

**To register for paperless billing, you must register for an online council tax account.**

**You will be unable to register for an online council tax account unless you have your latest council tax bill with you.**

Should you not have this, please contact us by:

**Telephone:** 01482 394747

**Email:** council.tax@eastriding.gov.uk

This step by step guide will help you to create your online council tax account with East Riding of Yorkshire Council and provide details of what you will need.

## SECTION 1

In the first section you will be asked a few basic questions to verify your identity.

### First Name

Please enter your full name, as you reported it to us when you set up your Council Tax.

*For example: This will normally be your full first name. Robert, not Rob. Michael not Mike. Elizabeth not Liz*

### Last Name

Please enter your full surname.

### Council tax account number

Please enter you 8 digit council tax account number. This can be found in the top right hand corner of your latest council tax bill.

<p>Date of Issue 10-SEP-2019</p>	 <p><b>EAST RIDING</b> OF YORKSHIRE COUNCIL County Hall, Beverley, East Riding of Yorkshire, HU17 9BA www.eastriding.gov.uk E-mail: Council.Tax@eastriding.gov.uk <b>Council Tax Bill</b></p>	<p>Please quote this account reference in all correspondence</p> <div style="border: 1px solid black; padding: 5px; text-align: center;">12345678</div>
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## SECTION 2

In the second section, a few more specific pieces of information are needed to create your online council tax account.

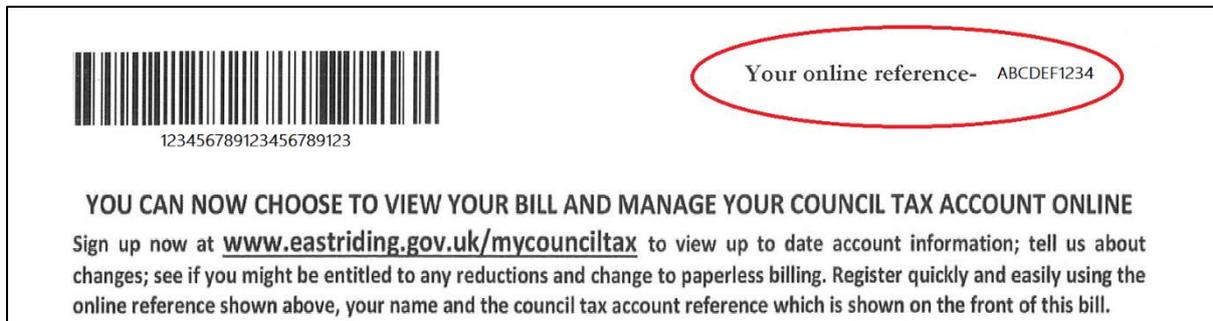
### Answer at least 2 of the following questions:

Once you have entered the details above, you will be required to complete at least **two** of the following questions to verify your identity.

The easiest way to register is using your **online reference** and your **postcode**.

#### (1) Online reference

On the reverse of your latest council tax bill, there is an “Online reference” in the top right hand corner of the bill.



#### (2) Current Postcode

This is the postcode of your property. (Please include the space in your postcode)

*For example: Type HU17 9BA and not HU179BA*

#### (3) Last three digits of a telephone number you have

You can only use this option, if you have provided us with a telephone number to register on your Council Tax account.

#### (4) Last three digits of your bank account number

This option can only be used if you pay your council tax by Direct Debit. Your bank account number is eight digits.

You need to use the last three digits of this bank account number.

*For example: If your bank account number is 12345678, you need to enter 678*

## SECTION 3

In the third section we need to capture your email account, and you will need to set up your username and password.

### Email address

Please use an email address that you use on a regular basis. Once you have completed the registration process you will be sent an email to verify your details.

### Username

You then need to create a Username. You will then use this every time you log into your online account.

Your Username can only contain letters, digits and the following special characters: @ . \_

### Password

You then need to create a password.

Your password must contain at least 8 characters including an uppercase letter, a lowercase letter, a number and a special character

Once you have received your email and verified your details, you can log onto your account and access any of our services and view your bill.