**eNotices – Get your Rates Notice emailed to you**

|  |  |
| --- | --- |
| 1. Go to the enotice website at <https://colacotway.enotices.com.au/>
2. Click on the Sign Up tab
 |  |
| **Sign up via website** |  |
| 1. Enter your email address
 |  |
| 1. Locate your enotice reference number on the bottom of your rates notice
 |  |
| 1. Enter your enotice reference number
 |  |
| 1. Click on Sign Up button (an email will be sent to your email account for confirmation)
 |  |
| 1. Go to your email account
 |  |
| 1. Click on Start button in the email
 |  |
| **Sign Up via facebook** |  |
| 1. Click on Facebook button
 |  |
| 1. Enter your email address or phone number that you use when signing into facebook
 |  |
| 1. Enter your facebook password
 |  |
| 1. Click on Log In button
 |  |
| 1. Click on Continue button
 |  |
| 1. Locate your enotice reference number on the bottom of your rates notice
 |  |
| 1. Enter your enotice reference number
 |  |
| 1. Click on Continue button
 |  |

|  |  |
| --- | --- |
| **Edit your Details** |  |
| 1. Log in to your eNotice account
 |  |
| 1. Click on Update Contact Details or your name
 |  or  |
| * + Profile Tab
	+ Change name or contact details
	+ Change password
 |  |
| * + Accounts Tab
	+ Add new accounts
	+ Change delivery method (email or post)
	+ Remove account
 |   |
| * + Emails Tab
	+ Add additional emails to send notice/s to
 |  |

**BPay View – Your bank will notify you when your Rates Notice is available to view**



For instructions on how to locate BPay View through your online Bank

1. Go to <https://www.bpay.com.au/Personal/Receive-bills.aspx>
2. Scroll down to the How it works section
3. Click on the Set up BPAY View button

4. Enter the name of your bank in the search field

5. Click on your bank in the menu

6. Follow the instructions provided
*examples*
