View Your Council Tax Demand - Getting Started:

1. Click on https://my.southend.gov.uk

2. On the log-in page enter the email address you used to register for MySouthend followed by your memorable password. Then select Login.

3. To add your Council Tax Account number, click on the link below.

4. In the pop-up box enter your 8-digit Council Tax account number and key in your postcode (including space e.g. SS2 XXX).
5. Then click: 

6. You will receive confirmation when your account(s) has been added

7. You can then view your Council Tax Account(s) you have added by clicking on the ‘view Council Tax’ button on the right of the home screen.

8. You will then need to click ‘Details’ for the account you wish to view:
9. Scroll down to ‘Notifications’ and click the link for the Council Tax Demand you wish to view:

![Notifications]

10. Depending upon your Internet Browser, you may have to click a prompt to launch your Demand

![Demand 2019-2020]
E-Billing - Preferences and settings

You can change your preferences and settings at any time, and you can decide whether to opt out of receiving paper Council Tax or Business Rates bills and Benefits notifications in the ‘My Profile’ area.

Click on “My profile” from the left hand side menu, then click “Edit profile” in the top right of your page.

Please note; all customers will receive e-billing and e-benefit notifications, but to opt out of also receiving paper notifications, click on “Online billing” from the right hand list of options.

… and then choose the option you want by clicking the relevant button:

Then, close this box and click on [Update profile] to save your preferences; you can change them at any time.