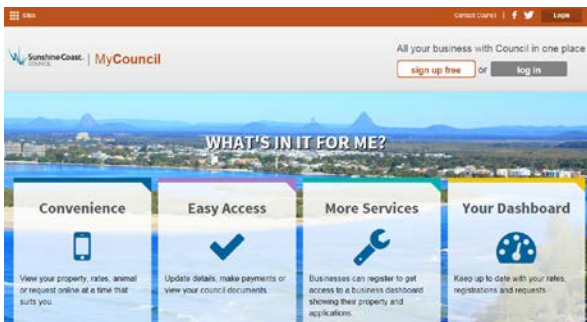


Sign Up for MyCouncil using your existing business login

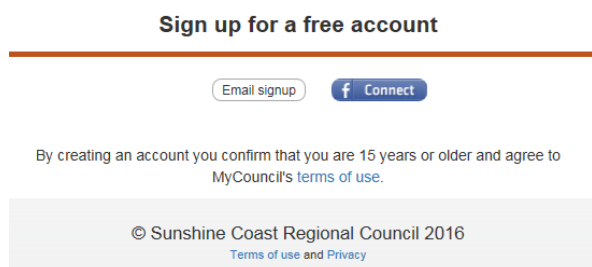
As an existing MyCouncil Business user you can quickly gain access to your business details in the new MyCouncil by following these steps. Once you have signed up you will see two dashboards – one for your personal details and one for your business

How do I sign up?

- To sign up for MyCouncil access, go to the council website located at <http://www.sunshinecoast.qld.gov.au> and click the MyCouncil link at the top of the page or go directly to <http://mycouncil.sunshinecoast.qld.gov.au>
- Select **sign up free**



A prompt will display asking you to sign up for a free account



Sign up using your current email

- Select email sign up and enter the email address you currently use to access your MyCouncil business details

- Check your email address is correct, and then select **send verification code**
- An email containing the verification code is sent to your email account

MyCouncil UAT account email verification code - Verify your email address Thanks

- Enter this code in the **Verification code** field in MyCouncil

Sign up for a free account

If you are signing up for business access please provide your personal name on this form. You will be able to link to your business details from your dashboard.

Please provide the following details.

Email Address

Send email verification code

- Select **Verify code**
- Complete the remainder of the form, including your password, given name and surname, and then select **Create**
- The system will match you to your existing MyCouncil business account and display 2 dashboards – your personal dashboard and a tab for your business dashboard.

My Dashboards



What displays on the business dashboard?

- Select the tab for your business dashboard

Your business dashboard will display relevant details directly on your dashboard, such as:

- business property details
- rates balance
- current rates notice
- property services, and
- bin collection details.

What should I do if I can't see my business or business details?

1. If your business dashboard is not displayed, please follow the [Business Access fact sheet \[242KB\]](#).
2. If a property your business owns is not displayed, please select **+ Add your property** on your business Dashboard and verify using the relevant reference number
3. We will check the details entered and where we can verify the details it will be added to your dashboard

Where do I get help?

MyCouncil Services has a list of FAQs (Frequently Asked Questions) which you can access from the Help link located on the left hand side under Quick Links

If you are unable to find an answer to your question, click the link on the FAQ page and complete the [Online Support form](#).

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