

# Council Tax Online Account Navigation

Once you have successfully registered for a [mygovscot/myaccount](https://mygovscot/myaccount), you need to complete Steps 1-8 below (this only takes a couple of minutes) to complete the Council Tax online account registration – you only need to do this once, thereafter when you log in skip to [Already Registered](#)

## Step 1 – Click Fife Council

The screenshot shows the mygovscot myaccount homepage. At the top left is the mygovscot myaccount logo, and at the top right is a 'Sign out' button. Below the logo is a 'Home' button and an 'Account' button. The main content area starts with 'Hello' followed by 'Based on your address'. A row of six service cards is displayed, with the first card, 'Fife Council', highlighted with a red border. The other cards are 'iPayimpact - School Payments', 'parentsportal.scot', 'Young Scot', 'GETYOURNEC.SCOT', and 'tellme'. Below this is a section titled 'All other services' with another row of six service cards, including 'GETYOURNEC.SCOT', 'iPayimpact - School Payments', 'NHS Lothian', 'ParentPay', 'parentsportal.scot', and 'Social Sec Scotland'.

## Step 2 - On Council Tax click Link My Account

The screenshot shows the Fife Council page on the mygovscot myaccount platform. The page title is 'Fife Council'. On the left is an 'About' section with the Fife Council logo and text: 'Information and services for residents, businesses and visitors. Check school holidays and find out about local services including housing, council tax and benefits.' On the right is a list of services, with the 'Council Tax' card highlighted by a red border. Each service card has a 'Find out more' link and a 'Link my account' button. The services listed are 'Council Tax', 'Fife Council', 'Fife Council Community Choices', and 'Fife Council Online Forms'. At the bottom of the page is a footer with the text: '© Improvement Service 2026. All Rights Reserved. Powered by TCS DigiGOV' and a row of links: 'Help', 'Accessibility', 'Cookie Policy', 'Terms and Conditions', 'Privacy Policy', and 'About Us'.

**Step 3** – select the appropriate option (if the Council Tax account is in the name of a business select Organisation otherwise select Person)

The screenshot shows the 'Citizen access home page' header with the Fife Council logo. A cookie notice is displayed at the top. Below it is a 'Return' link. The main heading is 'Register an account'. A question asks 'Are you registering this account as a person or as an organisation?' with two radio button options: 'Organisation' and 'Person'. A 'NEXT' button is located below the options.


**Step 4** - Enter your name as detailed on your Council Tax bill (do not select your partners name)

This screenshot is similar to Step 3 but with the 'Person' radio button selected. It includes the 'Fife Council' header, cookie notice, and 'Return' link. The heading 'Register an account' is followed by the question 'Are you registering this account as a person or as an organisation?' with 'Organisation' and 'Person' options. Below this, a text prompt says 'Enter the name you want to use for this account. This will be shown when you log in. It can be different to the name you have used for Council Tax, Business Rates or Benefits.' There are two input fields: 'First name' and 'Last name'. A 'NEXT' button is positioned below the fields.

**Step 5** – Select your service

The screenshot shows the 'Citizen access home page' header with the Fife Council logo. A cookie notice is at the top. Below it is a 'Previous' link. The main heading is 'Select your services'. A text prompt says 'Please select all the services you would like to access and register for'. Underneath, it says 'Select at least one service' and lists two checkboxes: 'Council Tax' (which is checked) and 'Benefits'. A 'NEXT' button is located below the checkboxes.

## Step 6 – Add your name and account number as detailed on your Council Tax bill and click Authenticate

 Citizen access home page

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[Previous](#)

Council Tax Details

Complete Registration

### Authenticate your Council Tax details

First name

Last name

Council Tax account number  
This can be found on your council tax bill

AUTHENTICATE

## Step 7 – complete the fields below and submit

Council Tax Details

Complete Registration

### Register your account

Email

Sign up for Paperless billing?

Yes  No


Yes is chosen for you. You can change the selection.

I have provided all information to best of my knowledge

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

**SUBMIT**

## Step 8 – Registration is complete – click continue

 Citizen access home page

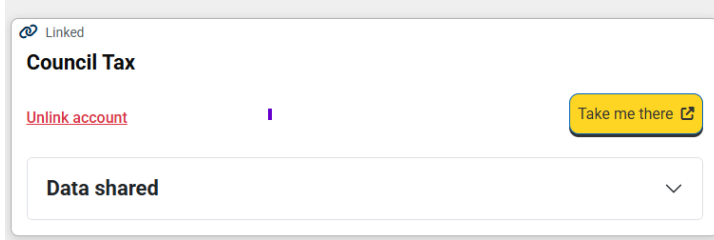
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The Council Tax service has been added to your account.

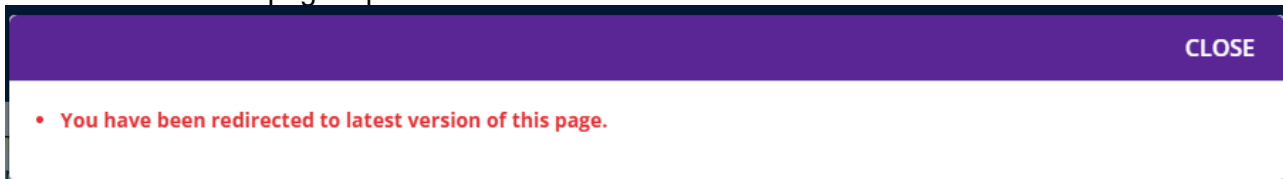
**CONTINUE**

## ALREADY REGISTERED

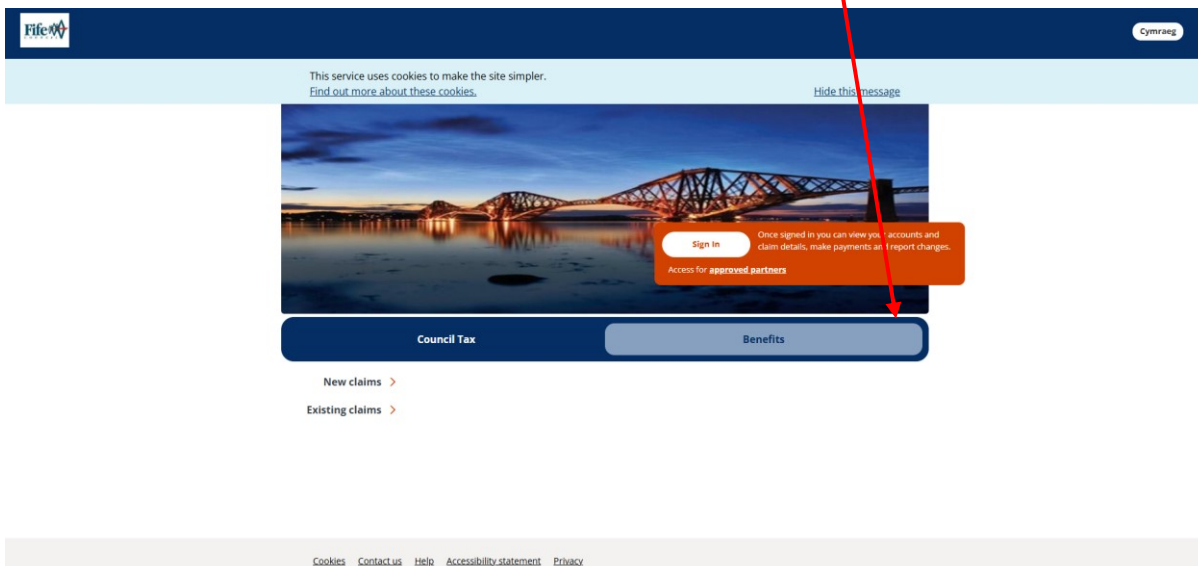
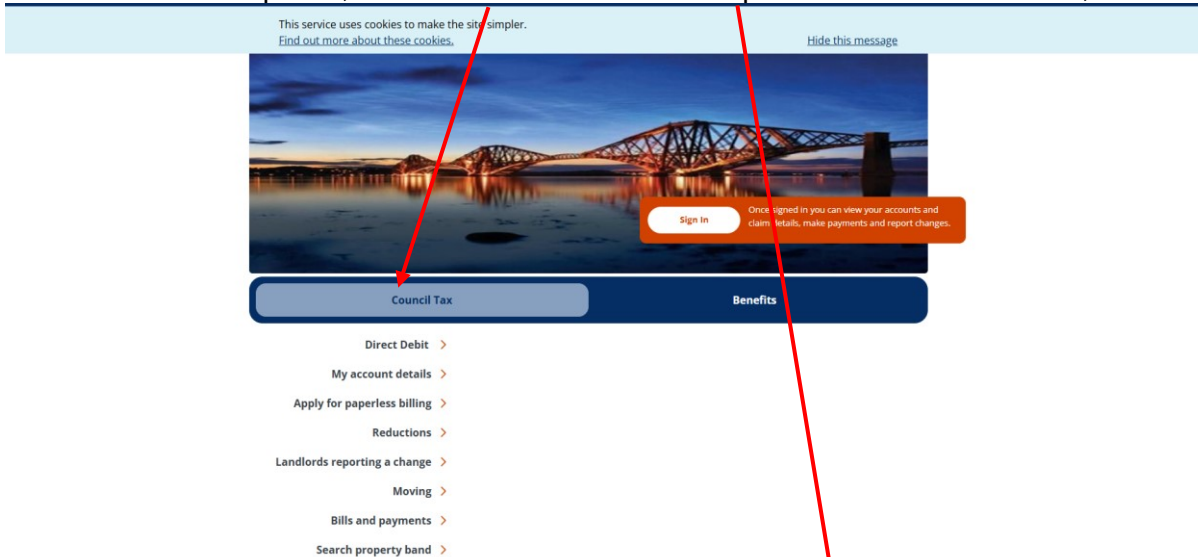
If you have previously completed the myaccount and council tax registration – future logins via your [council tax account](#) select Fife Council then **Take me there** from the Council Tax option



You will then be taken to the page below. A pop-up message will appear confirming you are viewing the latest version of the page – please click close

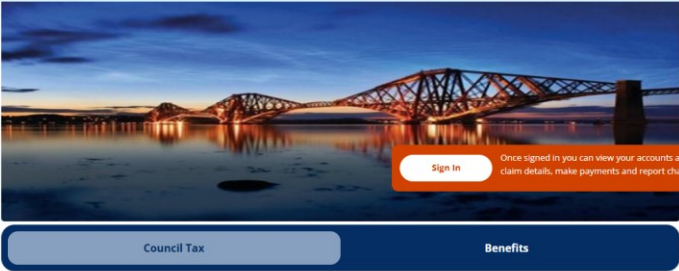


There are 2 menu options; Council Tax and a Benefits option. To view each menu, click the title



From the **Council Tax** menu there are various options to select; **My account details** will provide overview of you current Council Tax account, previous years and the facility to download your bill. When selecting this option, you will be required to click **Login**, then **Generate Code** – an email will be sent with a 6 digit passcode

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- Council Tax
- Benefits
- Direct Debit >
- My account details >
- Apply for paperless billing >
- Reductions >
- Landlords reporting a change >
- Moving >
- Bills and payments >
- Search property band >



Citizen access home page

## My Account Login

To access Council Tax, Business Rates and Benefits select the link to login or create an account or visit the council website.

[Login](#)

CANCEL



Citizen access home page

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[Return](#)

## Sign in

For added security, you'll need a one-time pass key. Click 'Generate code' to receive it in your email, and enter the pass key to continue.

[GENERATE CODE](#)

Enter 6 Digit Passcode and click Sign In

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[Return](#)

## Enter One Time Passcode

Enter the key sent to your email ending

\*\*\*\*\*mail.com

The code will be valid for 15:00 minutes only.

[Resend code](#)

[Code still not received](#)

**SIGN IN**

Your display should now show **My account details** page shown below – there are 3 menu options **Account Details**; **Account Activity** and **Account Information** – click the title to view the content within each menu. There is also **Popular Services** menu with various options to select

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[Home](#) > [My account details](#) >

## My account details

Account details

Account activity

Account information

### Popular services

[View your bills and recovery notices](#)

[Change to Direct Debit](#)

[Contact us about your account](#)

[Make a payment](#)

[Paperless Billing details](#)

Account 1835

Liability started 21/07/2023

Current year balance £2,864.93 (Debit)

Balance for all years £3,089.93 (Debit)

Total debit/credit breakdown £225.00 (Debit)

Your debit is from

you can see more details about each year in [Account activity](#)

Total £225.00 (Debit)

Last payment received £0.00

Next payment due £246.93 due 15/04/2026

Method of payment DIRECT DEBIT 12 MONTHS - 15TH

Property band E

[More about balances and arrears \(opens in a new window\)](#)

Your accounts

Enter account number or postcode to search...

SEARCH

Within the **Account Activity** option, you can select the specific financial year you wish to view – allow 1 minute for the page to update with the selected years details.

To download or view your bill select [View your bills and recovery notices](#) from the **Popular Services** menu, you can also access this page from the main menu **Bills and Payments**

**My account details**

Account details | **Account activity** | Account

Year: 2025/2026

**Popular services**

- [View your bills and recovery notices](#)
- [Change to Direct Debit](#)
- [Contact us about your account](#)
- [Make a payment](#)
- [Paperless Billing details](#)

**Account number**  
**Account address**  
**Liability started** 21/07/2023

**Overall summary**

Instalments due	£225.00
Current arrears or credits	£0.00
<b>Outstanding balance</b>	<b>£225.00</b>

**Annual summary**

Balance brought forward	£0.00
Liabilities	£2,703.01
Payments	-£2,478.01
<b>Outstanding balance</b>	<b>£225.00</b>

**Payment details**

Payment method: DIRECT DEBIT 12 MONTHS - 15TH  
Payment frequency: MONTHLY

**Instalments**

Instalment date	Instalment amount
15/03/2026	£225.00

1 - 1

**Payments made**

Payment processed date	Description	Amount
15/04/2025	DIRECT DEBIT	-£228.01
15/05/2025	DIRECT DEBIT	-£225.00
15/06/2025	DIRECT DEBIT	-£225.00
15/07/2025	DIRECT DEBIT	-£225.00
15/08/2025	DIRECT DEBIT	-£225.00

1 - 5 >

[PRINT ACCOUNT DETAILS](#)

**Account Information** option will confirm if you are registered for paperless billing and the email address the e-alert will be sent to, prompting you to log into your online account to view your bill. You can update your contact details there.

Home > My account details >

## My account details

Account details Account activity **Account information**

[Update information](#)

**Account details**

[Account details](#)

[Name](#)

[Contact address](#)

[Paperless billing](#) Yes

[Paperless billing Email](#) \*\*\*\*\*sja@gmail.com

[Use email above as Ebilling contact?](#)

[Preferred method of contact](#)

**Popular services**

- [View your bills and recovery notices](#)
- [Change to Direct Debit](#)
- [Contact us about your account](#)
- [Make a payment](#)
- [Paperless Billing details](#)

[Cookies](#) [Contact us](#) [Help](#) [Accessibility statement](#) [Privacy](#)

## View your bills and recovery notices

There are 4 menu options, the first for regular demand notices and the others for recovery notices. Click **View Bill** where you can view and download a copy of your bill

## Bills, Reminders, Final Reminders and Summary Warrants for

You can view all of your bills, reminders and recovery notices

New notices are indicated by this symbol **0**

[Bills](#) [Reminders](#) [Final Reminders](#) [Summary Warrants](#)

Date	Year	Amount	Notice Type	
09/03/2026	2026/27	£2,864.93	Bill	<a href="#">View Bill</a>
03/03/2025	2025/26	£2,703.01	Bill	<a href="#">View Bill</a>
29/03/2024	2024/25	£2,487.78	Bill	<a href="#">View Bill</a>
04/03/2024	2024/25	£2,487.78	Bill	<a href="#">View Bill</a>
13/10/2023	2023/24	£1,230.24	Bill	<a href="#">View Bill</a>

[BACK](#)

[Cookies](#) [Contact us](#)

