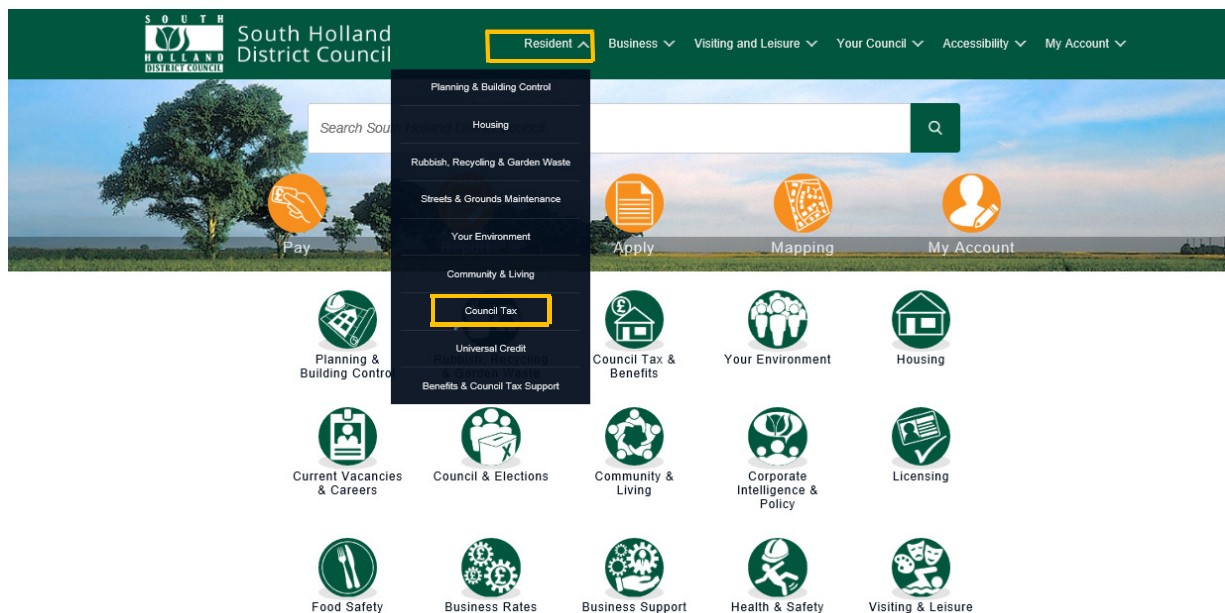
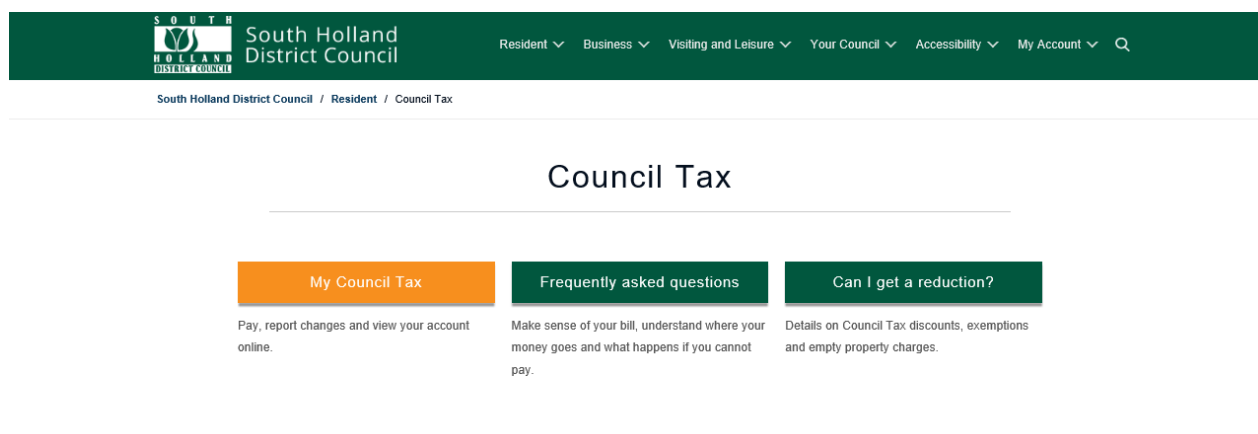


To access your Council Tax account you will need to login as follows:

- Select **'Council Tax'** from the drop down list on the under the **'Resident'** heading on the homepage at www.sholland.gov.uk.



- Select **'My Council Tax'**



- Select **'View your account online'**



- Select 'My Services'

View your account online

You can view your Council Tax account online. You can also receive your bills electronically without the need for paper bills.

To register:

- Create your account and verify your email address
- Activate your account and have your Council Tax account reference ready
- Select 'Access Now' and answer authentication questions. Select 'Next' to subscribe to service

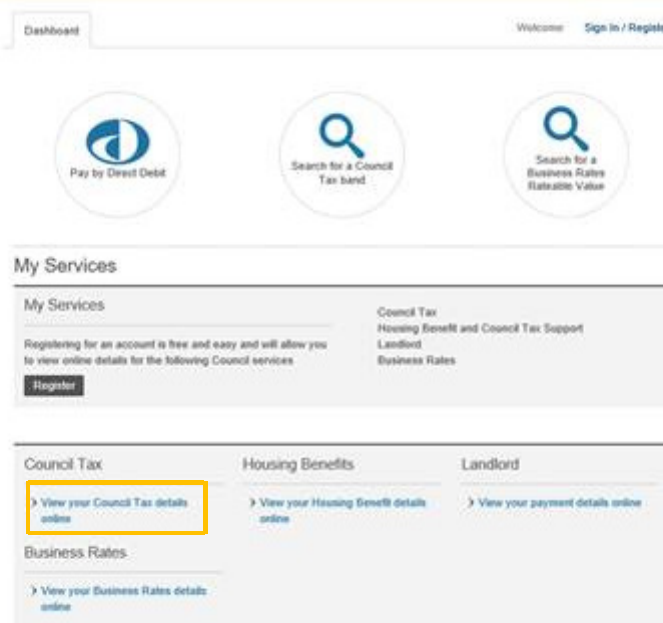
If you are unable to provide enough correct answers:

- Select 'I don't have enough information to continue'
- Select 'Send me a PIN' - this will be sent in the post
- Enter your PIN to view the service you require


Register/Sign in to [My Services](#)


Share this page:      


- Select 'View your Council Tax details online'.



Dashboard Welcome [Sign In / Register](#)

 Pay by Direct Debit

 Search for a Council Tax band

 Search for a Business Rates Rateable Value

My Services

My Services

Registering for an account is free and easy and will allow you to view online details for the following Council services

[Register](#)

Council Tax
Housing Benefit and Council Tax Support
Landlord
Business Rates

Council Tax

[View your Council Tax details online](#)

Housing Benefits

[View your Housing Benefit details online](#)

Landlord

[View your payment details online](#)

Business Rates

[View your Business Rates details online](#)

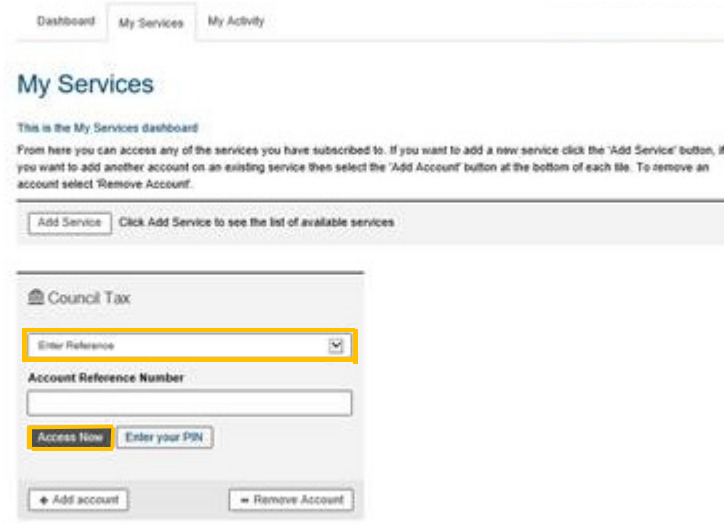
- Insert your username as you originally entered it when you set the online account up. The fields are **case sensitive**.
- Insert your password, this field is also **case sensitive**.

The screenshot shows a web interface with a top navigation bar containing 'Dashboard', 'Welcome', and 'Sign In / Register'. The main content is split into two columns. The left column is titled 'Sign In' and contains two input fields labeled 'Username' and 'Password', a 'Sign in' button, and two links: 'I forgot my username' and 'I forgot my password'. The right column is titled 'Register' and contains the text 'Register an account in a few simple steps', a 'Register Now' button, and a section titled 'Reasons to register an account' which lists: 'Council Tax', 'Housing Benefit and Council Tax Support', 'Landlord', and 'Business Rates'.

- You will then be asked to answer a security question, this is a question personal to you (**below is an example only**). You would have chosen this question during the registration process, again this field is **case sensitive**. Insert the answer to your security question and select the '**Sign in**' button

The screenshot shows a security question prompt. At the top, it says 'Please enter the answer to the following security question'. Below this is a text input field with the question 'What is the middle name of your eldest child?'. At the bottom, there are two buttons: 'Sign in' and 'Cancel'.

- Your Council Tax Account reference should be available to select from the drop down list, highlight it and then select the **'Access Now'** button.

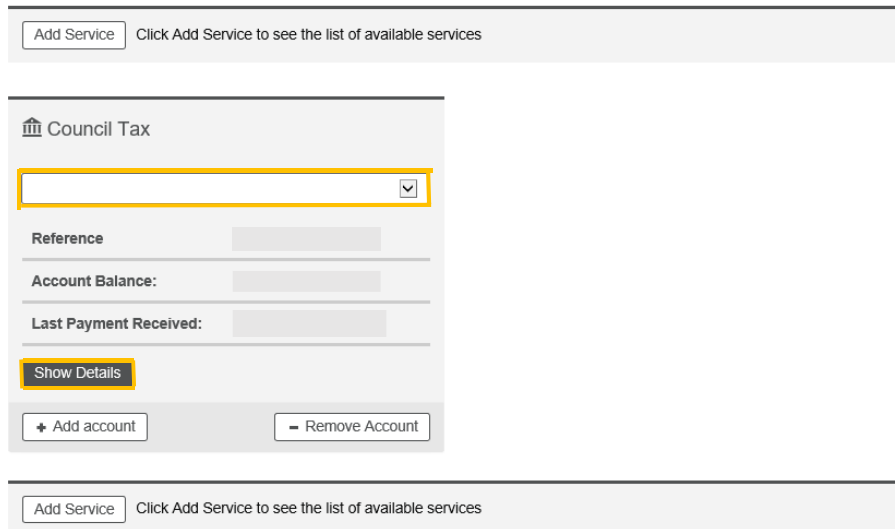


- This should take you to an overview of your Council Tax account. You can view full details of your account by selecting the **'Show Details'** button.

My Services

This is the My Services dashboard

From here you can access any of the services you have subscribed to. If you want to add a new service click the 'Add Service' button, if you want to add another account on an existing service then select the 'Add Account' button at the bottom of each tile. To remove an account select 'Remove Account'.



- This should take you into your online account and allow you to access your correspondence, instalments etc. At this point you will also be given the opportunity to register to receive your bills electronically (e-billing). Electronic billing is optional, you can still view your account online without registering for this option.

- South Holland District Council also have a service called **'My Account'** accessed from the homepage of the www.sholland.gov.uk website.

This service allows residents to login and view waste collection details, Councillor details etc. 'My Account' requires a separate registration and login process to your online Council Tax Account. You can access your online Council Tax Account through a link in 'My Account' but you would need to login in to 'My Account' (once registered) first, select the link to view your Council Tax Account online, and then login to your Council Tax account.

