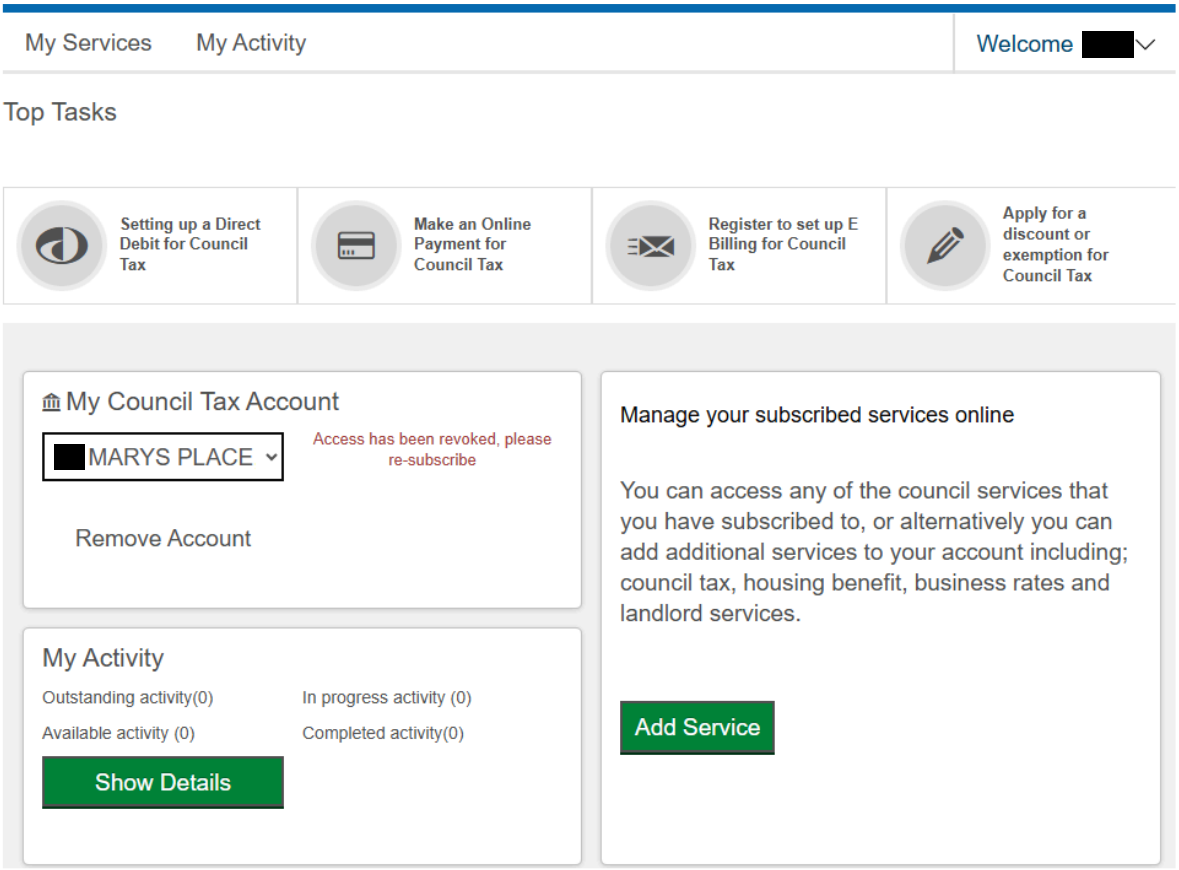
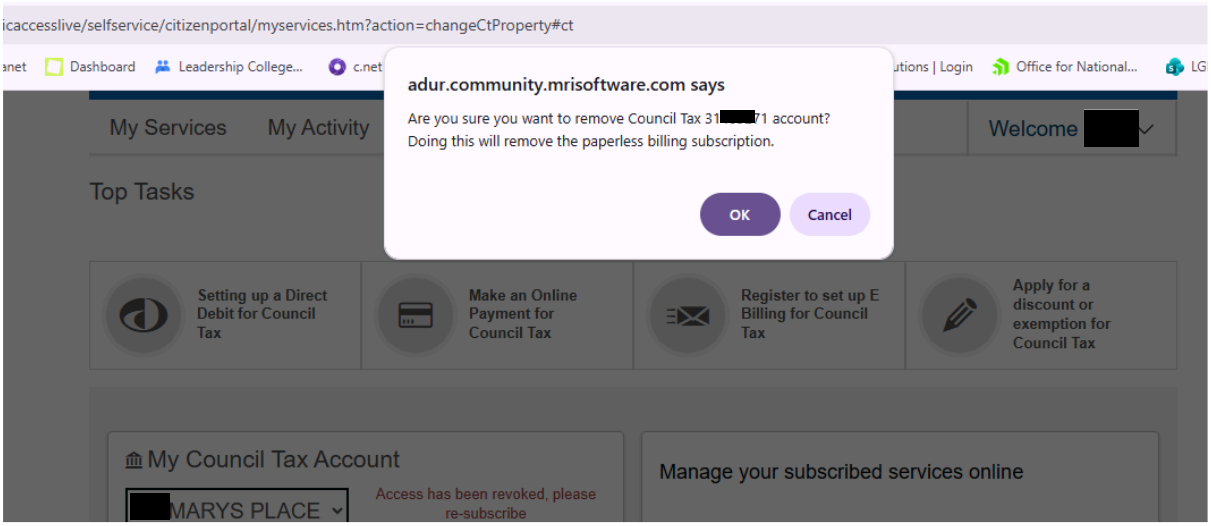
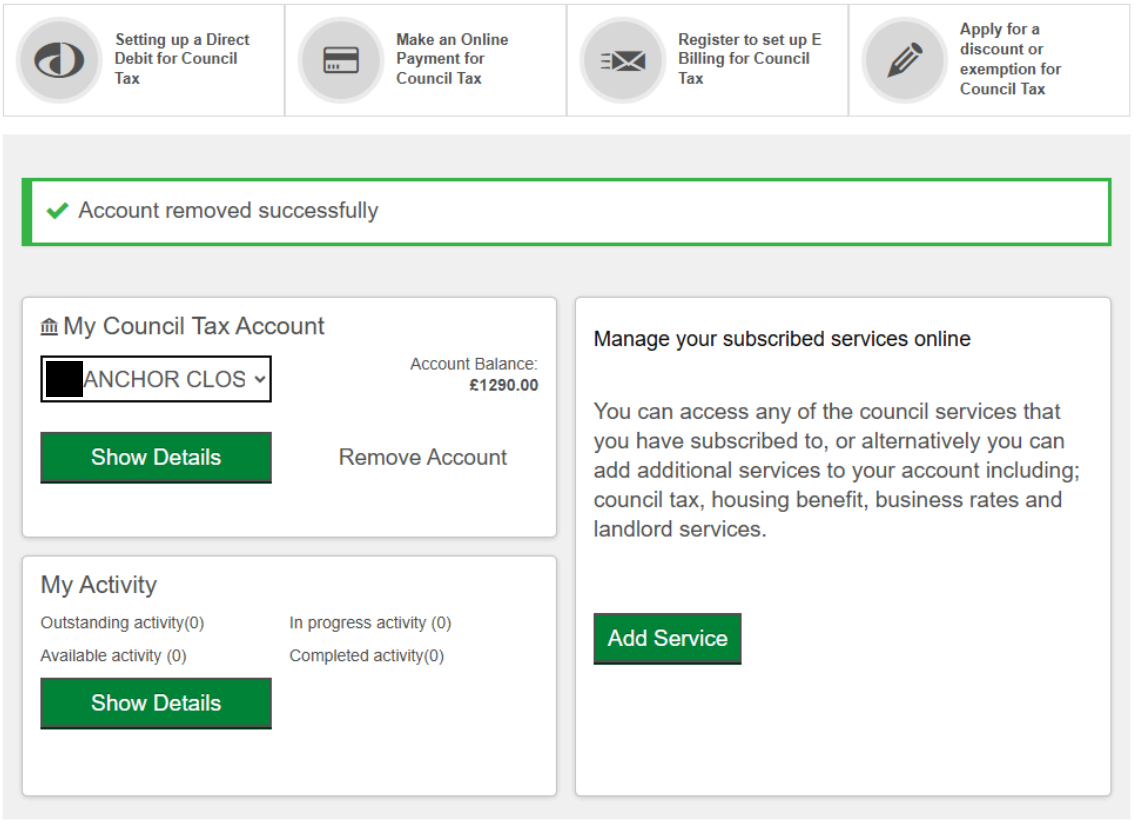


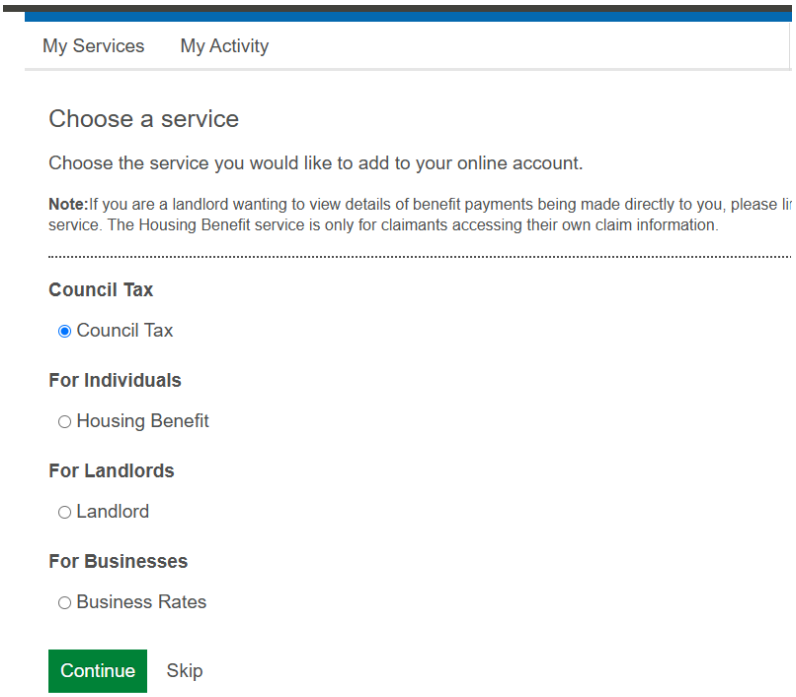
Select the 'Remove Account' underneath the account that is showing as revoked.



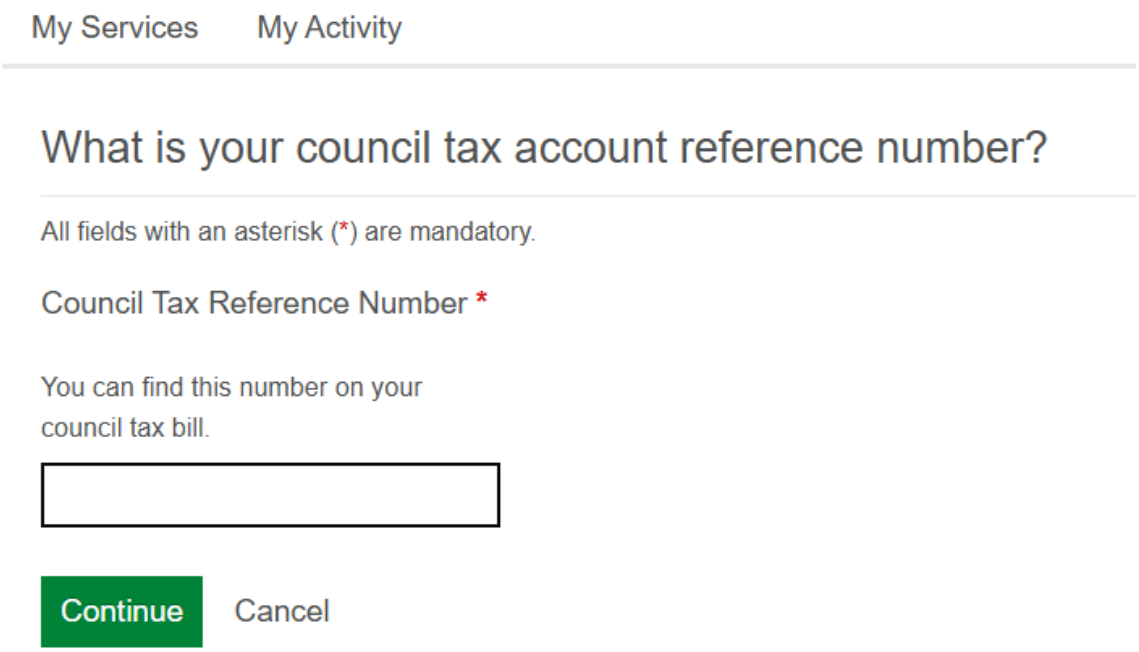
Select the Ok on the pop ensuring that you make a note of the account number that you are removing.



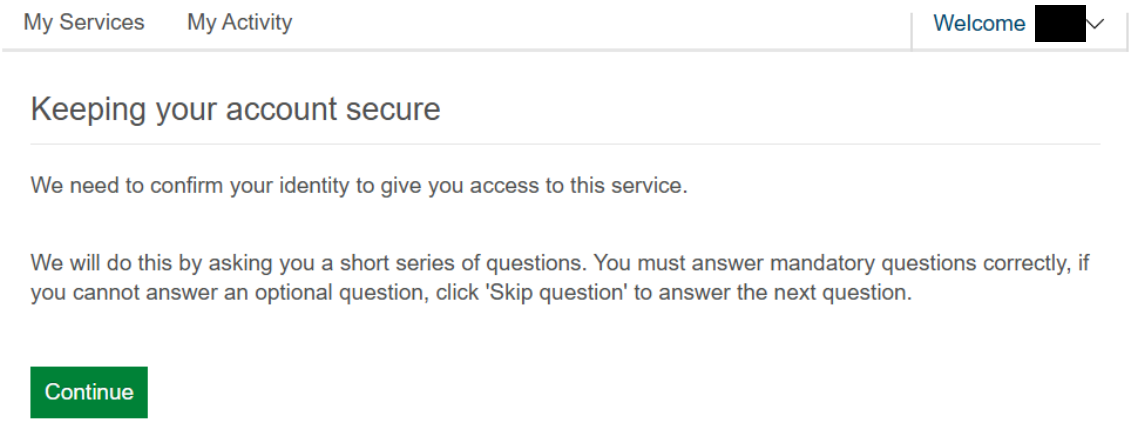
This then shows that your revoked account has now been removed. Next select the 'Add Service' button.



Press continue once you have confirmed which of the above services you wish to add.



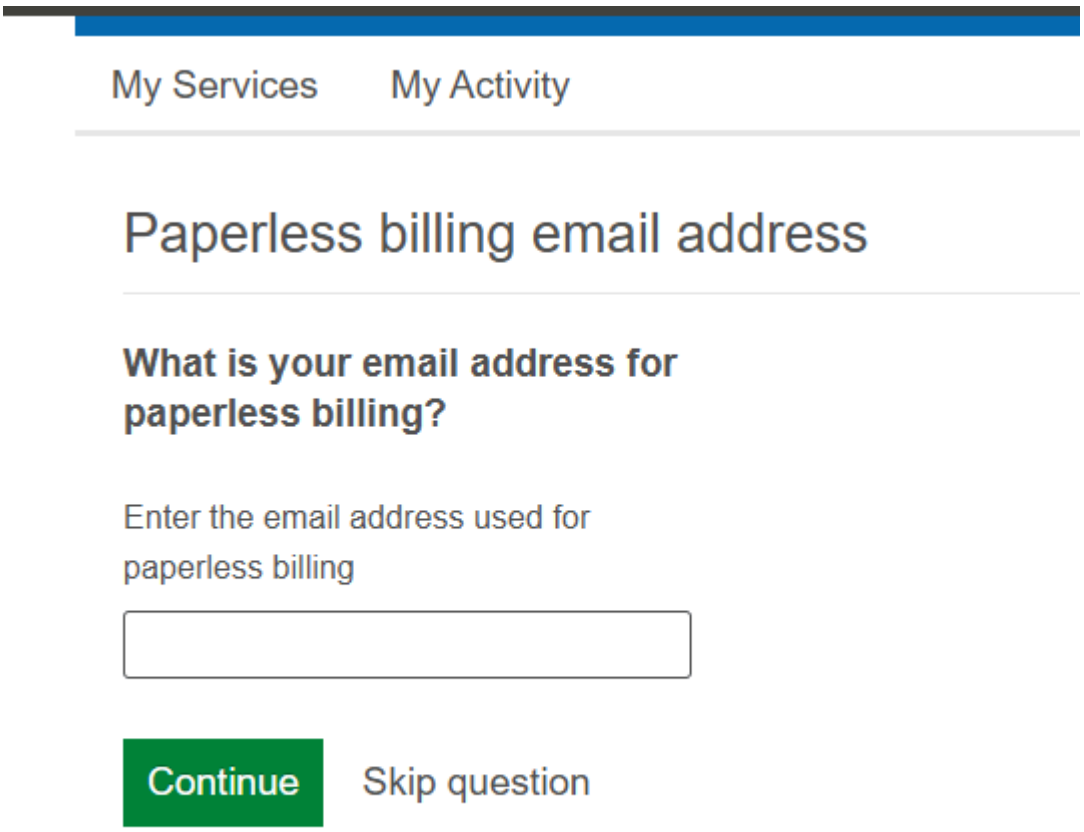
Enter the account number of the service you wish to re add to the self service portal.



You will need to answer the security questions in order to ensure that your account is linked. If however you have any issues please send an email to

rbselfserve@adur-worthing.gov.uk

And list the account numbers that you want linked, and we will do this for you. Please ensure that you send the email from the email address that you have registered on your self service portal..



When you have relinked your account, go back to My Service and your account should be as normal and you can view your documents.