MY COUNCIL TAX USER GUIDES

Council tax online

COUNCIL TAX ONLINE – SELECTING PAPERLESS BILLING

Introduction

This guide provides a step by step instruction on how to opt in to e-billing.

To do this you will need:-

✓ Your my council tax login and password

How to opt in to paperless billing

- <u>Step 1</u> Log into your online account by going to <u>www.chichester.gov.uk/myaccount</u> and selecting my council tax.
- **<u>Step 2</u>** Once logged in, you should select "update" next to account details.

		Log out	
My Cou	ncil Tax		
ing counter tax		Popular services	
	Liability started from 01.04.1993 Account balance £0.00	View your bills Account activity Change to Direct Debit Contact us about your	
	Property band C	Account Make a payment	
Account details		Update Vew my benefits	
Name		\bigcirc	
Contact address			

Step 3 – You should then select "yes" to paperless billing, and then click finish.

OHO	ne telephone	O Work telephone	O Mobile telephone	⊖ Email	
Would	you like paperle	ess billing? Please ind	icate if you would like	to receive your bills e	ectronically
OYe	i 💿 No				
Finis					
Cancel					