Accessing Your Online Bill

1. Customer receives email notification as below:

Dear Mr John Doe

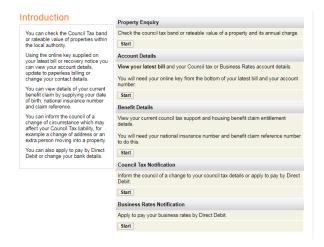
Your latest Council Tax bill for account 123456789 (ABCDEFGHIJ) is available.

To view the bill click on the link below. You will need your account number and online key to access your bill on-line and will need to enter your name as it appears in this email.

View Bill : http://www.westoxon.gov.uk/ebilling Account Number(Online Key): 123456789 (ABCDEFGHIJ)

Recipients should be aware that all e-mails and attachments sent and received by West Oxfordshire, Cotswold and/or Forest of Dean District Council may be accessible to others in the Council for business or litigation purposes, and/or disclosed to a third party under the Freedom of Information or Data Protection Acts. If you have received this e-mail in error please inform the sender and delete it.

- 2. Go to https://www.cotswold.gov.uk/council-tax-and-benefits/manage-your-online-account/
- 3. Select Manage Your Account Online.
- 4. Select Start in Account Details.



5. Search for your property using the **Postcode** and select it from the **list**.

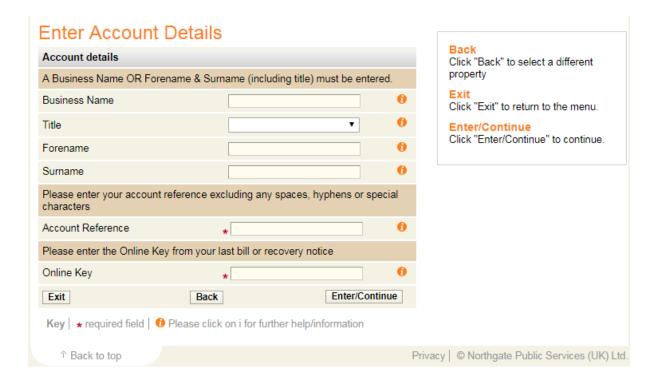


6. Enter your account details as they appear in your email notification.

Title, Forename and Surname as it appears in the email notification. **E.g. Mr John Doe** Account Reference as stated in the email notification. **E.g. 123456789**Online Key as stated in the email notification in parentheses. **E.g. ABCDEFGHIJ**

TITLE: Mr Forename: John Surname: Doe

Account Reference: 123456789
Online Key: ABCDEFGHIJ



7. Once a customer clicks enter the bill can be seen by clicking **Start** under **View Account Notices**.

