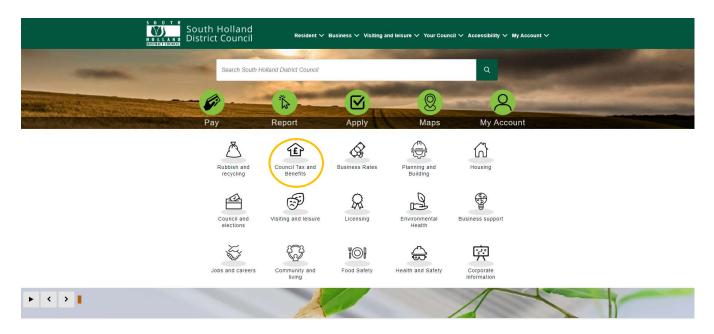
Please note: Users accessing our online services with a mobile or tablet may find the layout of the screens/options slightly different to those shown in this guide, however the registration process itself will be the same. The menus/options that are not instantly viewable by mobile/tablet users should be available by selecting the 🗐 icon.

• Select the 'Council Tax & Housing Benefits' icon from the homepage at www.sholland.gov.uk



• Select 'Your Self Serve Account':

South Hollan HOLLAND District Counc	nd cil Resident ∨ Business ∨ Visiting and leisure ∨ `	Your Council ∽ Accessibility ∽ My Account ∽ Q
	Council Tax & Benefit	S
Council	Tax Benefits & Council Tax Support	Your self serve account
 Details of SHDC Council Ta & Reductions	ex, how to pay, FAQ's Details of benefits and Council Tax support. V across SHDC of	ew your Council Tax and benefits account line
Contact the Council Costeins Customer Care Charler Data Protection Policy Privacy Policy	South Halland Detrict Council Email: Council Offices intro@eholland.goocuk Pitory Road Spalding Lincolateire United Angdom PE11 20E	Follow ur:

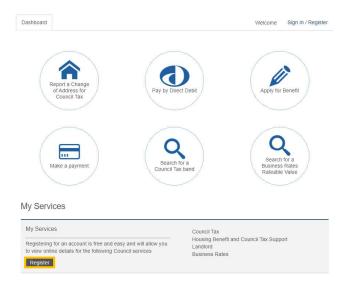
• Select the **'Self-Serve'** link:



Crea	te or log in to your <mark>Self-Serve</mark> account to:
	Apply for benefit
	View your Council Tax account details
	Report a change of address for Council Tax
	Pay by Direct Debit
	Make a payment
	See how much benefit you are getting
	How we have worked this out

- When your next payment is due
  The date and amounts of payments already made
- See letters we have sent you
- See any overpayments

• Select 'Register'



## • Select 'Register'

Dashboard		Sign In / Register
	Welcome Back Pease enter your details All fields with an asterisk (*) are mandatory. Username* Password * Forgel Password? Forgel Password?	
	Don't have an account/ <mark>Register</mark>	

• Enter the required details and select 'Register':

Dashboard		Sign In / Register
	Register	
	Please enter your details	
	All fields with an asterisk (*) are mandatory.	
Your er	nail address is your user name	
Email /	ddress *	
Confirm	• Email Address *	
Passw		
	rd must be at least 6 characters long.	
	······································	
Retvoe	Password *	
	ity Questions	
	If y Quessions iii be used to confirm your identity should you need to reset your	
passio	d.	
Ques		
Pleas	e Select 🗸	
Answ	or *	
All site		
	Register	
	Afready have an account? Sign in	

• You will see a message advising that an email has been sent to the email address provided on the registration form, containing a link that you will need to follow in order to activate your account:

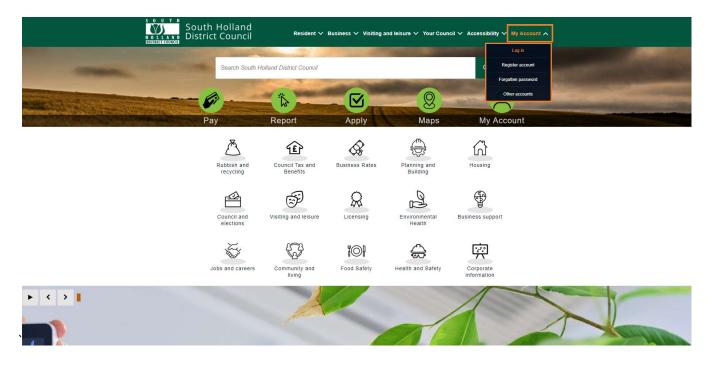
An email has been sent to	containing a link which will activate your account.
① Your account will not be active until you The email sent to you for activation may Now please close this page and go to you	appear in your 'Junk' folder instead of your 'Inbox'.

• When you receive the email, click on the link to verify your email address & complete the registration process.

## Please note:

• South Holland District Council also have a service called 'My Account' accessed from the homepage of the <u>www.sholland.gov.uk</u> 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.



## Also see:

Self Serve Login Guidance Self Serve Login with a PIN Guidance Self Serve Adding a Service and-or Account Guidance Self Serve Updating Your Details Guidance