



Town of Newmarket
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Newmarket's Property Tax Portal User Guide

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How to Register for an Account

1. Click **Register Now** to register for an account.
2. Review the terms and conditions under **Taxpayer Consent**. Click the checkboxes if you agree with the terms, then **click next**.
3. Under **Taxpayer Identification**, enter your **First Name**, **Last Name**, **Email Address** and **password**. The email address will be used as your login. **Click Next**.

Property Tax Portal

Install App

FrontDoor Portal

Property Tax Portal

Consent Identification Verification Summary

Taxpayer Identification

First Name
Jane

Last Name
Doe

Email
janedoe@gmail.com

Re-Enter Email
janedoe@newmarket.ca

Available

Password

Re-Type Password

Previous Next

Town of Newmarket . 905-895-5193 . info@newmarket.ca

4. You will be asked to verify your email. A **verification code** will be sent to the email that you inputted on the previous screen. Navigate to your email, log in, and locate the verification email sent from no-reply-propertytax@newmarket.ca
5. Input **the one-time access code** from the verification email into the **Verification Code** box and click **Next**. Your account is now registered, and you can now log in to your account.

Note: Once you register for an account, **please link a property to your tax account within 24 hours** of registering for an account. Failure to link a tax account within 24 hours will result in the account being deleted and the user will be required to re-register for an account.

The screenshot shows the 'FrontDoor Portal' logo at the top, with 'Property Tax Portal' underneath. Below the logo is a progress bar with four steps: 'Consent' (checked), 'Identification' (checked), 'Verification' (active), and 'Summary' (disabled). The main content area is titled 'Email Verification' and contains the following text: 'Please make sure emails from no-reply-propertytax@newmarket.ca are not blocked. Check your junk/spam folder if the verification email did not arrive in your inbox.' Below this text are two input fields. The first field is labeled 'Email' and contains the text 'janedoe@gmail.com'. The second field is labeled 'Verification Code' and is highlighted with a red border. Below the 'Verification Code' field, it says 'Code sent, expires in 9min 49sec'. At the bottom of the form are three buttons: 'Previous' (green), 'Resend Verification' (green), and 'Next' (blue).

Have additional questions, please contact the Town of Newmarket at 905-895-5193 or email info@newmarket.ca.

How to Log in to your Account

1. Input the email that you used to sign up for the Property Tax Portal
2. Input your password

Town of Newmarket
Property Tax Portal

Newmarket

Username

Password

ACCESS CODE

Send Access Code

☒ Remember username

Sign In

Need an account? [Register Now](#)

Forgot your password? [Reset Password](#)

3. Click **Send Access Code** (located below the Access Code box)
4. A **one-time access code** will be sent to the email that you used to register for an account. If you do not see the email in your inbox, please check your **Junk Mail** folder.

Note: The access code sent to your email will expire in 10 minutes. If the access code has expired, please repeat steps 1 to 3 above.

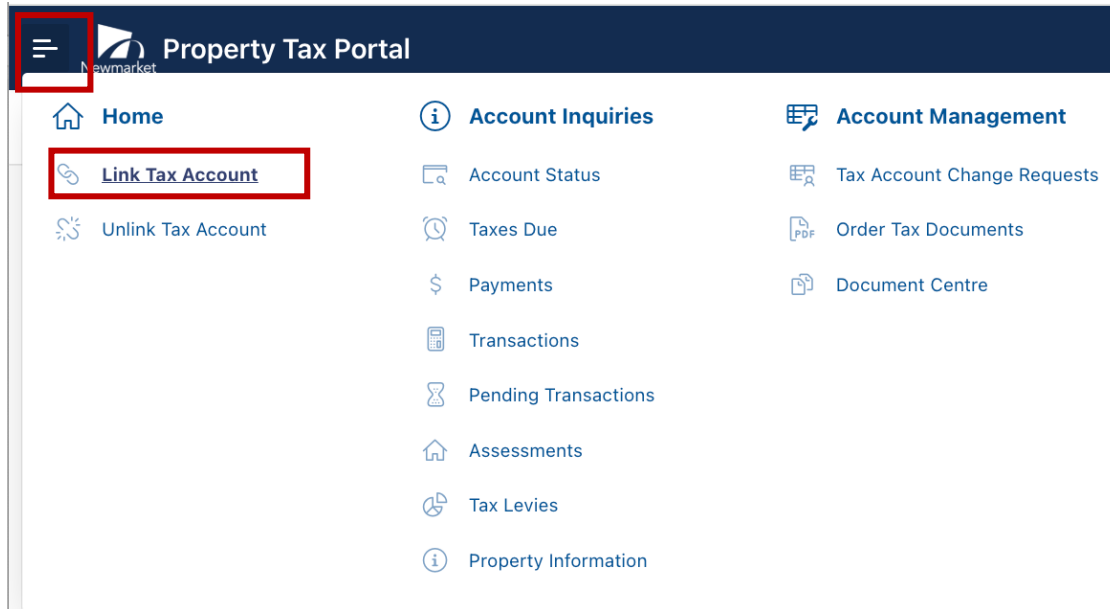
5. Input the access code into the login screen and click **Sign In** to access your account.

Have additional questions, please contact the Town of Newmarket at 905-895-5193 or email info@newmarket.ca.

How to link a property to your Property Tax Portal

Note: Please link your tax account within 24 hours of registering for an account. Failure to link a tax account within 24 hours will result in the account being deleted and the user will be required to re-register for an account.

1. Click **Link Tax Account** to link a property to your account. You can also access Link Tax Account by clicking the menu button located in the top left-hand corner.



2. You will need to have a copy of a previous tax bill to link your account
3. Input the:
 - a. Customer Number
 - b. Roll Number
 - c. Tax Year (of the tax bill that you have)
 - d. Account Balance

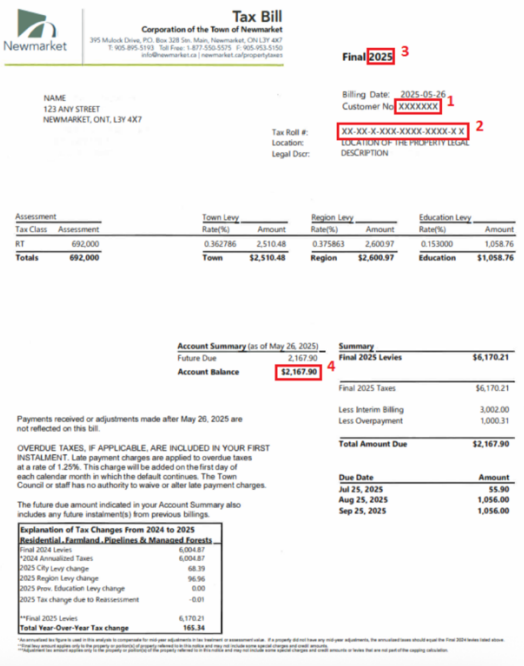
If all the information matches, click **Link Tax Account**, and your account will be linked to your property.

Note: Please note that you can link a property to more than one email.

Have additional questions, please contact the Town of Newmarket at 905-895-5193 or email info@newmarket.ca.

Please Note
Please have an original interim or final tax bill for the current or a recent tax year ready. Using the sample tax bill as a guide, locate and enter the following information:

- Customer Number
- Roll Number
- Tax Year
- Account Balance



Final 2025 ³

NAME: 123 ANY STREET, NEWMARKET, ONT. L3Y 4K7

Billing Date: 2025-05-26
Customer No: XXXXXXXX ¹

Tax Roll #: XX-XX-X-XXXX-XXXX-XX ²
Location: LOCATION OF THE PROPERTY LEGAL
Legal Desc: DESCRIPTION

Assessment	Town Levy	Region Levy	Education Levy
Tax Class	Assessment	Rate(%)	Amount
RT	692,000	0.362786	2,510.48
Totals	692,000	Town \$2,510.48	Region \$2,600.97

Account Summary (as of May 26, 2025)	Summary
Future Due: 2,167.90	Final 2025 Levies: \$6,170.21
Account Balance: \$2,167.90 ⁴	Final 2025 Taxes: \$6,170.21
	Less Interim Billing: 3,002.00
	Less Overpayment: 1,000.31
	Total Amount Due: \$2,167.90

Payments received or adjustments made after May 26, 2025 are not reflected on this bill.

OVERDUE TAXES, IF APPLICABLE, ARE INCLUDED IN YOUR FIRST INSTALLMENT. Late payment charges are applied to overdue taxes at a rate of 1.25%. This charge will be added on the first day of each calendar month in which the default continues. The Town Council or staff has no authority to waive or alter late payment charges.

The future due amount indicated in your Account Summary also includes any future instalment(s) from previous billings.

Explanation of Tax Changes from 2024 to 2025

Item	Amount
Final 2024 Levies	6,004.87
2024 Annualized Taxes	6,004.87
2023 City Levy change	48.39
2023 Region Levy change	96.96
2023 Prov. Education Levy change	0.00
2023 Tax change due to Reassessment	-40.00
Final 2025 Levies	6,170.21
Total Year-Over-Year Tax change	165.34

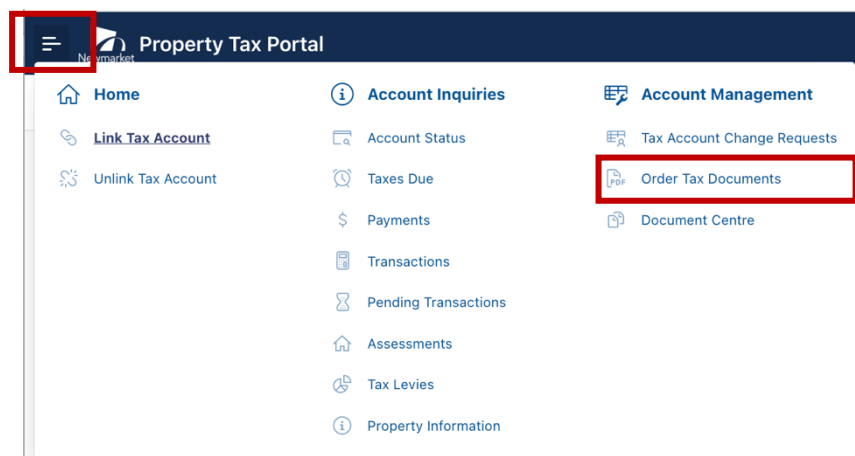
*Reassessment by Open's used in this report is comparable for year-over-year adjustments to the nearest cent. If a property did not have any year-over-year adjustments, the amount shown should equal the final 2024 levies listed above.
**The amount payable may be the greater or smaller of property, assessed to the value and year-over-year adjustments applied to the property.
***Required to be added to the property or portion of the property, referred to in this bill and may not include some other charges and credit amounts or taxes that are not part of the property valuation.

How to Request Tax Documents

At this time, property owners can only request the **Tax Statements or Tax Receipts** online. All other document requests can be completed by contacting taxes@newmarket.ca. More features will be added online in the later stages as the portal is updated.

Property tax statements are generally issued for accounts with an overdue balance or if there is a change in ownership or change in mailing address. There is no cost to request a Tax Statement online.

- Click the **menu button** located on the top left-hand corner of the window. You can click on **Account Management** and select **Order Tax Documents** as well.



Have additional questions, please contact the Town of Newmarket at 905-895-5193 or email info@newmarket.ca.

2. Select the document that you want to obtain and click on the shopping cart icon to add the document to your card. Currently, there is no cost to order a **Tax Receipt** or a **Tax Statement**.

Tax Receipt

\$.00

Tax year receipts reflects all taxes levied and payments received for a selected tax year. Calendar year receipts reflect all payments received and applied to the tax account in the selected calendar year.

 Add to Cart...



Tax Statement

\$.00

Property tax statements are generally issued for accounts with an overdue balance. If a change in ownership or mailing address has been updated on the tax account, a property tax account statement is mailed.

 Add to Cart...



3. Select the **Tax Year** for the Tax Statement that you would like to order and select **Add to Cart**.

Customize Tax Document

Tax Document
Tax Receipt

Unit Price
0

Qty
1

Cost
0

Tax Account(s)
395 Mulock Drive

Tax Year
2025

Receipt Type
Tax Year

Close

Add to Cart

Have additional questions, please contact the Town of Newmarket at 905-895-5193 or email info@newmarket.ca.

- Click on the **cart icon**, located at the top of the window and verify the documents that are you looking to obtain.

Click **Submit Order** once you are happy with the request shown on the screen.

Property Tax Portal

Home \ Order Tax Documents \ Shopping Cart

Search: All Text Columns Go Actions Reset

Edit	Remove	Document Name ↑1	Qty	Unit Price	Cost	Tax Account(s)
		Tax Receipt	1	\$0.00	\$0.00	129 ROXBOROUGH RD

1 rows selected Total 1

Total Tax Documents 1

Total Cost \$0.00

Continue Ordering

Clear Shopping Cart

Submit Order

- Once the order is submitted, you will receive an email verifying your request. **It can take up to 36 hours for the tax statement to be delivered to your account.**
- When the Tax Statement is ready, it can be viewed in your **Document Centre**.

Property Tax Portal

Home

Link Tax Account

Unlink Tax Account

Account Inquiries

- Account Status
- Taxes Due
- Payments
- Transactions
- Pending Transactions
- Assessments
- Tax Levies
- Property Information

Account Management

- Tax Account Change Requests
- Order Tax Documents
- Document Centre**

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