

WorkSight Portal– Quick Reference


Logging On

Step 1 | To launch WorkSight, access Municipal Connect at <https://www.mpac.ca> and click on the Municipal Connect logo. Once a username and password is entered, you will be presented with the Home Page.

Step 2 | After accessing Municipal Connect, select the keyboard icon on the upper right corner to launch WorkSight.



Submitting a Tax Application

Step 1 | On the home page, select the “plus”  icon on the upper right corner of the page.

Step 2 | Enter the Work Object Type “Tax Application” and the entire roll number.

Step 3 | Once the Roll Number is entered, populate the following fields on screen:

Municipal Application Number: If applicable and not a mandatory field

Application Reason: Select the reason from the list of options as identified below:

- Became Exempt
- Became Vacant or Excess Land
- Classification Change
- Damaged and Substantially Unusable
- Damaged by Fire
- Demolition/Razed by Fire
- Gross or Manifest Error
- Mobile Unit Removed
- Repairs or Renovations
- Senior/Disabled Exemption Granted

Effective Date: From and To are mandatory fields and you have the ability to add tax years 2009 to 2019. To use the calendar, click in the box and the calendar will appear.

Step 4 | Upload the tax application by selecting the “Main Documents” in the bottom left corner and attach any Supporting Documents (not mandatory) in the bottom right corner.

Step 5 | Click the **Submit** button when complete.

Successfully submitted tax applications will appear under your Work Objects as **Received** and you can then click on the icon under **Open** to view your Work Object submission. From here you will be able to view the status of the application as received, in progress or completed. Once the tax application has been completed a response/form will be sent to you via email.

Submitting a Municipal Enquiry

 Create New

Step 1 | On the home page, select the “plus” icon on the upper right corner of the page.

Step 2 | Enter the Work Object Type “Municipal Enquiry” and the entire roll number. You have the option to enter just the county/ municipality (CC/MM) as appropriate (property specific enquiry vs. non property specific).

Step 3 | Populate the following fields on screen:

Enquiry Category: Select the appropriate category for the enquiry

Enquiry Topic: Select the enquiry topic from the list of options (this list will be based on the Enquiry Category).

Municipal Enquiry Categories / Topics With Mandatory & Non Mandatory Fields

This chart shows a list of Enquiry Categories, Topics and those topics that also include mandatory fields that you can choose depending on your enquiry.

- * Red Asterisk represent Mandatory data which must be included in your enquiry/tax application request
- () (Brackets) represents Non Mandatory data

Enquiry Category	Enquiry Topic/Mandatory & Non Mandatory Data
Building Permits	Building Permit Enquiry (Building Permit Number) Building Permit Submission Enquiry Building Permit Webservice
Legislation & Regulation	Exempt Property Legislation MFIPPA / FOI Municipal Capital Facility Ontario Regulation
MPAC Products	ADHOC – Ad-hoc Product ANA – Advisory Notice of Adjustment CA – Conservation Authority Property Report EAI – Electronic Assessment Information EAIROL – Electronica Assessment Information – Roll HDP – History of Deleted Primaries MCP – Market Change Profile MSL – Municipal Sales Listing NI – Name Index PACN – Property Assessment Change Notice PACNL – Property Assessment Change Notice – Listing PEG – Population of Elector Groups PIL – Payment-in-Lieu Property Report PR – Pooling Ratios PRAN – Post Roll Amended Notice SAN – Special Amended Notice SI – Street Index TIA – Tax Incentive Approval Letter TIR – Tax Incentive Report YEA – Year-End Analysis Report YETF – Year-End Tax File * Tax Year
Municipal & Mailing Address (A complete roll number is required)	Mailing Address Correction * Owner Name / New Address Municipal Address Correction * New Address
Municipal Act /City of Toronto Act/ Provincial Land Tax	Charity Rebate Ethno-cultural Rebate Heritage Rebate Tax Application Vacancy Rebate Veteran Rebate <i>if not pertaining to a previous response from MPAC</i> * Complete roll # required * Previous response from MPAC / Tax Year pertaining to a previous response from MPAC * Complete roll # required General Enquiry
Municipal Connect	Licensing Agreement / Use of data System Enquiry
Plans/Severances & Consolidations	Condo Plans * Municipal Address (Owner Name / Legal Description) (Attach Registered/Supporting Document) Mplans * Municipal Address (Owner Name / Legal Description) (Attach Registered/Supporting Document) Not Assessed SCIF-Apportionment SCIF-Revision Requested SCIF-Valuation/Tax Class (Owner Name) pertains to the 3 listed above Severance/Consolidation (incl. R Plans) (Municipal Address / Owner Name / Legal Description)

Property Specific Enquiry	Advisory Notice of Adjustment <ul style="list-style-type: none"> * Tax Year * Complete roll number Appeal <ul style="list-style-type: none"> * Appeal Number * Complete roll number Assessment Estimate <ul style="list-style-type: none"> * Complete roll number / Tax Year Comparable for new properties (Capping Legislation) <ul style="list-style-type: none"> * Tax Year Disclosure (Release of Assessment Data) <ul style="list-style-type: none"> * Tax Year * Complete roll number Legal Description (Municipal Address / Owner Name) Mapping Update (Municipal Address / Owner Name / Legal Description) Ownership Corrections <p style="color: red; font-weight: bold; margin: 0;"><i>Warning! If the sale is within the last 30 days, enquiry for Ownership Corrections should not be submitted</i></p> <ul style="list-style-type: none"> * Complete roll number Post-Roll Amended Notice <ul style="list-style-type: none"> * Tax Year * Complete roll number Property Assessment Change Notice <ul style="list-style-type: none"> * Effective Date of Change in Assessment * Complete roll number Property Assessment Notice (Roll value) <ul style="list-style-type: none"> * Tax Year * Complete roll number Request for Reconsideration <ul style="list-style-type: none"> * <i>pertaining to a Minutes of Settlement</i> * Tax Year School Support <ul style="list-style-type: none"> * Complete roll number Site Details (Municipal Address / Owner Name / Legal Description) Special Amended Notice <ul style="list-style-type: none"> * Effective Date of Change of Assessment * Complete roll number Tax Classes <ul style="list-style-type: none"> * Tax Year Tax Incentives <ul style="list-style-type: none"> * Tax Year * Complete roll number Zoning, Planning and By Laws
----------------------------------	--

Enquiry Question: Enter the main question from the enquiry as freeform text.

If applicable upload any supporting documentation by clicking on the plus sign located near the attachments field at the bottom left side of the page.

Add an additional enquiry related to the same roll number by selecting “Add Another Enquiry”

Step 4 | Click the **Submit** button when complete.

Successfully submitted enquiries will appear under your Work Objects as **Received** and you can then click on the icon under **Actions** to view your submission. From here you will be able to view the status of the application as received, in progress and completed. Once the enquiry has been completed a response/form will be sent to you via email.

**If you have any questions, suggestions or concerns about WorkSight please contact
Your Local Municipal and Stakeholder Relations Team**