

TUTORIAL – HOW TO ADD A SERVICE

- 1) Login to your MyHarrow account and you should be taken to a page which looks like this:

The screenshot shows the 'My settings: Add account' page on the MyHarrow website. The page is divided into three main sections:

- Left Sidebar:** Contains navigation links such as Home, MyHarrow Account, My settings, My services, Neighbourhood Champions, Contact us, Sign out, My bin dates (with sub-items for Green and Brown bin collections), and My registered alerts (with sub-items for reserved items, return items, overdue items, and missed bins).
- Main Content Area:**
 - Header:** 'My settings: Add account' with a breadcrumb trail: Home | MyHarrow | MyHarrow Account | My settings.
 - Text:** 'Please select the type of service you would like to enrol for and add to your account. You will be asked to provide specific details, which we will verify before you are given access. If you haven't already received an unlock code through the post, then having completed the enrolment process one will be sent to you to arrive within the next three working days.'
 - Available services:** A list of services with radio buttons: Council Tax, Business Rates, Rents, Benefits, Landlords, Libraries, and Alerts and Customise your View.
- Right Sidebar:** Contains user details (My Details: tgangari@me.com, Postcode: HA3 5NB, Edit my details), Election Services (Update the electoral register), Report It (General forms, Council Tax, Business Rates, Rents, Benefits), and Local Information (Your ward is: Hatch End).

- 2) Select the service you wish to link your account to (e.g. Council Tax):

This screenshot is identical to the one above, but with an orange rectangular box highlighting the 'Council Tax' option in the 'Available services' list. This indicates the step of selecting a service to link to the account.

- 3) You will land on this page. Fill in the information which can be found on your latest council tax paper statement. Click "NEXT"

Account Number:

Postcode:

Next

- 4) If inputted correctly your council tax details will now show up on the next page and will be present on the main page every time you sign in to your MyHarrow Account. From here you'll be able to view statements and pay your bills.

Current Services Account

Council Tax

Add another Council Tax account?

Business Rates

Add another Business Rates account?

Rents

Add another Rents account?

Benefits