

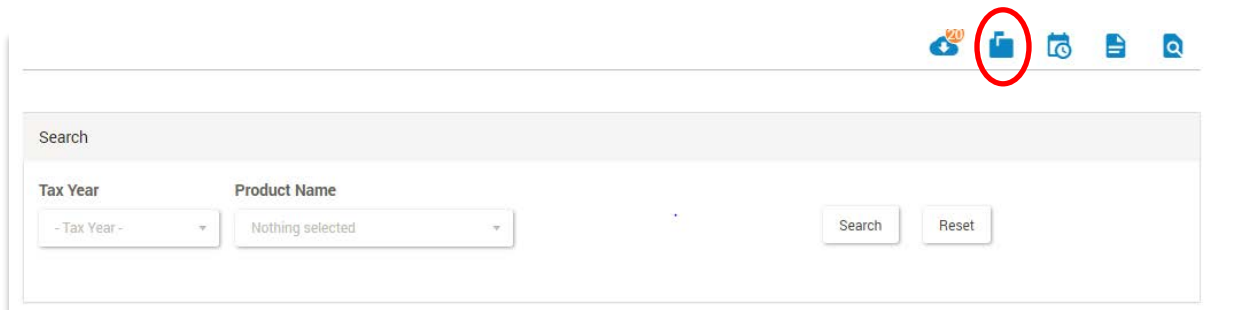
The Shipping Address Manager provides the **Local Administrator** with the ability to conveniently update the shipping information, as well as order additional copies, for any printed products delivered by MPAC.

NEW: The Municipal Administrator can now delegate the Shipping Manager Role to one other user within the Municipality. Instructions for delegating the role can be found on pages 8 – 9 of this fact sheet.

Printed vs PDF Product List:

Product Name	Print?	Cost?	PDF?	Cost?
Roll - original	Yes	N/C	No	N/A
Roll - copies	Yes	Yes	No	N/A
Omitted/Supplementary Listing	Yes	N/C	Yes	N/C
Names Index	Yes	Yes	Yes	N/C
Street Index	Yes	Yes	Yes	N/C

Choose the **Shipping Address Manager Icon** on the Sightline landing page, to validate or update your shipping information.



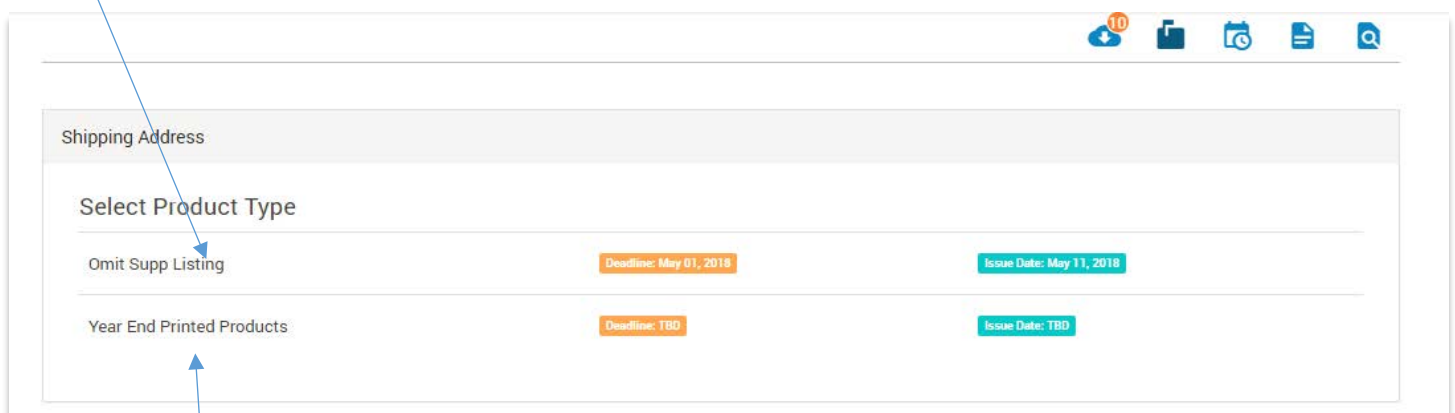
The screenshot shows the top navigation bar of the Sightline application. The 'Shipping Address Manager' icon, which is a blue square with a white building outline, is circled in red. Below the navigation bar is a search section with a 'Search' label, a 'Tax Year' dropdown menu (currently showing '- Tax Year -'), a 'Product Name' dropdown menu (currently showing 'Nothing selected'), and 'Search' and 'Reset' buttons.

The “Product Type” options will appear.

Orientation of the Product Types Page

Omit Supp Listing –

This contains the shipping information for the paper copy of the Omitted/Supplementary Listing (assessment information on the Property Assessment Change Notices generated each month.)



The screenshot shows the 'Shipping Address' section of the application. Under the heading 'Select Product Type', there are two options: 'Omit Supp Listing' and 'Year End Printed Products'. The 'Omit Supp Listing' option has a 'Deadline: May 01, 2018' and an 'Issue Date: May 11, 2018'. The 'Year End Printed Products' option has a 'Deadline: TBD' and an 'Issue Date: TBD'. Two blue arrows point to the 'Omit Supp Listing' and 'Year End Printed Products' options respectively.

Year End Printed Products – (Assessment Roll, Name Index, Street Index)

This package contains the shipping information for the Assessment Roll (for public display), as well as the Name and Street Indices (for internal planning purposes).

It also provides options for ordering extra copies of these Year End Printed Products.

NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

To ensure your product is shipped to the correct address, the Select Product Type page displays the deadline for submitting address changes, in relation to the shipping date for each product.

Product Type	Deadline	Issue Date
Omit Supp Listing	May 01, 2019	May 11, 2019
Year End Printed Products	TBD	TBD

**** PDF copies will be automatically loaded to Sightline for all municipalities at no charge.**

To validate or change the shipping address for either Product categories, or to order additional copies of the Year End Printed products, hover and then click on the related row.

OMIT / SUPP

NEW: Declining Paper Delivery – If you do not wish to receive a paper copy of the Omit Supp Listing, choose Decline to Paper Delivery, which you will be presented with a confirmation box.

Shipping Address Manager

< Back

Omit Supp Listing

Recipient: [REDACTED]
Additional Information: [REDACTED]
Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
City: [REDACTED]
Province: ON
Country: CA
Postal Code: [REDACTED]
Primary Phone Number: [REDACTED]
Secondary Phone Number: [REDACTED]
Vendor: [REDACTED]
Last Updated: [REDACTED]
Updated By: [REDACTED]

Choosing to decline paper delivery will remove your address from the system.

[Edit](#) [Decline to Paper Delivery](#)

Are you sure you want to confirm?

By confirming you are choosing to not receive paper copies and your address will be removed from the system.

Confirm

Cancel

Shipping Address Manager

< Back

Omit Supp Listing

Recipient:

Additional Information:

Address Line 1:

Address Line 2:

City:

Province:

Country:

Postal Code:

Primary Phone Number:

Secondary Phone Number:

Vendor:

Last Updated:

Updated By:

ON

CA

Choosing to decline paper delivery will remove your address from the system.

Edit

Decline to Paper Delivery

If any information requires updating, choose the **Edit** button.

NEW: Confirming your information - If the shipping information is correct, simply choose the BACK button and you will be presented with the below box. By confirming this will also update the Last Updated and Updated By fields.

Please also note that this box appears every time you hit the BACK button and if you do not wish to confirm your information, then select any one of the main icons on the red Municipal Connect Tool Bar to exit out of this.

Are you sure you want to confirm?

By leaving this page you are confirming you have reviewed/updated your current information on file and are satisfied.

Confirm

NEW: Requesting Paper Delivery – If you wish to receive a paper copy of the Omit Supp Listing, choose Request to Paper Delivery and complete all information on the Shipping Address Form.

Shipping Address Manager

< Back

* You are currently not receiving paper delivery.

+ Request to Paper Delivery

The screenshot shows the 'Shipping Address Form' interface. It includes fields for Recipient, Additional Information, Address Line 1, Address Line 2, City, Province (with a dropdown showing 'ON'), Country (with a dropdown showing 'CA'), Postal Code, Primary Phone Number, and Secondary Phone Number. There is also a 'Supplier Information' section with a 'Vendor' dropdown menu. Annotations include: a box stating 'Province and Country are limited to Ontario and Canada.' with arrows pointing to the Province and Country dropdowns; a box stating 'To return to the original shipping address, click on the Cancel button.' with an arrow pointing to the 'Cancel' button; a box stating 'Choose Submit once update is complete.' with an arrow pointing to the 'Submit' button; and a red box around the 'Supplier Information' section with a note 'This is your supplier on record. Confirm or change information.' and 'Fields marked with * are required.'

Shipping Address Form

Recipient:

Additional Information:

Address Line 1:

Address Line 2:

City:

Province:

Country:

Postal Code:

Primary Phone Number:

Secondary Phone Number:

Supplier Information

Vendor:

Select a vendor...

This is your supplier on record. Confirm or change information.

Fields marked with * are required.

✓ Submit

✗ Cancel

Province and Country are limited to Ontario and Canada.

To return to the original shipping address, click on the Cancel button.

Choose Submit once update is complete.

**Printed copies of the omit/supp listings will always go to whatever shipping address is entered in the above form.

NEW: Adding SUPPLIER Information – If you would like to allow a Supplier access to your PDF/data files via Sightline, you can now choose your Vendor from the list provided in the drop down box. If your Vendor is not present, please contact your local Municipal & Stakeholder Relations team with the contact information and they will make arrangements to have them added.

This screenshot shows the 'Shipping Address Form' with the 'Vendor' dropdown menu open. The dropdown list includes 'Select a vendor...', 'Vendor Placeholder 1', 'Vendor Placeholder 2', 'Vendor Placeholder 3', and 'Vendor Placeholder 4'. A red box highlights the 'Supplier Information' section, and a blue arrow points from it to the dropdown menu. The same red box from the previous screenshot is also present, containing the text 'This is your supplier on record. Confirm or change information.' and 'Fields marked with * are required.'

Shipping Address Form

Recipient:

Additional Information:

Address Line 1:

Address Line 2:

City:

Province:

Country:

Postal Code:

Primary Phone Number:

Secondary Phone Number:

Supplier Information

Vendor:

Select a vendor...

Select a vendor...

Vendor Placeholder 1

Vendor Placeholder 2

Vendor Placeholder 3

Vendor Placeholder 4

This is your supplier on record. Confirm or change information.

Fields marked with * are required.

YEAR-END

NEW: Confirming your information - If the shipping information is correct, simply choose the BACK button and you will be presented with the below box. By confirming this will also update the Last Updated and Updated By fields.


Please also note that this box appears every time you hit the **BACK** button and if you do not wish to confirm your information, then select any one of the main icons on the red Municipal Connect Tool Bar to exit out of this.

Are you sure you want to confirm?

By leaving this page you are confirming you have reviewed/updated your current information on file and are satisfied.

Confirm

Ordering Extra Paper Copies of the Name and Street Indices, fees will apply:

Choose the Edit button  to either change the shipping info and/or to order paper copies of the Name or Street Indices for an associated fee.

Shipping Address Manager

< Back

Year End Printed Products

Recipient:

Additional Information:

Address Line 1:

Address Line 2:

City:

Province:

Country:

Postal Code:

Primary Phone Number:

Secondary Phone Number:

Vendor:

Name Index Paper Copies:

Street Index Paper Copies:

Last Updated:

Updated By:

2 - PDF copies loaded to Sightline at N/C. Orders here are for paper copies only.

2 - PDF copies loaded to Sightline at N/C. Orders here are for paper copies only.

Sep 20, 2019

janet.rombis@mpac.ca

There will be an additional fee for name and street index copies

Edit

+ Order

Extra Roll Copies

Recipient	Address	Phone Number
SANDY	JIN TESTING 65 HARWOOD AVE S, AJAX, ON L1S 2H9	(905) 619 - 2529 EXT: 3311

NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

Shipping Address Form

Recipient: [REDACTED]
Additional Information: [REDACTED]
Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
City: [REDACTED]
Province: ON
Country: CA
Postal Code: [REDACTED]
Primary Phone Number: [REDACTED]
Secondary Phone Number: [REDACTED]
Name Index Paper Copies: 2
Street Index Paper Copies: 2
Supplier Information
Vendor: Select a vendor...
This is your supplier on record. Confirm or change information.
Last Updated: Apr 26, 2018
Updated By: jin.zhou@mpac.ca
Fields marked with * are required.


There is an additional fee for name index copies.
There is an additional fee for street index copies.

Submit Cancel

****Printed copies of the Year End Roll will always go to whatever shipping address is entered in the above form.**

NEW: Adding SUPPLIER Information – If you would like to allow a Supplier access to your PDF/data files via Sightline, you can now choose your Vendor from the list provided in the drop down box, as well as contact your local MSR team if you are making any changes to your existing supplier or you are removing a supplier.

Ordering Extra Copies of the Assessment Roll:

To order extra copies of the paper roll, click  **Extra Roll Copies**.

NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

Shipping Address Manager



< Back

Year End Printed Products

Recipient: [REDACTED]
Additional Information: [REDACTED]
Address Line 1: [REDACTED]
Address Line 2: [REDACTED]
City: AJAX
Province: ON
Country: CA
Postal Code: [REDACTED]
Primary Phone Number: [REDACTED]
Secondary Phone Number: [REDACTED]
Name Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders below are for paper copies only.
Street Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders below are for paper copies only.
Last Updated: Apr 26, 2018
Updated By: jin.zhou@mpac.ca

There will be an additional fee for name and street index copies

Edit

Recipient	Address	Phone Number	
SANDY	JIN TESTING 65 HARWOOD AVE S, AJAX, ON L1S 2H9	(905) 619 - 2529 EXT: 3311	 

First Previous 1 Next Last

Choose any of navigation tools to move through the list of shipping info for extra Assessment Roll copies

To edit the shipping information for extra copies, choose the "pencil" icon.

Choose the "garbage pail" icon to remove extra Assessment Roll shipping information

Sightline – Shipping Address Manager – Updated October 16, 2019

IF the municipality *does* want a paper copy of the roll to be delivered to the supplier in addition to the one that is delivered to the municipality, they should indicate this in the section that is used for ordering extra copies. They can add the suppliers shipping address there. Fees will apply.

Choose the Promote button to promote this alternate shipping address to the primary shipping address.

Shipping Address Form

Recipient: JOHN SMITH *

Additional Information:

Address Line 1: 123 MAIN ST

Address Line 2:

City: CITYVILLE *

Province: ON

Country: CA

Postal Code: H0H 0H0 *

Primary Phone Number: (905) 999-9999 EXT: 123 *

Secondary Phone Number:

Supplier Information

Vendor: Select a vendor...

This is your supplier on record. Confirm or change information.

Last Updated: Apr 26, 2018
Updated By: jin.zhou@mpac.ca

Fields marked with * are required.

Promotes this address to be the primary address. Any changes that have not been submitted will be lost.

Submit Copy Promote Cancel

To order extra copies of the Assessment Roll to be delivered to same address, choose the “copy” button.

Shipping Address Form

Recipient: [REDACTED] *

Additional Information: [REDACTED]

Address Line 1: [REDACTED]

Address Line 2:

City: AJAX *

Province: ON

Country: CA

Postal Code: [REDACTED] *

Primary Phone Number: [REDACTED] *

Secondary Phone Number:

Supplier Information

Vendor: Select a vendor...

This is your supplier on record. Confirm or change information.

Last Updated: Apr 25, 2019
Updated By: janice.kahler@mpac.ca

Fields marked with * are required.

Copies information from the primary address.

Submit Copy Promote Cancel

Please contact your local Municipal & Stakeholder Relations team for any questions regarding the Shipping Address Manager in Sightline.

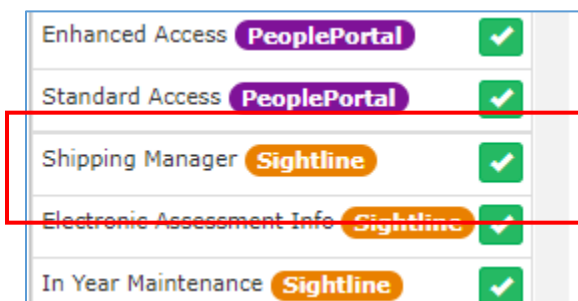
Delegating the Shipping Address Manager Role:

Since the Local Municipal Administrator may not necessarily belong to the group that requires delivery of these products, the Administrator function has been improved to allow the Local Municipal Administrator the ability to delegate the Shipping Address Manager role to one other person within their municipality.

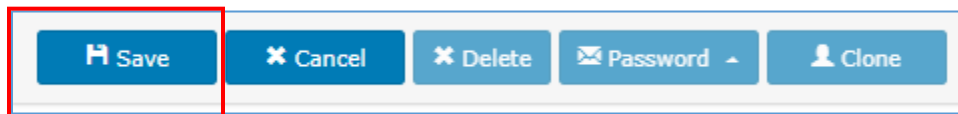
The limit of one other user ensures that, the ability to; route paper shipments, order paper copies that may result in fees, and identify a desire to assign product access to municipal suppliers, can continue to be controlled, thereby reducing risk.

Delegating the role to an existing Connect user profile:

Once in the Administrator tool, choose the Shipping Manager Sightline role.



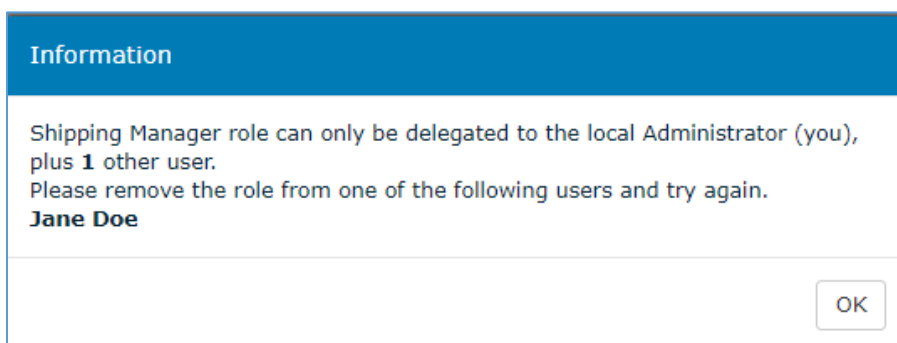
Choose Save.



The user should then be able to see the Shipping Address Manager Icon once they log in to Sightline.



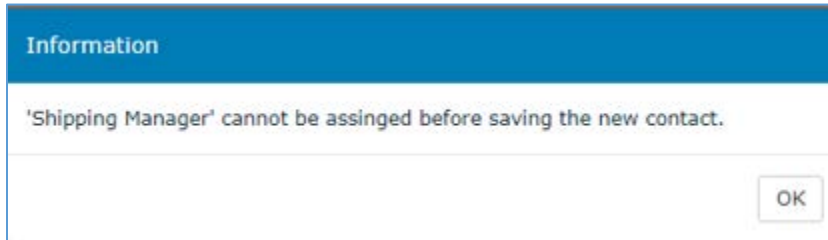
NOTE: If the local Municipal Administrator attempts to add the Shipping Address Manager role to a second user profile, this dialogue box will appear.



Delegating the role to a new Connect user profile:

When creating a new user profile, the local Municipal Administrator will need to save the profile before the Shipping Address Manager role can be added.

This dialogue box will appear if the new profile has not be saved yet.



Once saved, proceed with the same steps as for delegating the role to an existing user.

NOTE: If the local Municipal Administrator chooses to create a new profile by using the Clone feature, this dialogue will appear in the lower right corner of the Admin tool.



The new profile will be created with all the other roles. The local Municipal Administrator can simply click on the Shipping Manager role to activate.

But remember...

If the Shipping Address Manager role has already been delegated to another user profile, the dialogue box that provides instructions to remove the role from the previous user profile will appear!

