



### Creating a 'Public User' on SAMAView :

Go to <https://mysama.ca/account/login> (Google Chrome Browser is recommended)

1. Click on "Don't have an account? Sign up now", located below Sign Up.
2. Click on Public User. Commercial users (Private appraisers, banks, businesses, and realtors) must sign up for an Organization account.
3. Complete all Sign Up fields, click on I'm Not A Robot, then click the button "✓Sign up."
4. You will immediately receive a verification email from Portal Notification.
5. Click "Please click here" to verify your email address.
6. You will be taken to the Public User Log In page. Re-enter your email and password, and you are all set to use MySAMA.

## SAMAView for Public Users

Once you have signed up as a 'Public User' on [www.sama.sk.ca](http://www.sama.sk.ca) :

- The public user has to sign up for a SAMAView account. The account is free.
- The public user receives 25 free credits per revaluation cycle. Credits are only used when requesting a property report (1 credit per report).
- SAMAView can be used on mobile devices & computers. Chrome is the recommended browser.
- Log in, and In the left margin, select 'SAMAView' and then on the right type '189' as the municipality and select the appropriate municipality (*Deer Valley, RM or Tregarva*)
- For your search option, select 'Assessment ID' ... this is the 'Alternate Number' printed on your assessment notice; enter the first 9 digits
- Once the user has selected the property and it appears under Property Results, they can click on 'General Property Overview' to summarize the property's land and/or main buildings. This uses no credits. Be patient as the system processes your request.
- For more detailed information, the user can click on 'Property Report'. This uses a credit.
- Users can zoom in or out on the map to view values for neighbouring properties.