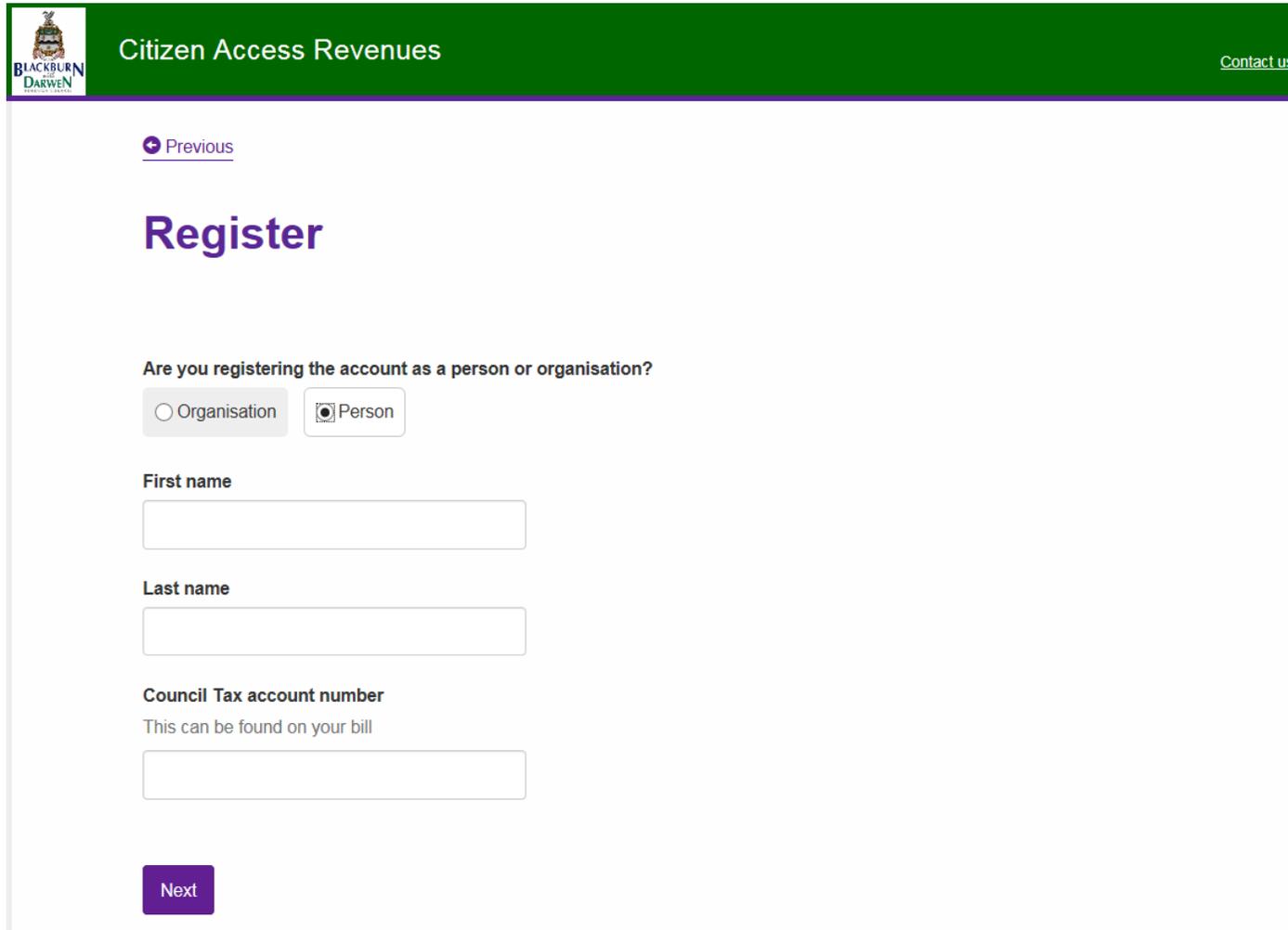


1. To register for an account you need to tell us whether you are a **Person** or an **Organisation** (e.g. Housing Association or company)

You will need to enter your full name details - if you are an Organisation include any full stops or hyphens

The **Council Tax account number** can be found in the top right hand side on your latest bill or recovery notice



The screenshot shows a web page for 'Citizen Access Revenues' with a green header. The page title is 'Register'. Below the title, there is a question: 'Are you registering the account as a person or organisation?'. There are two radio button options: 'Organisation' (unselected) and 'Person' (selected). Below this are three text input fields: 'First name', 'Last name', and 'Council Tax account number'. A note under the 'Council Tax account number' field says 'This can be found on your bill'. At the bottom left, there is a purple 'Next' button. A 'Previous' link is visible at the top left of the form area. A 'Contact us' link is in the top right of the green header.

 Citizen Access Revenues [Contact us](#)

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Register

Are you registering the account as a person or organisation?

Organisation Person

First name

Last name

Council Tax account number

This can be found on your bill

[Next](#)

Click Next

2. You will then need to answer a minimum of **2 security questions** relating to your council tax account:-

- The **online key code** can be found in the top right hand side on your latest bill or recovery notice
- Your **current postcode** for the property as shown on your bill
- The **last 3 digits of a telephone number** that is held on our database
- The **last 3 digits of your bank account number** if you are set up to pay by Direct Debit

Please note: The security information you supply will be matched in real time against information already held on the Council Tax database, so the details that you provide need to be the same as the details that we hold on your account



Citizen Access Revenues [Contact us](#)

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Security questions

Enter answers to at least 2 of the following questions.

Online key code
This can be found on your last bill or recovery notice

Current postcode

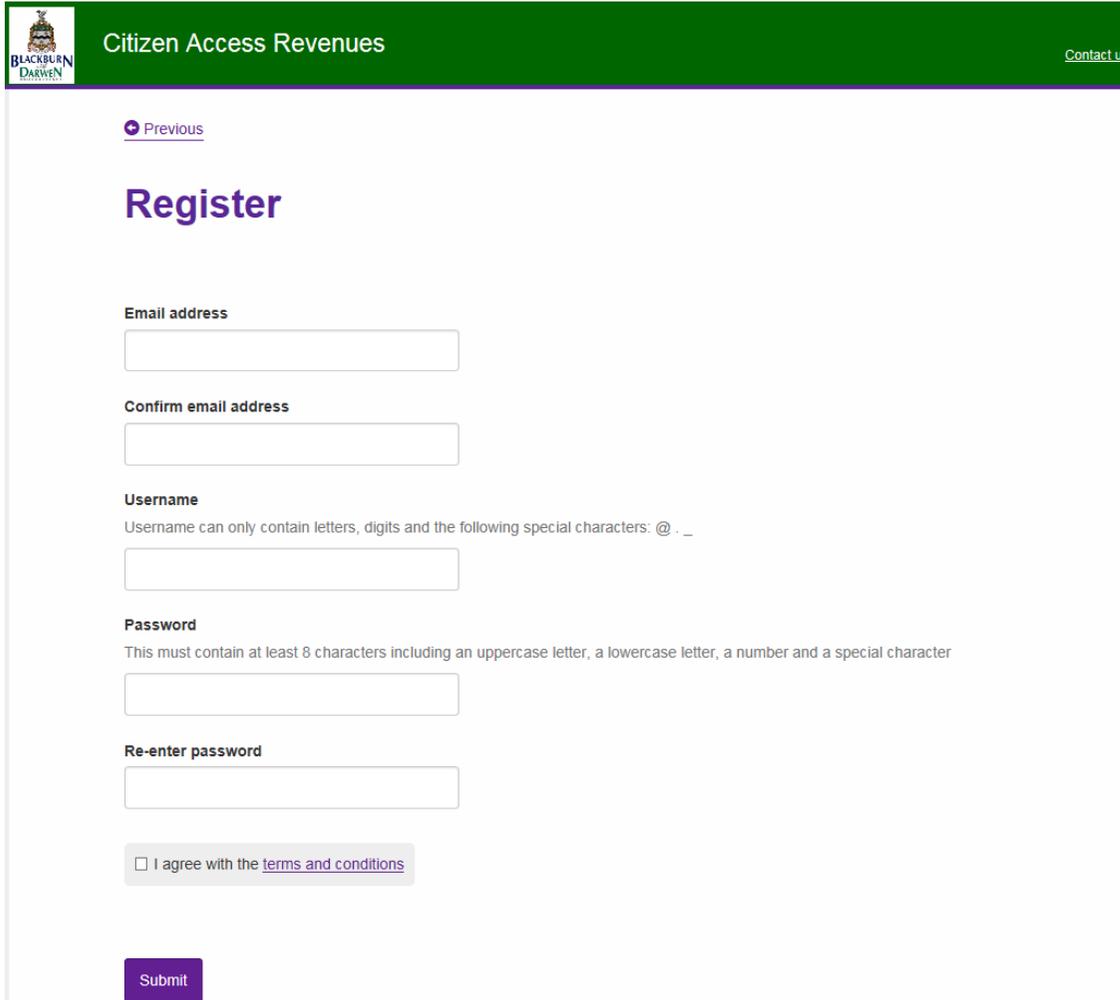
Last three digits of a telephone number that is registered to your account

Last three digits of your bank account number (if you pay by Direct Debit)

[Next](#)

Click Next

3. Enter and confirm your email address



The screenshot shows a registration form titled "Register" on a green header bar. The header bar contains the Blackburn and Darwen Council logo on the left and a "Contact us" link on the right. Below the header, there is a "Previous" link. The form fields are: "Email address" (text input), "Confirm email address" (text input), "Username" (text input) with a note that it can only contain letters, digits, and special characters @, ., and _; "Password" (text input) with a note that it must contain at least 8 characters including an uppercase letter, a lowercase letter, a number, and a special character; and "Re-enter password" (text input). At the bottom, there is a checkbox for "I agree with the terms and conditions" and a purple "Submit" button.

Your **Username** is decided by you – it can only contain letters, digits or these special characters: @ . _

Your **Password** is decided by you – it **MUST** contain a minimum of 8 characters including the following:

- A capital letter
- A number
- A special character

Remember to tick to agree with the terms and conditions

Click Submit



Registration complete

Your registration request has been accepted. An email has been sent to you confirming what you need to do next to activate your account.

Next

Click Next

You have now been sent an email from revenues@blackburn.gov.uk

Please note: This email contains a link which you need to click on within the next 24 hours to verify your email address

Once you have clicked on the link in the email sent to you, you will be able to access your account using your **Username** and **Password**



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Sign in or create an account

To view your Council Tax information you need an account. Your account helps you keep track of Council Tax services that you have registered and you can make changes if needed. In order to create an account you will have needed to receive an account number from your council.

If you don't have an account you can [create an account here](#).

Username

[Forgotten your username?](#)

Password

[Forgotten your password?](#)

Sign in