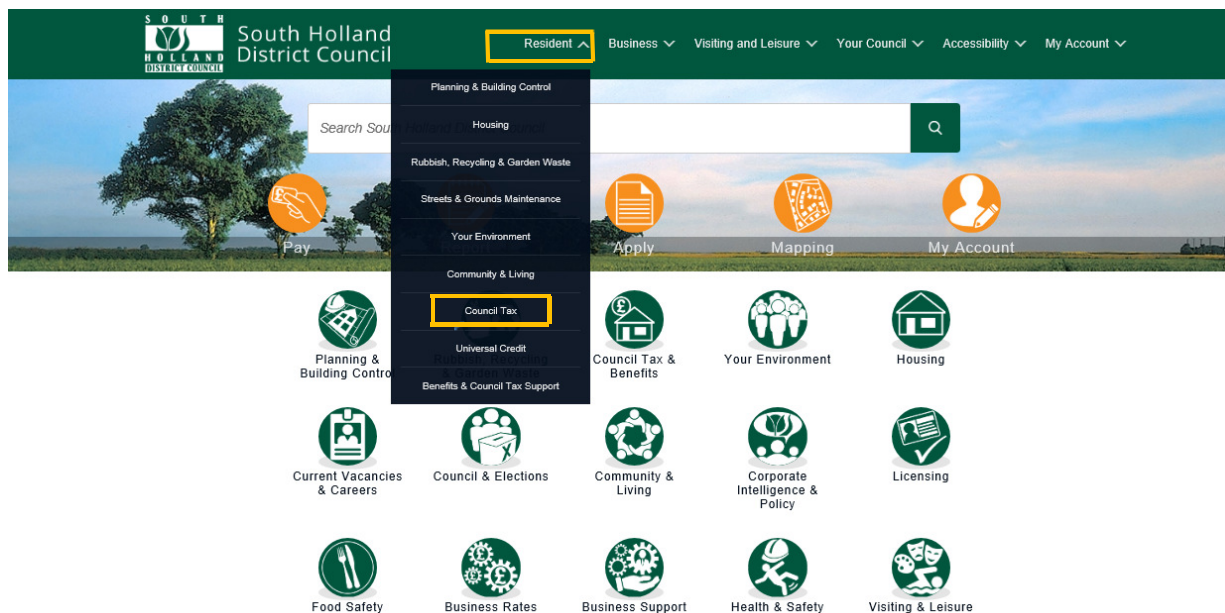
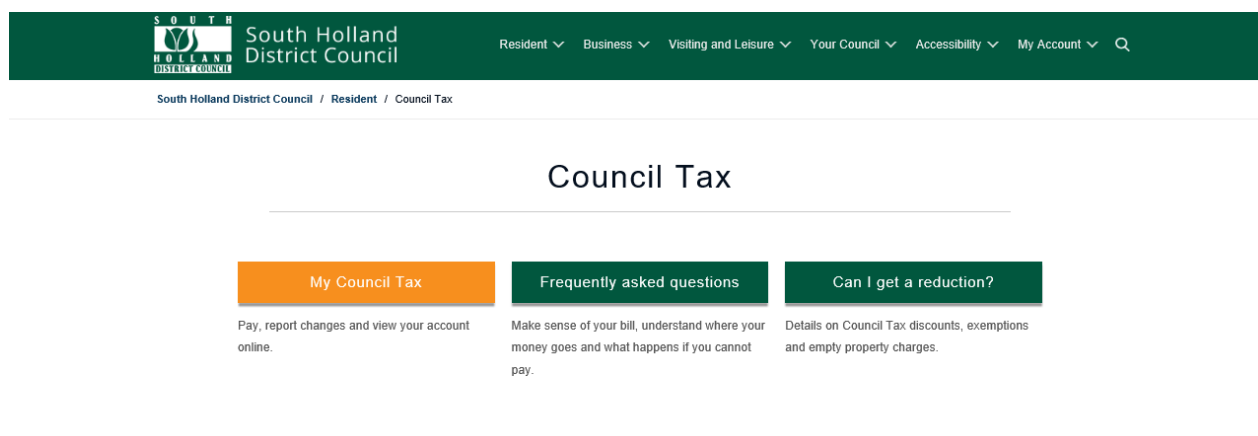


To access your Council Tax account you will need to login as follows:

- 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

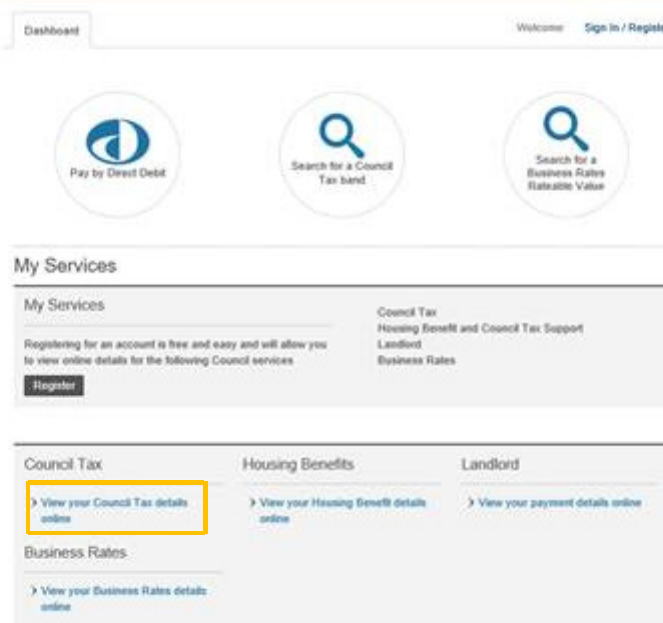
If you are unable to provide enough correct answers:

- 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: [f](#) [in](#) [t](#) [g+](#) [e](#) [v](#)

- 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 **Housing Benefits** **Landlord**

[View your Council Tax details online](#) [View your Housing Benefit details online](#) [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**.

Dashboard Welcome Sign In / Register

Sign In

Username

Password

Sign in

[I forgot my username](#)
[I forgot my password](#)

Register

Register an account in a few simple steps

Register Now

Reasons to register an account

Registering an account will enable you to access information or make payments for local authority services such as:

- Council Tax
- Housing Benefit and Council Tax Support
- Landlord
- 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

Dashboard Welcome Sign In / Register

Please enter the answer to the following security question

What is the middle name of your eldest child?

Sign in Cancel

- This will take you to the 'Dashboard', select the **'My Services'** tab at the top of the screen. If you don't have any services set up you will need to click on the **'Add'** button within the **'Council Tax'** section, first. This will add the Council Tax to your **'My Services'** tab.

Choose services you would like to sign up to

Revenues

<h3>Council Tax</h3> <p>Add</p> <p>COUNCIL TAX Adding Council Tax to your account will allow you to view and manage your Council Tax bill online</p> <ul style="list-style-type: none">• Receive notification of any bills and view them online• Sign up and amend your Direct Debit details• Report a change of address	<h3>Business Rates</h3> <p>Add</p> <p>BUSINESS RATES Adding Business Rates to your account will allow you to view and manage your Business Rates bill online</p> <ul style="list-style-type: none">• Receive notification of any bills and view them online• Sign up and amend your Direct Debit details
--	---

- Once the 'Council Tax' service has been added to your services, enter your Council Tax reference number in the field under '**Account Reference Number**', and then select the '**Enter your PIN**' button. Your Council Tax account reference number can be found on your Council Tax bill. It is listed as 'Account Reference' on the bills.

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'.

Add Service Click Add Service to see the list of available services

Council Tax

Account Reference Number

Access Now **Enter your PIN**

+ Add account **- Remove Account**

Add Service Click Add Service to see the list of available services


- Enter the **PIN** (6 digit number) detailed within the 'Viewing your account online' letter, that we sent to you, in the field under '**PIN**' and then select the '**Add account**' 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'.

Add Service Click Add Service to see the list of available services

 Council Tax

Enter Pin for

PIN

When you receive your PIN by post, please enter it to gain access.

Add account

+ Add account - Remove Account

Add Service Click Add Service to see the list of available services


- This will add your Council Tax account to your '**Council Tax**' Service. 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'.

Add Service Click Add Service to see the list of available services

 Council Tax

Reference

Account Balance:

Last Payment Received:

Show Details

+ Add account - Remove Account

Add Service Click Add Service to see the list of available services

- 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.

