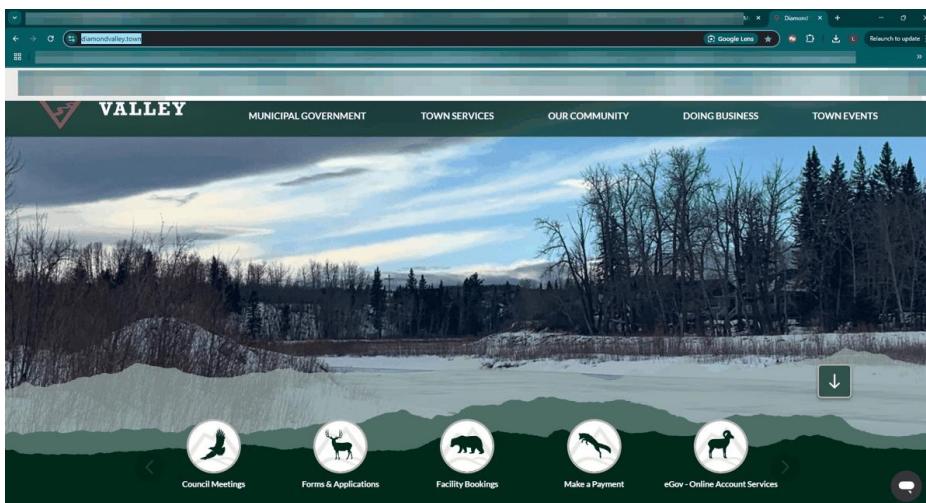


## How to Use eGov Once Enrolled

This guide provides a straightforward approach to navigating the eGov platform for managing your accounts efficiently. It outlines essential steps for logging in, changing your password, and accessing important financial documents like tax notices. By following this guide, users can ensure they manage their accounts effectively, keeping track of transactions and maintaining up-to-date records. It's a valuable resource for anyone looking to streamline their experience with eGov.

1. Go to [www.diamondvalley.town](http://www.diamondvalley.town) or [www.diamondvalley.town/eGov](http://www.diamondvalley.town/eGov)



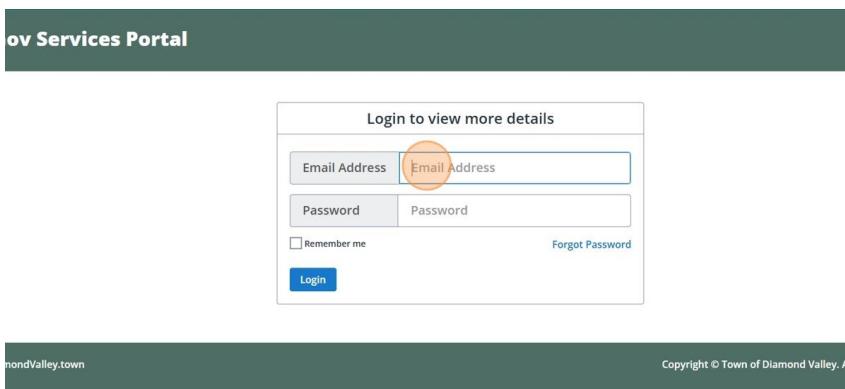
2. Click here



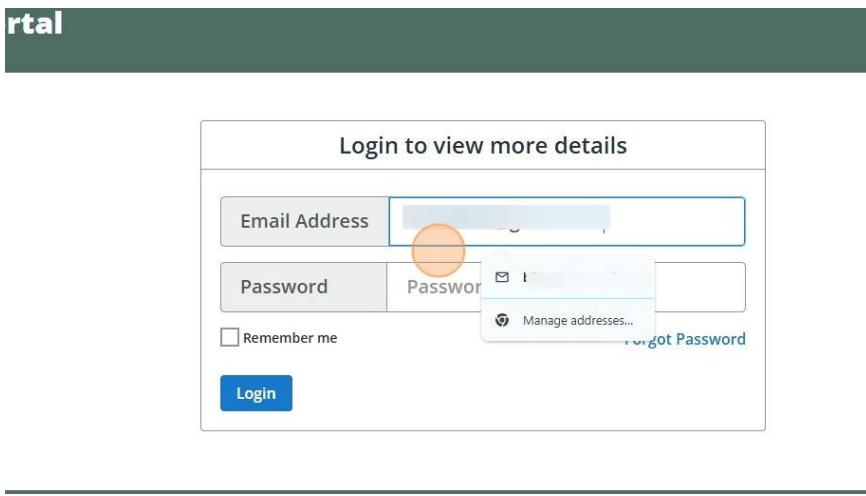
3. Click "Login or Register for eGov" or go to <https://egov.diamondvalley.town/eGov/>



4. Click "User name text box"



5. Enter your email address and password that was assigned or chosen at registration.



6. To change your password Click Here

**eGov - Town of Diamond Valley**

Municipal Portal

Hello [REDACTED]

**My Assessments**

View your Assessment Information on your properties

[View here](#)

**My Accounts**

View a detailed overview of your account information.

[View here](#)

**Personal Account**

View or change your personal information and details.

[View here](#)

**Process a Payment**

Town of Diamond Valley Process a Payment.

[View here](#)

7. Scroll down to click "Change Password"

[X](#)

Home Phone

Business Phone

Cell Phone

Fax Number

Email Address used for Utility and Tax Bills

Enrollment / Login Email Address

[Mailing Address](#)[Change Password](#)[Save](#)[Cancel](#)

8. Enter required information.

Services Portal

**Change Password**

[X](#)

[Submit](#)[Cancel](#)

9. Click "Submit"

Change Password

Old Password	Old Password
New Password	New Password
Verify New Password	Verify New Password

**Submit** **Cancel**



10. To view account info click "View here" under My Accounts

eGov - Town of Diamond Valley

Municipal Portal

Hello Bryan Bean

My Assessments	My Accounts
View your Assessment Information on your properties <a href="#">View here</a>	View a detailed overview of your account information. <a href="#">View here</a>
Personal Account	Process a Payment
View or change your personal information and details. <a href="#">View here</a>	Town of Diamond Valley Process a Payment. <a href="#">View here</a>

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11. Click the blue account number

IVY ACCOUNTS

Tax Account

Roll / Folio#	Civic Address	Total O/S
123456789	123 Main Street, Anytown, CA 90210	(\$1,575.41)

Utility Account

Account #	Property #	Civic Address	Total O/S
123456789	0		\$0.00

Utility Account ( Joint Owner )

Account #	Property #	Civic Address	Total O/S
123456789	0		(\$91.37)

Animal Licence

Animal ID	Species	Breed	Name	Licence #	Expiry Date	Fee
123456789	DOG	LAB CROSS	Swiper	123456789	2025-Dec-31	\$25.00
123456789	DOG	GOLDEN DOODLE	Maple	123456789	2025-Dec-31	\$25.00

12. You can view all the transactions made to and against your account or Click "Download Tax Notices" to see the annual tax notices to keep for your records.

## Tax Roll Details

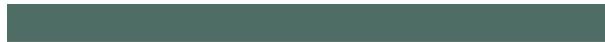
Roll / Folio#	Civic Address				
Current	1 Year	2 Years	3 Years	Over 3 Years	Total
(\$1,575.41)	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,575.41)

« 2024 2025 2026 »

Date	Description	Amount	Type	Reference	Balance
2025-Jan-01	OPENING BALANCE	(\$0.01)	YE		(\$0.01)
2025-Jan-06	INSTALLMENT PAYMENT (PAP)	(\$393.85)	CR		(\$393.86)
2025-Feb-04	INSTALLMENT PAYMENT (PAP)	(\$393.85)	CR		(\$787.71)
2025-Mar-04	INSTALLMENT PAYMENT (PAP)	(\$393.85)	CR		(\$1,181.56)
2025-Apr-04	INSTALLMENT PAYMENT (PAP)	(\$393.85)	CR		(\$1,575.41)

Go Back Download Tax Notices Frontages Other Details Billing Details Payment

13. Click the drop down arrow



Download Tax Notices for Roll# [REDACTED]

Tax Notice

Go Back Download

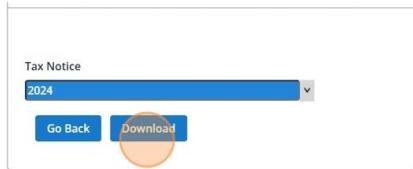
14. Select the Tax Year you want to download.

Download Tax Notices for Roll# [REDACTED]

Tax Notice

TaxYear	DueDate	Amount
2024	2024-08-15	4,726.15

15. Click "download".



16. Repeat for the other accounts to view transactions and download bills.

## My Accounts

### Tax Account

Roll / Folio#	Civic Address	Total O/S
□		(\$1,575.41)

### Utility Account

Account #	Property #	Civic Address	Total O/S
□	0		\$0.00

### Utility Account ( Joint Owner )

Account #	Property #	Civic Address	Total O/S
□			(\$91.37)

### Animal Licence

Animal ID	Species	Breed	Name	Licence #	Expiry Date	Fee
□	DOG	LAB CROSS	Swiper		2025-Dec-31	\$25.00
□	DOG	GOLDEN DOODLE	Maple		2025-Dec-31	\$25.00

\*If you do not see all your accounts listed including your pets, please call the Town Office to have your name added to those accounts. Animal Licence's are listed under the primary account holder or the person who filed the paperwork.