

Step by step instructions

How to register to manage your business rates online



Citizen Access Revenues

[Sign in or Register for an account](#)

Business rates options

Pay by Direct Debit

Setting up a direct debit is a quick and easy way to pay your business rates. You will need your business rates account number together with your bank account details.

► [View direct debit services](#)

View your business rates account

Sign into your business rates account to:

- view your up-to-date account information
- check your balance, payments and bills
- switch to paperless billing
- update your contact details

If you already have an account you can [sign-in here](#)

If you do not have an account you can [register here](#)

To register for this service you will need to enter the details as on your latest business rates bill or recovery notice.

You will need to register to access your business rates information.

Select 'register here'.

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Verify your details

To enable access to your account information we need to check some additional details from your bill. We will only ask you to do this once.

► [Show more](#)

Is the name of your council tax or business rates account an individual or an organisation?

For business rates select Organisation

Individual Organisation

Company name

The Owner

Business Rates account number

This can be found on your bill

61136791

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**Make sure you choose
'Organisation' even if you are a sole
trader.**

**Enter your company name and your
billing number into the boxes shown.**

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Verify your details

You must answer 2 of the security questions below

Online reference key

This is the 10 digit reference which can be found on your last bill Note this code changes with each bill.

TESTTESTED

Property postcode

AB12 3CD

Last 3 digits of the most recent contact phone number you gave us

Last 3 digits of the bank account your direct debit is paid from

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You will be asked to verify your details.

The 2 preferred options to complete are your online reference key (either provided by a member of the team or located on your bill) and the property postcode.

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Register

Email address

tested@email.com

Confirm email address

testtested@email.com

Switch to paperless billing

On selecting this option no paper bills will be received

Yes

No

Username

Username can only contain letters, digits and the following special characters: @ . _

TEST_123

Password

Password must contain at least 12 characters and have at least one capital letter, one number and one special character

.....

Re-enter password

.....

I agree with the [terms and conditions \(opens in a new window\)](#)

Enter your email address and set up a username and password.

Read the terms and conditions and tick the box to confirm you accept them.

You will receive a verification link by email to activate your account.