

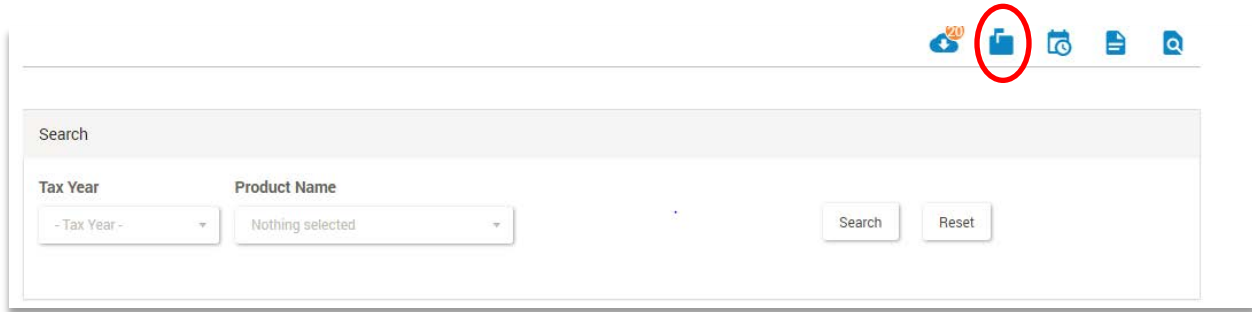
Sightline – Shipping Address Manager – Updated October 15, 2018

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.

NOTE: to ensure control, the tool will only be provided to the Local Administrator.

Printed Products = Omitted/Supplementary Listing, Assessment Roll, Names Index, Street Index

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



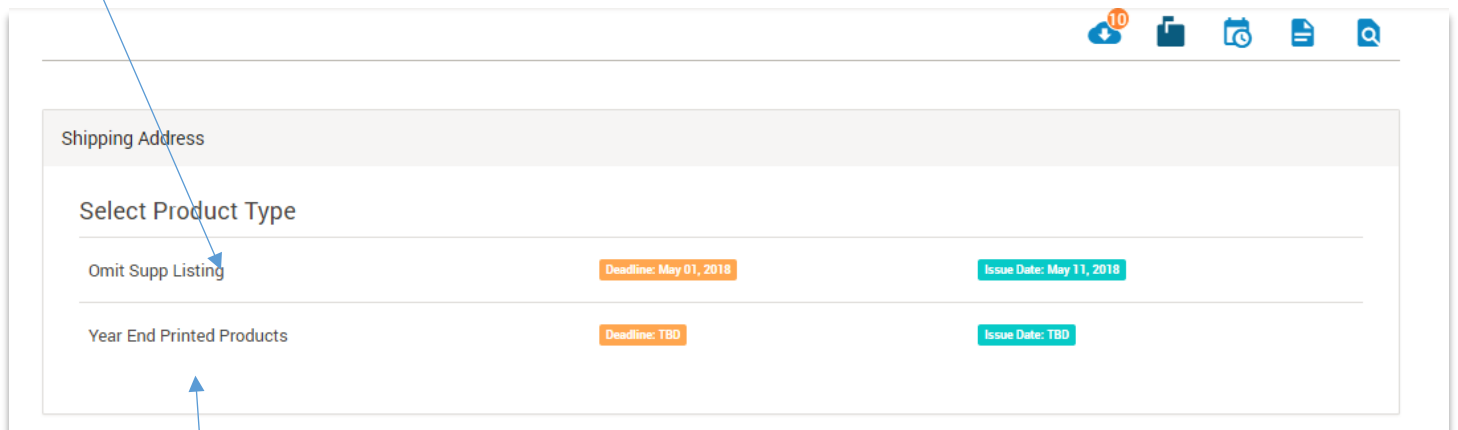
The screenshot shows the top navigation bar with several icons. The icon representing a folder or document is circled in red. Below the navigation bar is a search section with a "Search" label. Underneath, there are two dropdown menus: "Tax Year" (currently showing "- Tax Year -") and "Product Name" (currently showing "Nothing selected"). To the right of these dropdowns are "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 interface. Below the header, there is a "Select Product Type" section. Two options are listed:

Product Type	Deadline	Issue Date
Omit Supp Listing	Deadline: May 01, 2018	Issue Date: May 11, 2018
Year End Printed Products	Deadline: TBD	Issue Date: TBD

Blue arrows point from the text boxes above to the "Omit Supp Listing" and "Year End Printed Products" options in the table.

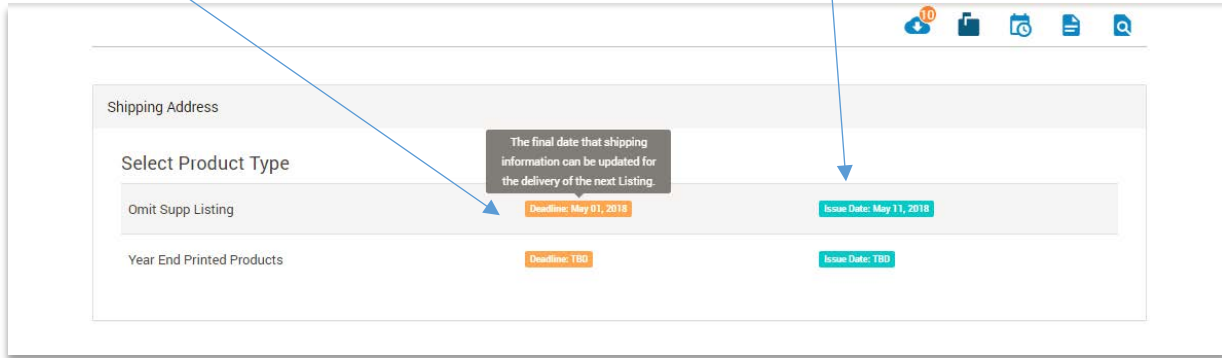
Year End Printed Products – (Assessment Roll, Name Index, Street Index)

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.

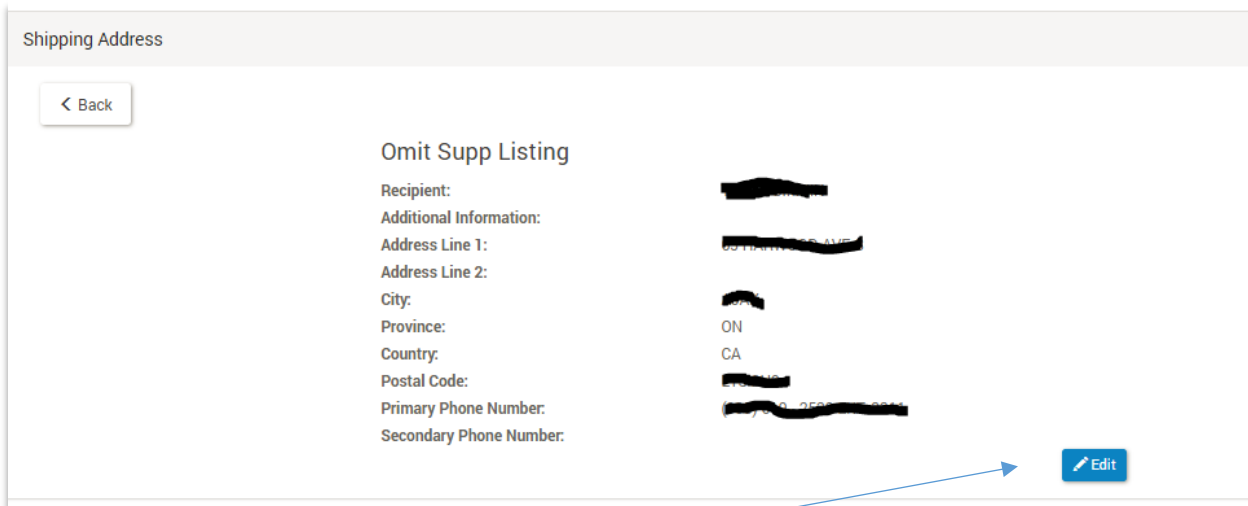
NOTE: Please consult with your local Municipal & Stakeholder Relations team for more information regarding pricing of extra copies.

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.



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.

If the shipping information is correct, simply choose the Back button or choose another option on the Tool Bar to continue regular work.



If the mailing address needs editing, choose the Edit button.

Shipping Address Form

Recipient:
Additional Information:
Address Line 1:
Address Line 2:
City:
Province:
Country:
Postal Code:
Primary Phone Number:
Secondary Phone Number:

Fields marked with * are required.

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.

Submit Cancel

The screenshot shows a form with several fields. A red box highlights the 'Secondary Phone Number' field and the text 'Fields marked with * are required.' below it. A callout box points to the 'Province' and 'Country' dropdown menus, stating 'Province and Country are limited to Ontario and Canada.' Another callout box points to the 'Cancel' button, stating 'To return to the original shipping address, click on the Cancel button.' A third callout box points to the 'Submit' button, stating 'Choose Submit once update is complete.' The 'Submit' button is blue with a checkmark, and the 'Cancel' button is red with an 'X'.

Ordering Extra Copies of the Name and Street Indices:

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

Choose the Edit button  to either change the shipping info or to order paper copies of the Name or Street Indices.

Shipping Address Manager

< Back

Year End Printed Products

Recipient: JOHN SMITH
Additional Information: JIN TESTING
Address Line 1: 65 HARWOOD AVE S
Address Line 2:
City: AJAX
Province: ON
Country: CA
Postal Code: L1S 2H9
Primary Phone Number: (905) 619 - 2529 EXT: 3311
Secondary Phone Number:
Name Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders are for paper copies only.
Street Index Paper Copies: 2 - PDF copies loaded to Sightline at N/C. Orders 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

Order Extra Roll Copies

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

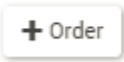
Edit

The screenshot shows the 'Shipping Address Manager' interface. It includes a 'Back' button, a list of shipping information for 'JOHN SMITH', and a table of 'Year End Printed Products'. The table lists 'Name Index Paper Copies' and 'Street Index Paper Copies', both with a quantity of 2 and a note that PDF copies are loaded to Sightline at no charge, but orders are for paper copies only. There is an orange warning box stating 'There will be an additional fee for name and street index copies'. Below the table is an 'Order Extra Roll Copies' button. At the bottom, there is a table with columns for 'Recipient', 'Address', and 'Phone Number', containing one entry for 'SANDY'. An 'Edit' button is located at the bottom right of the interface.

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



Sightline – Shipping Address Manager – Updated October 15, 2018

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.

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

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

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

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

First Previous **1** Next Last

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

The screenshot shows a 'Shipping Address Form' window. The form contains the following fields: 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 ((999) 999-9999 EXT. 123), and Secondary Phone Number. A red asterisk is next to each of these fields. A tooltip above the 'Promote' button reads: 'Promotes this address to be the primary address. Any changes that have not been submitted will be lost.' At the bottom, there are four buttons: 'Submit' (blue), 'Copy' (green), 'Promote' (grey), and 'Cancel' (red). A red note at the bottom left says 'Fields marked with * are required.'

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

The screenshot shows a 'Shipping Address Form' window. At the top, there is a red note: 'Please contact your local M&SR representative regarding prices on additional copies.' The form contains the following fields: Recipient, Additional Information, Address Line 1, Address Line 2, City, Province (ON), Country (CA), Postal Code, Primary Phone Number, and Secondary Phone Number. A red asterisk is next to each of these fields. A tooltip above the 'Copy' button reads: 'Copies information from the primary address.' At the bottom, there are three buttons: 'Submit' (blue), 'Copy' (green), and 'Cancel' (red). A red note at the bottom left says 'Fields marked with * are required.'

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