

## Registering on My Council House

To register on My Council House, you will need your 7 digit Tenancy Number you will find this on your Rent Payment Card. If you do not have this, please call 01962 840 222 to speak to a Customer Service Advisor during office hours.

After navigating to the website, you will see the homepage, with the "User Sign-in" box as shown to the right.

Press the "New User" link to begin the registration process.

### User Sign-in:

Email Address:	<input type="text"/>
Password:	<input type="password"/>
Memorable Word:	<input type="text"/>
<input type="button" value="Reset"/> <input type="button" value="Login"/>	
<a href="#">New User</a>   <a href="#">Forgotten Login Details?</a>	

Tenancy Reference Number:	<input type="text"/>	*
Surname:	<input type="text"/>	*
Forename:	<input type="text"/>	*
Date of Birth:	<input type="text"/>	*
Gender:	<input type="text" value="Please select a value"/>	*
Memorable Word:	<input type="text"/>	*
Password:	<input type="password"/>	*
Confirm Password:	<input type="password"/>	*
E-mail Address:	<input type="text"/>	*
Confirm E-mail Address:	<input type="text"/>	*
<input type="button" value="Register"/>		

You will then be taken to the form shown here complete all the boxes.

Once you are done, press "Register". Your details will be verified by a member of staff before you are sent your "Verification Number" by post