

My Services
My Activity
Welcome ██████ ✓

Top Tasks

Setting up a Direct Debit for Council Tax

Make an Online Payment for Council Tax

Register to set up E Billing for Council Tax

Apply for a discount or exemption for Council Tax

My Council Tax Account

██████ MARYS PLACE
Access has been revoked, please re-subscribe

Remove Account

My Activity

Outstanding activity(0)
In progress activity (0)

Available activity (0)
Completed activity(0)

Show Details

Manage your subscribed services online

You can access any of the council services that you have subscribed to, or alternatively you can add additional services to your account including; council tax, housing benefit, business rates and landlord services.

Add Service

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

icaccesslive/selfservice/citizenportal/myservices.htm?action=changeCtProperty#ct

net
Dashboard
Leadership College...
c.net

adur.community.mrisoftware.com says

Are you sure you want to remove Council Tax 31██████71 account?
Doing this will remove the paperless billing subscription.

OK
Cancel

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Remove Account

Manage your subscribed services online

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

Setting up a Direct Debit for Council Tax

Make an Online Payment for Council Tax

Register to set up E Billing for Council Tax

Apply for a discount or exemption for Council Tax

Account removed successfully

My Council Tax Account

ANCHOR CLOS

Account Balance:
£1290.00

Show Details
Remove Account

My Activity

Outstanding activity(0)
In progress activity (0)

Available activity (0)
Completed activity(0)

Show Details

Manage your subscribed services online

You can access any of the council services that you have subscribed to, or alternatively you can add additional services to your account including; council tax, housing benefit, business rates and landlord services.

Add Service

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

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Choose a service

Choose the service you would like to add to your online account.

Note:If you are a landlord wanting to view details of benefit payments being made directly to you, please use the Housing Benefit service. The Housing Benefit service is only for claimants accessing their own claim information.

Council Tax

☒ Council Tax

For Individuals

☐ Housing Benefit

For Landlords

☐ Landlord

For Businesses

☐ Business Rates

Continue
Skip

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

What is your council tax account reference number?

All fields with an asterisk (*) are mandatory.

Council Tax Reference Number *

You can find this number on your
council tax bill.

Continue

Cancel

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

Keeping your account secure

We need to confirm your identity to give you access to this service.

We will do this by asking you a short series of questions. You must answer mandatory questions correctly, if you cannot answer an optional question, click 'Skip question' to answer the next question.

Continue

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..

My Services

My Activity

Paperless billing email address

What is your email address for paperless billing?

Enter the email address used for paperless billing

Continue

Skip question

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