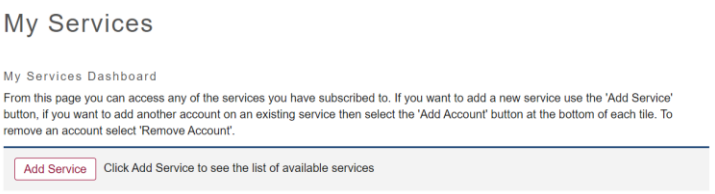
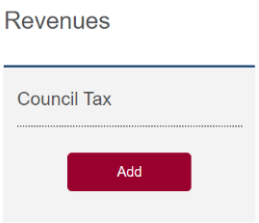
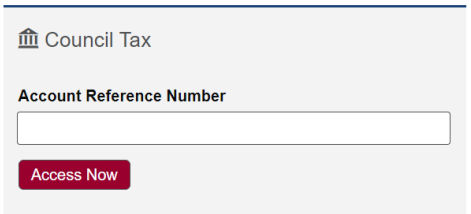
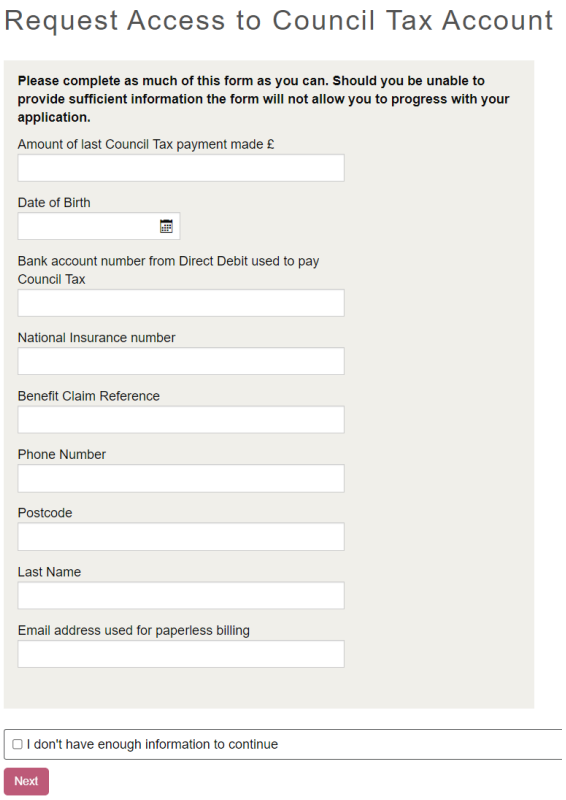
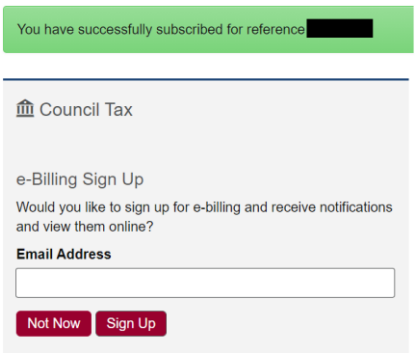
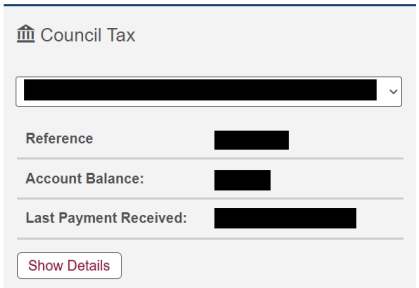
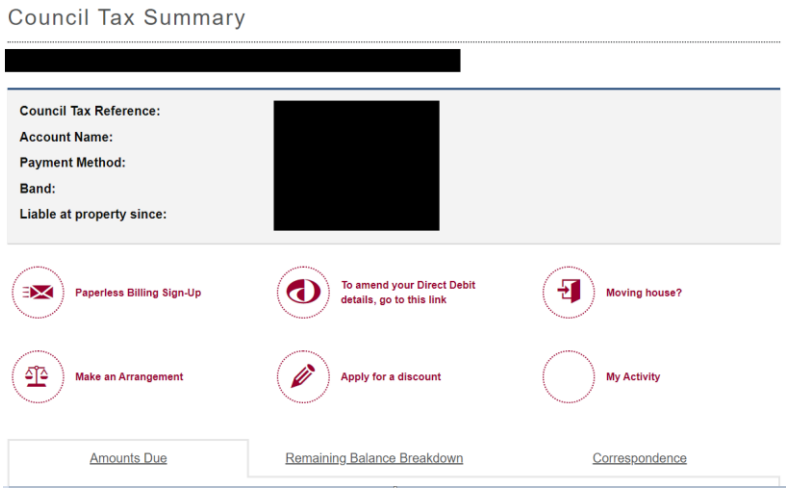
Instructions on how to link and access your Council Tax Account and Housing Benefits Account

Council Tax

If you have registered and logged in from My B&D, follow these instructions to link and access your Council Tax account.

Step 1 Click on “Add Service”.	
Step 2 Click on “Add” – once it changes to “Added” click “Confirm” at the bottom of the page.	
Step 3 Enter in your Account Reference Number and click on “Access Now”.	
Step 4 Please complete the form and click “Next” If you don’t have sufficient details or if they are incorrect, please use the “Help” button on the bottom right hand of the screen. Explain what the issue is and click “Take Screenshot” so we can see what you have entered. We will reply to you once we have investigated.	

Step 5 If you have completed the form with the correct details, you will be taken to a page where you can sign up for e-billing. You can either sign up or later.	
Step 6 You will then be taken to this page – click on “Show Details”.	
Step 7 You will be taken to this screen where you can see details and do the following: Set up or amend your Direct Debit Report a Change of Address (Moving House) Apply for a discount	

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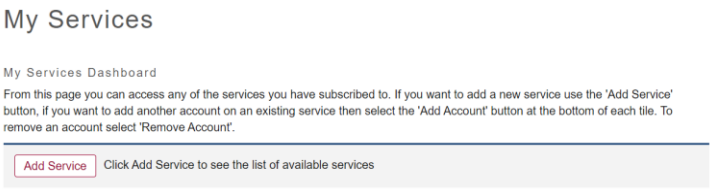
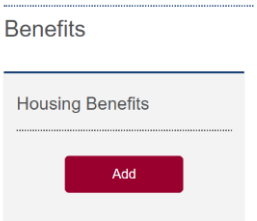
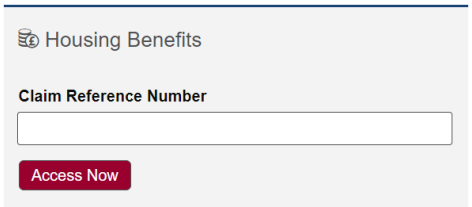
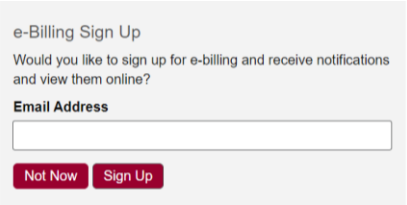
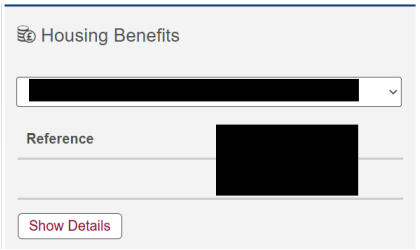
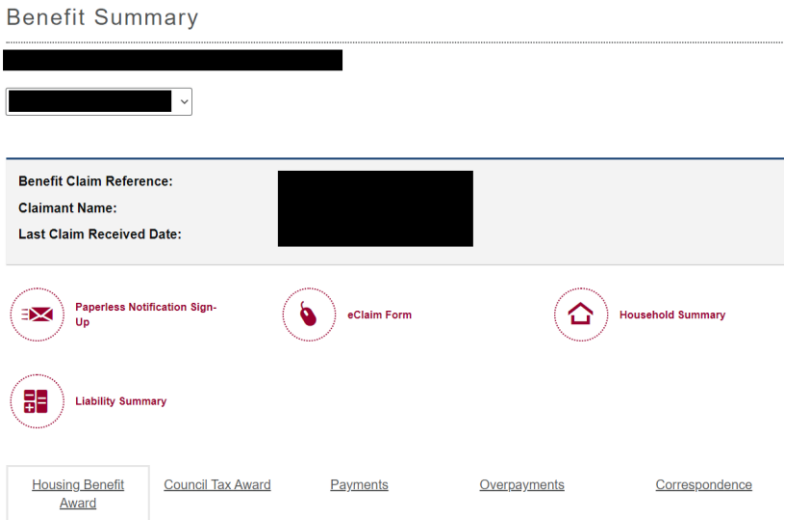
Housing Benefits

If you have registered and logged in from My B&D, follow these instructions to link and access your Housing Benefits account.

Step 1 Click on “Add Service”.	
Step 2 Click on “Add” – once it changes to “Added” click “Confirm” at the bottom of the page.	
Step 3 Enter in your Claim Reference Number and click on “Access Now”.	
Step 4 Please complete the form and click “Next” If you don’t have sufficient details or if they are incorrect, please use the “Help” button on the bottom right hand of the screen. Explain what the issue is and click “Take Screenshot” so we can see what you have entered. We will reply to you once we have investigated.	
Step 5 If you have completed the form with the correct details, you will be taken to a page where you can sign up for e-billing. You can either sign up or later.	

Step 6 You will then be taken to this page – click on “Show Details”.	
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