS, CONTACT INFORMATION, MY LOGIN, and additional pages.

CONTACT INFORMATION: page is where you can update contact information for the Customer Portal.

MY LOGIN: page is where DISPLAY NAME, LOGIN EMAIL, and PASSWORDS can be revised and/or updated.