eNotice allows you to:

* Receive your Rates Notice/s by email
* View your current and previous Notices at any time
* Save or print the Notice
* Pay your rates

**SIGN UP FOR ENOTICE**

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|  |  |
| --- | --- |
| 1. Go to the enotice website at <https://colacotway.enotices.com.au/>
 |  |
| 1. Click on the Sign Up tab
 |
| **Sign up via website** |  |
| 1. Enter your email address
 |  |
| 1. Locate your enotice reference number on your rates notice
 |  |
| 1. Enter your enotice reference number
* All Notices with the same name and mailing address will be added once you add the first one
 |  |
| 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 your rates notice
 |  |
| 1. Enter your enotice reference number
 |  |
| 1. Click on Continue button
 |  |

**LOG INTO YOUR ENOTICE ACCOUNT**











|  |  |
| --- | --- |
| 1. Go to the enotice website at <https://colacotway.enotices.com.au/>
 |  |
| 1. Click on the Log In tab
 |
| 1. Enter your email address and password
 |  |
| 1. Click on Log In
 |  |
| 1. OR Log in via Facebook if you signed up using this method
 |  |

**DASHBOARD**

From the Dashboard you can:

* Add a new Rates Assessment
* View your Rates Notices
* Update Contact Details
* Pay your Rates



**ADD A RATES NOTICE**

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|  |  |
| --- | --- |
| 1. On the Dashboard, click on ‘Add your Notice’
 |  |
| 1. Locate your enotice reference number on your rates notice
 |  |
| 1. Enter your enotice reference number
 |  |
| 1. Click on Add
 |
| 1. Assessment will now show in Account list
 |  |

**VIEW YOUR RATES NOTICE**

You can view your current and past Rates Notices in eNotice. Please note the Bill Amount showing will be your original Instalment 1 amount and not the current balance if you have made payments



|  |  |  |
| --- | --- | --- |
| 1. On the Dashboard, click on ‘View Details’ OR ‘Notices and Payments’
 |  | OR  |
| 1. Click on a Rates Notice to view the Rates Notice
 |  |
| 1. You can then save or print the Rates Notice
 |  |

**PAY YOUR RATES**

You can pay your rates via BPAY (details on Rates Notice), Council (office, phone or website) or by eNotice



|  |  |
| --- | --- |
| 1. Go to Notices and Payment
 |  |
| 1. Click on the ‘Pay’ button against the Rates Notice
 |  |
| 1. Select the payment option
* Pay in Full (due 15 February)
* Instalment (due 30/09, 30/11, 28/02 & 31/05)
 |  |
| 1. Change payment date if you want to schedule the payment for a future date
* Leave date if you want to pay today
 |  |
| 1. Use the drop down arrow to select an existing account for payment
	1. Click on ‘Pay’ button to make a payment
* OR click on ‘Add New’ button to create a new payment method
 |  |
| OR  |
| 1. Click on Make Payment button
 |  |
| 1. Check payment details are correct
* Click on Back button to change details if required
 |  |
| 1. Tick the I’m not a Robot
 |  |
| 1. Click on Confirm button to proceed
 |  |
| 1. The Pay button will no longer show if the rates have been paid
 |  |

**EDIT YOUR DETAILS**

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|  |  |
| --- | --- |
| 1. Click on Update Contact Details or your name
 |  or  |
| * + Profile Tab
	+ Change your email
	+ Change name or contact details
	+ Change password
	+ Add or remove a payment method
 |  |
|  |
|  |
|  |
| * + Accounts Tab
	+ Add new accounts
	+ Remove account
 |  |
|   |
|  |
| * + Emails Tab
	+ Add additional emails to send notice/s to
 |  |
|  |