

HOW TO SET UP AN ONLINE ACCOUNT

As a Farmland School Tax Rebate (FSTR) client, you can 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 last year, simply log in to your *myMASC* account to complete and submit your current year application.

If you require further assistance, please contact MASC.

Farmland School Tax Rebate

Information and Mailing | Renseignements et adresses



Please forward the application and proof of payment to the nearest **MASC Service Centre** listed below.
If you have any questions contact MASC.

Veuillez envoyer la demande et la preuve de paiement au centre de service MASC le plus proche indiqué ci-dessous. Si vous avez des questions, contactez MASC.

Arborg

Box 2000, 317 River Road
Arborg, MB R0C 0A0

☎ 1-833-206-0451
📠 1-833-478-1304
✉ arborg@masc.mb.ca

Neepawa

Box 1179, 41 Main Street E
Neepawa, MB R0J 1H0

☎ 1-833-206-0469
📠 1-833-478-1310
✉ neepawa@masc.mb.ca

Brandon

Unit 100, 1525 - 1st Street S
Brandon, MB R7A 7A1

☎ 1-833-206-0455
📠 1-833-478-1305
✉ brandon@masc.mb.ca

Portage la Prairie

Unit 400, 50-24th Street NW
Portage la Prairie, MB R1N 3V9

☎ 1-833-206-0470
📠 1-833-478-1312
✉ portage@masc.mb.ca

Dauphin

Room 209, 27 - 2nd Avenue SW
Dauphin, MB R7N 3E5

☎ 1-833-206-0459
📠 1-833-478-1306
✉ dauphin@masc.mb.ca

Shoal Lake

Box 130, 312 Elm Street
Shoal Lake, MB R0J 1Z0

☎ 1-833-206-0490
📠 1-833-478-1424
✉ shoallake@masc.mb.ca

Headingley

1 - 5290 Monterey Road
Headingley, MB R4H 1J9

☎ 1-833-206-0465
📠 1-833-478-1307
✉ headingley@masc.mb.ca

Steinbach

Unit C, 284 Reimer Avenue
Steinbach, MB R5G 0R5

☎ 1-833-206-0480
📠 1-833-467-1059
✉ steinbach@masc.mb.ca

Killarney

Box 190, 203 South Railway Street
Killarney, MB R0K 1G0

☎ 1-833-206-0466
📠 1-833-478-1309
✉ killarney@masc.mb.ca

Swan River

Box 1108, 120 - 6th Avenue N
Swan River, MB R0L 1Z0

☎ 1-833-206-0476
📠 1-833-478-1315
✉ swanriver@masc.mb.ca

Morden

Unit B, 536 Stephen Street
Morden, MB R6M 1T7

☎ 1-833-206-0479
📠 1-833-467-1056
✉ morden@masc.mb.ca

Virden

Box 459, 297 - 7th Avenue South
Virden, MB R0M 2C0

☎ 1-833-206-0493
📠 1-833-479-0718
✉ virden@masc.mb.ca

If you require service in French, please call any of our service centres, press "2", and one of our bilingual team members will assist you.

Si vous avez besoin d'un service en français, veuillez appeler l'un de nos centres de service, appuyez sur le « 2 » et l'un des membres de notre équipe bilingue vous aidera.