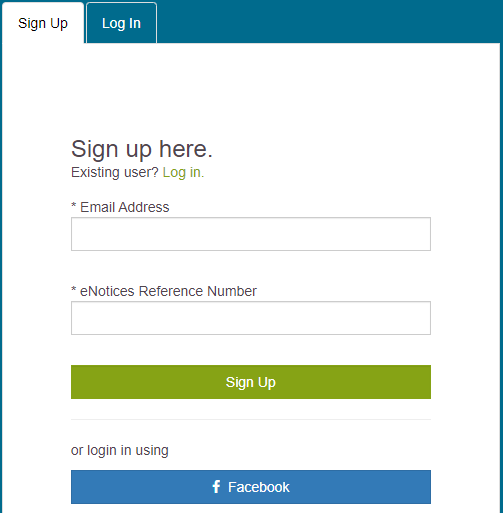
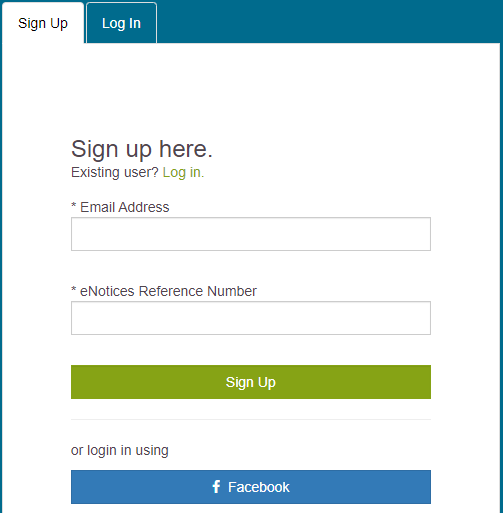
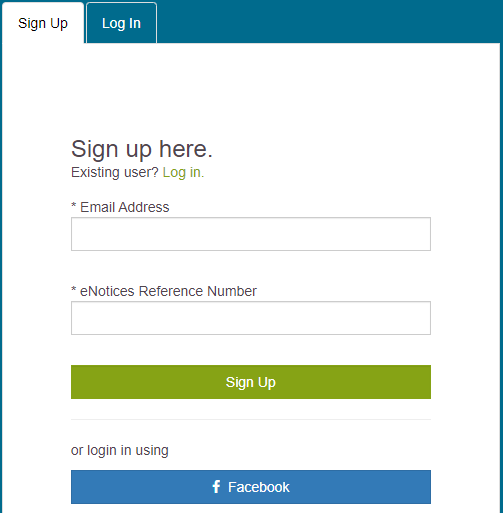
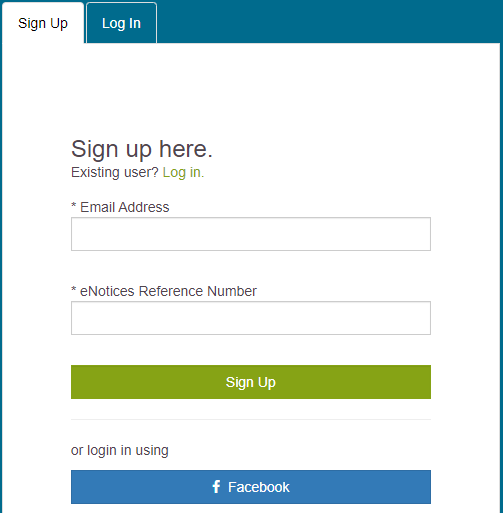
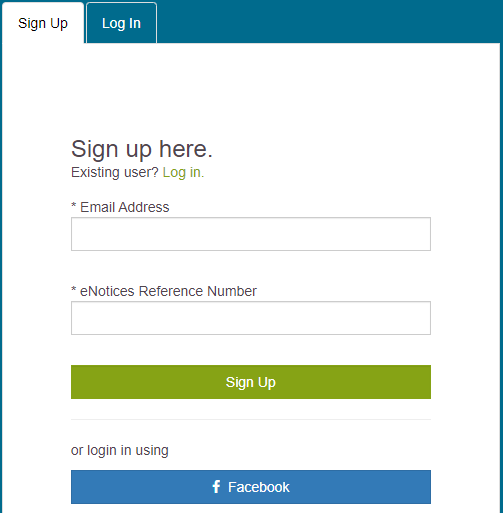
eNotice allows you to:

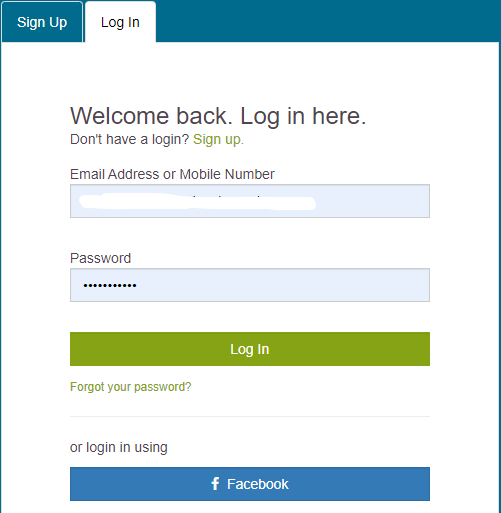
* Receive your Rates Notice/s by email
* View your current and previous Notices at any time
* Save or print the Notice
* Pay your rates

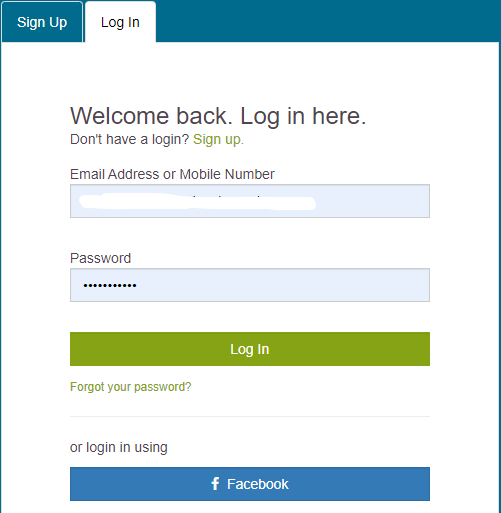
**SIGN UP FOR ENOTICE**

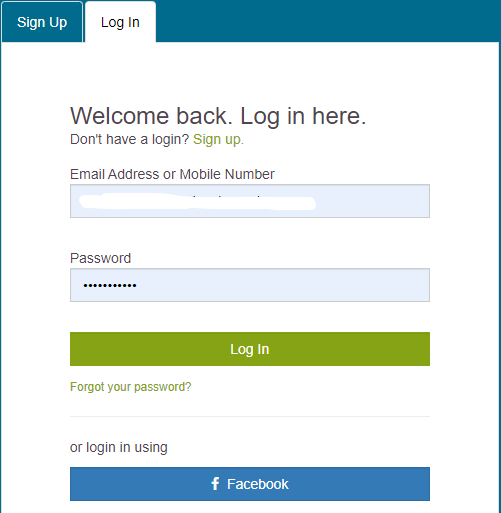
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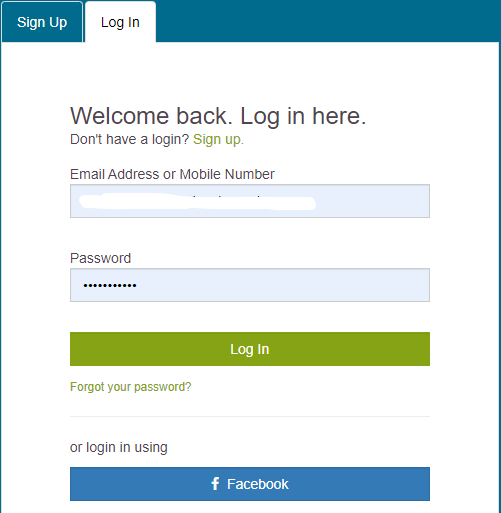
|  |  |
| --- | --- |
| 1. Go to the enotice website at <https://colacotway.enotices.com.au/> |  |
| 1. Click on the Sign Up tab |
| **Sign up via website** |  |
| 1. Enter your email address |  |
| 1. Locate your enotice reference number on your rates notice |  |
| 1. Enter your enotice reference number  * 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 |  |

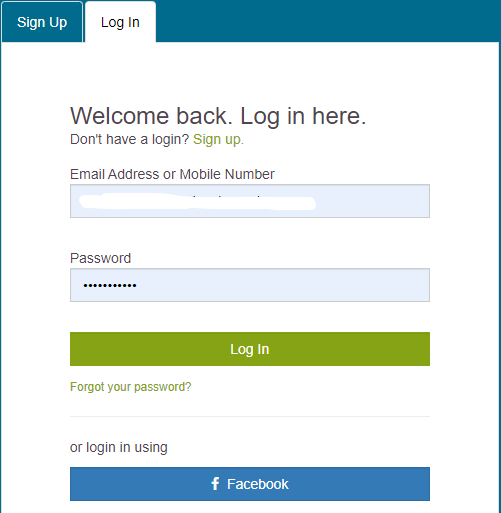
**LOG INTO YOUR ENOTICE ACCOUNT**









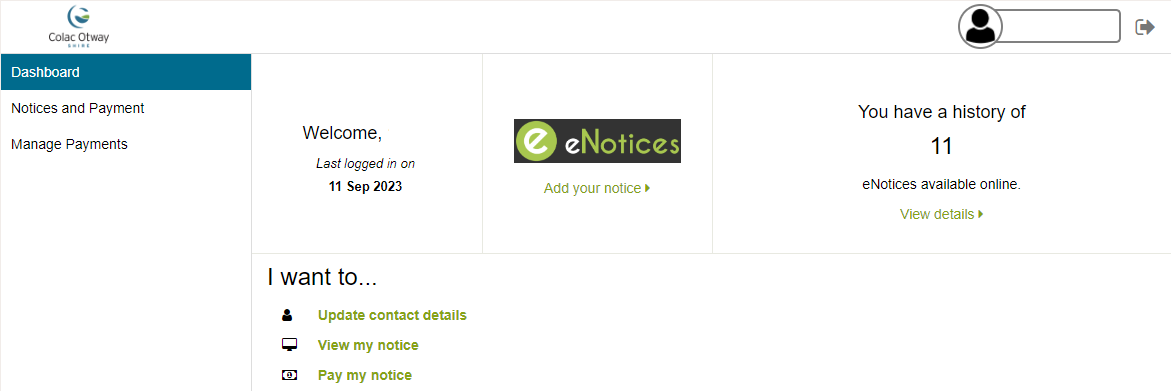


|  |  |
| --- | --- |
| 1. Go to the enotice website at <https://colacotway.enotices.com.au/> |  |
| 1. Click on the Log In tab |
| 1. Enter your email address and password |  |
| 1. Click on Log In |  |
| 1. OR Log in via Facebook if you signed up using this method |  |

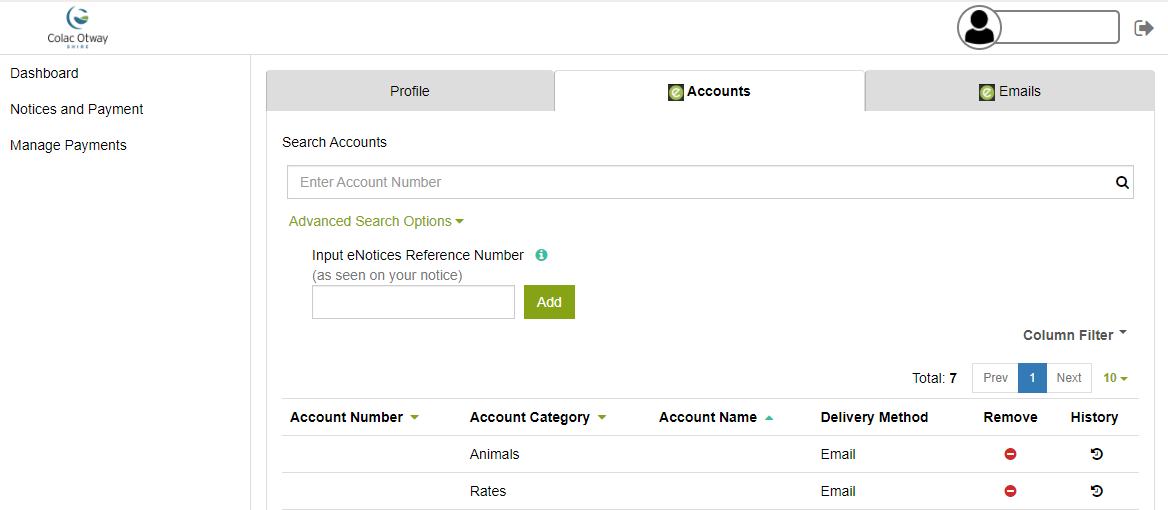
**DASHBOARD**

From the Dashboard you can:

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



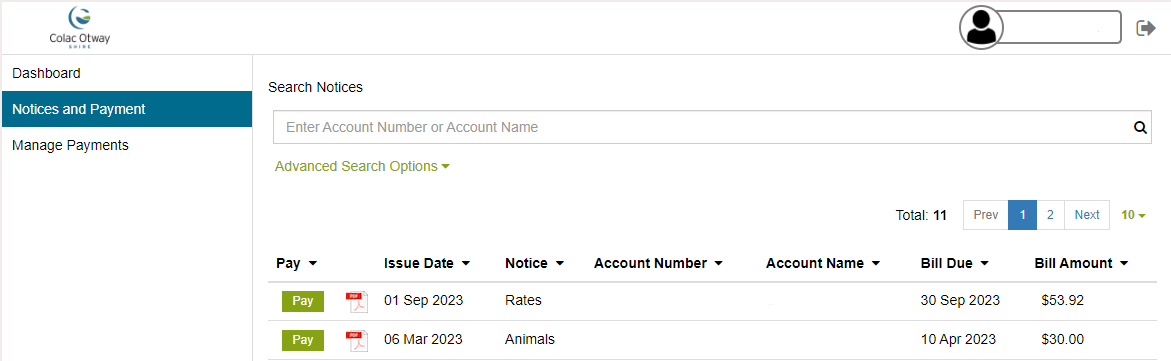
**ADD A RATES NOTICE**

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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**

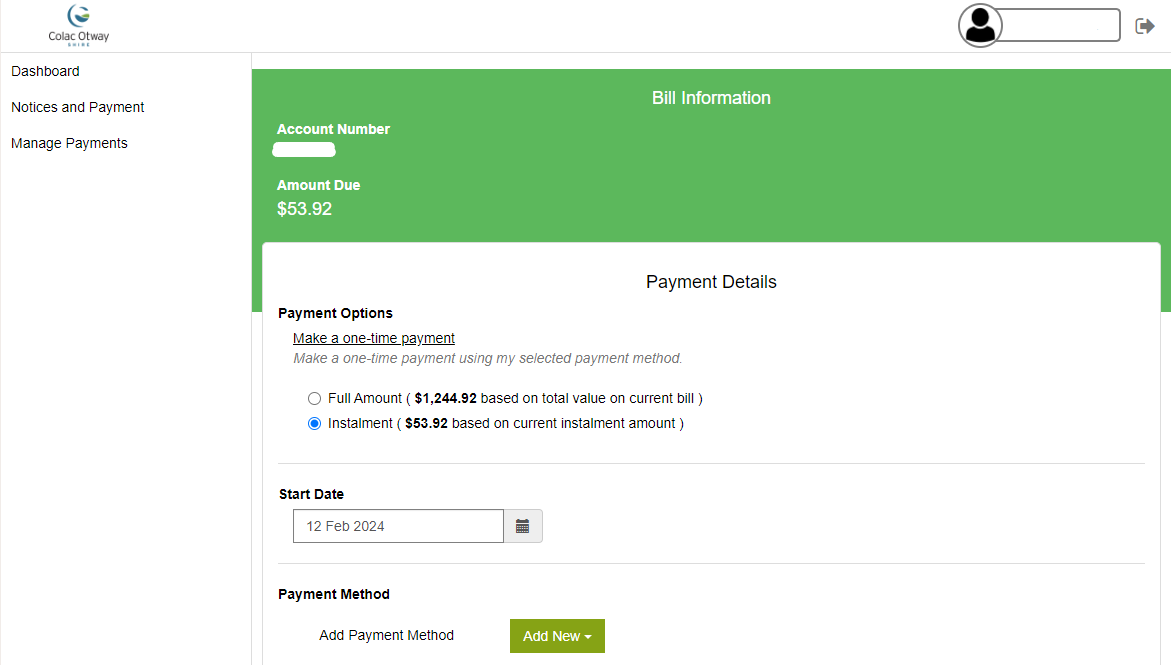
You can view your current and past Rates Notices in eNotice. Please note the Bill Amount showing will be your original Instalment 1 amount and not the current balance if you have made payments



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| --- | --- | --- |
| 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 |  | |

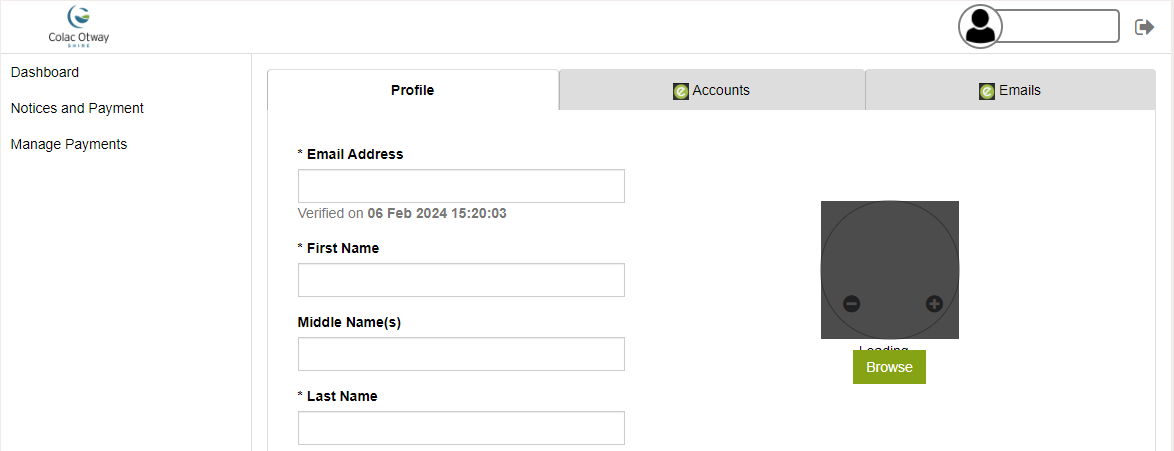
**PAY YOUR RATES**

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 |  |
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|  |
| * + Accounts Tab   + Add new accounts   + Remove account |  |
|  |
|  |
| * + Emails Tab   + Add additional emails to send notice/s to |  |
|  |