



Save time and do it online.

Sign up to paperless billing.

How to sign up

- First, visit: **www.chichester.gov.uk/myaccount** to view your council tax bills.
- Select **My council tax**.
- Go to **Switch to Paperless billing**.

If you sign up:

- you will receive your bills on the day they are generated.
- there will be no delays with post.
- you will be able to view historic bills;
- you will have secure online access and will receive an email notification when a new bill is ready for you to view.

Once you are signed up to paperless billing, to be able to view any future bills you will need to create an online account. You can do this by visiting: **www.chichester.gov.uk/myaccount** and selecting “**my council tax**” and select ‘**sign in or register for an account**’.

This online service is also environmentally friendly and significantly reduces the amount of paper we as an authority use.

My account provides you with a safe, secure & flexible service that puts you in control.

Using **My Council Tax** you can:

- Set up a new Direct Debit or amend an existing Direct Debit instruction;
- View your up to date account information;
- Check your balance, payments and bills;
- Update your contact details;
- Tell us you have moved into, out of or within the area;
- Apply for certain discounts;
- Find a Council Tax band for a property;
- View a summary of your Housing Benefit and Council Tax Reduction entitlement.

This online service is also environmentally friendly and significantly reduces the amount of paper we as an authority use.



**Save time and
do it online.**



www.chichester.gov.uk