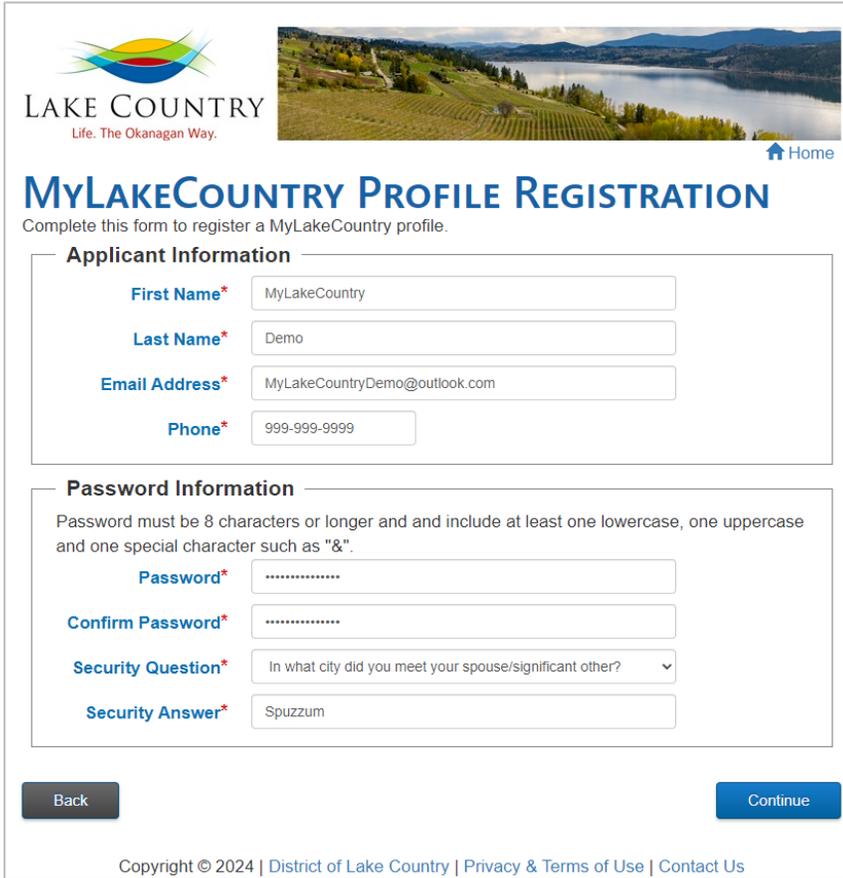


## Registering for a MyLakeCountry Site Profile

1. Account holder navigates their web browser to: <https://mylakecountry.ca/Live/LoginManager/>
2. They click the [Register Now](#) link found near bottom of page.
3. They're taken to page shown below where they enter:
  - a. Their First and Last Name
  - b. Their email address which will become their MyLakeCountry login.
  - c. Their Phone Number
  - d. Their Desired Password
  - e. A security question and answer that can be used later to reset their password should they forget it.

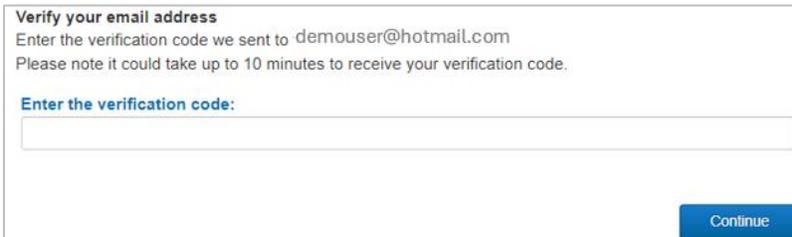
**Tip:** They should try to pick a question that they will easily remember the answer to later.



The screenshot shows the 'MyLakeCountry PROFILE REGISTRATION' page. At the top left is the Lake Country logo with the tagline 'Life. The Okanagan Way.' and a 'Home' link. The main heading is 'MYLAKECOUNTRY PROFILE REGISTRATION' with the instruction 'Complete this form to register a MyLakeCountry profile.' The form is divided into two sections: 'Applicant Information' and 'Password Information'. The 'Applicant Information' section contains four fields: 'First Name\*' (MyLakeCountry), 'Last Name\*' (Demo), 'Email Address\*' (MyLakeCountryDemo@outlook.com), and 'Phone\*' (999-999-9999). The 'Password Information' section includes a password strength note: 'Password must be 8 characters or longer and include at least one lowercase, one uppercase and one special character such as "&."'. It contains four fields: 'Password\*' (masked with dots), 'Confirm Password\*' (masked with dots), 'Security Question\*' (a dropdown menu with the text 'In what city did you meet your spouse/significant other?'), and 'Security Answer\*' (Spuzzum). At the bottom of the form are 'Back' and 'Continue' buttons. The footer contains the text: 'Copyright © 2024 | District of Lake Country | Privacy & Terms of Use | Contact Us'.

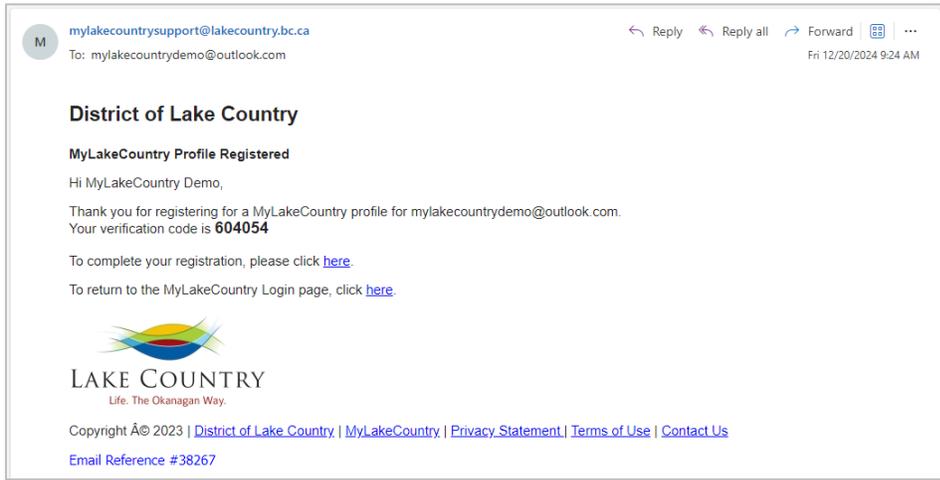
4. When they click **Continue** on the screen above, they're taken to screen which asks them to enter a verification code that was emailed to them. They should switch to their email client and look for that email. It should arrive within the next few minutes...

**Tip:** They should check their email Junk/Spam folder if email doesn't appear in their inbox.



The screenshot shows the 'Verify your email address' screen. It contains the text: 'Enter the verification code we sent to demouser@hotmail.com. Please note it could take up to 10 minutes to receive your verification code.' Below this is a label 'Enter the verification code:' followed by a text input field. At the bottom right is a 'Continue' button.

5. When the email arrives, it should look like below.



6. They enter the code from the email into the screen from step 4 above and click **Continue**.



7. They're now presented with this screen. They click the **Return to Login** button to navigate to the MyLakeCountry login page where they can log in with their newly created profile.



8. At the login page, they enter the **email address** and **password** they used for their profile registration and click **Login**.

9. They're taken to their MyLakeCountry profile **Home** page. From this page they can link **Property Tax, Utility Billing,** and **Business License** accounts they may have with Lake Country to their profile. From this screen they can also update their MyLakeCountry profile login email, password as well as security question and answer used for self service password reset function.