

HOW TO SET UP AN ONLINE ACCOUNT

As a Farmland School Tax Rebate (FSTR) client, you can now submit your application online through MASC's portal *myMASC*.

Clients who **do not** currently have a *myMASC* online account, please follow the steps below to set up your account:

- Step 1:** In an Internet browser, enter the address **my.masc.mb.ca**
- Step 2:** On the *myMASC* login page, click on the 'Sign up now' link.
- Step 3:** Enter your email address and click 'Send Verification Code'.
- Step 4:** Check your email inbox and open the verification email received from Microsoft.
- Step 5:** Enter the six-digit verification code from the Microsoft email into the 'Verification Code' field on the *myMASC* page and click the 'Verify Code' button.
- Step 6:** Enter your account setup information. Create a password and re-enter to confirm it was entered correctly. Passwords must be eight to 16 characters long and contain three out of four of the following:
- Lowercase letters (a-z)
 - Uppercase letters (A-Z)
 - Numbers (0-9)
 - Symbols @ # \$ % ^ & *
- Step 7:** Enter your name.
- Step 8:** Enter the 16-digit 'Sign-Up Code' found on the bottom-left of the paper FSTR application you received in the mail. Click 'Create'.
- Step 9:** Please read and accept the Terms and Conditions. Click the 'I agree' checkbox and click 'Proceed to *myMASC* account'.

The newly created *myMASC* account will now be displayed. Click 'Edit Application' to fill out your FSTR application online. If you fill out your application online, there is no need to fill out and return the paper copy to MASC.

Clients who **already have** a *myMASC* online account and are accessing their FSTR account for the **first time**, please follow these steps to access your FSTR application:

- Step 1:** In an Internet browser, enter the address **my.masc.mb.ca**
- Step 2:** On the *myMASC* login page, enter your email and password and click 'Sign In'.
- Step 3:** The Farmland School Tax Rebate section is found at the bottom of your client landing page.
- Step 4:** Enter the 16-digit code found on the bottom-left of the paper FSTR application you received in the mail. Click 'Validate Code'.
- Step 5:** Click 'Edit Application' to fill out your FSTR online application. Previous FSTR applications can also be viewed in the Previous Application History section.

If you submitted your FSTR application online for 2019, simply log in to your *myMASC* account to complete and submit your 2020 application.

If you require further assistance, please contact your local MASC office.