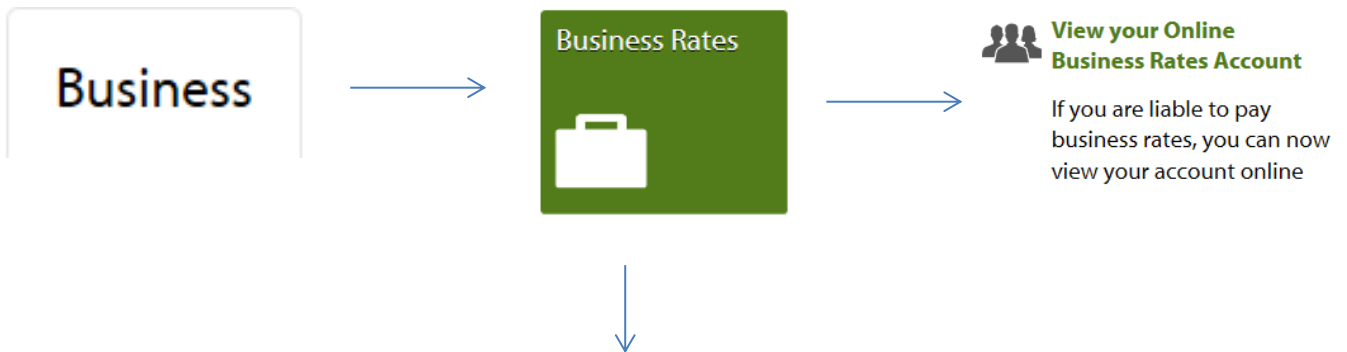


# BUSINESS RATES ONLINE PORTAL GUIDE

## Portal accessed via



## **View your Online Business Rates account**

If you are liable to pay business rates, you can now **view your accounts online.**

## Home Screen



Milton Keynes Online Revenues Service

This service uses cookies to make the site simpler. [Find out more about these cookies.](#)

[Sign in or Register for an account](#)

## **Business Rates Options**

### **View your Business Rates account**

Sign into your business rates account to:

- view your up to date account information
- view your active benefit summary
- check your balance and payments
- update your contact details

If you already have an account you can [sign-in here](#)

If you do not have an account you can [register here](#)

To register for this service you will need to enter the details as on your latest Business Rates bill or recovery notice.

### **Find the Rateable Value of a Business Rates property**

[Search for a rateable value of a property](#)

## REGISTRATION

# Register

Are you registering the account as a person or organisation?

Organisation

Person

**Business Rates account number**

This can be found on your bill starting with 69

Next

# Security questions

Enter answers to at least 2 of the following questions.

**Online reference key**

This can be found on any bill issued after 30-01-2020



The key on the bill will look similar to this  
**Key: H8T4CP7DZ**

**Current postcode**

The postcode must contain a space in the middle

**Last three digits of a telephone number you have**

This is any telephone number you have provided to the Council Tax department

**Last three digits of your bank account number**

This will be the bank account details supplied if you pay your Revenues bill by Direct Debit

Next

# Register

Email address

Confirm email address

Username

Username can only contain letters, digits and the following special characters: @ . \_

Password

This must contain at least 8 characters including an uppercase letter, a lowercase letter, a number and a special character

Re-enter password

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

Submit



## Terms and conditions

This is a declaration to confirm that you are the person registered on the account that you are Accessing.

Click Agree and Submit to confirm you are accessing your own Account or close to log out.

We collect and use information about you so that we can provide you with council services. Full details about how we use this data and the rights you have around this can be found at [www.milton-keynes.gov.uk/privacy](http://www.milton-keynes.gov.uk/privacy) . If you have any data protection queries, please contact the Data Protection Officer at [data.protection@milton-keynes.gov.uk](mailto:data.protection@milton-keynes.gov.uk)

In order to successfully register to use the portal you must agree to the Terms and Conditions.

## Notification seen at the end of registration

### 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

## Email received following registration to validate application

### [EXT] Milton Keynes Online Revenues Service - Registration

no@miltonkeynes.gov.uk

Sent: Fri 24/01/2020 12:28

To: [REDACTED]

Thank you for choosing to use our online service. Please click on the link below within the next 24 hours to verify your email address:

[https://www.northgate-nes.co.uk/pls/pwsbeta2/call\\_initial\\_apex\\_page.nes\\_selfsrv?service=CAR&la=MILKN&language=ENG&action=COMPREG&options=CT&ln=DdmK267665WrXnRUIWuLktasDKjLLb](https://www.northgate-nes.co.uk/pls/pwsbeta2/call_initial_apex_page.nes_selfsrv?service=CAR&la=MILKN&language=ENG&action=COMPREG&options=CT&ln=DdmK267665WrXnRUIWuLktasDKjLLb)

If you have received this email in error or have not used our online service, please contact Milton Keynes Council immediately. Do not reply to this email as it is not monitored.

Regards

Milton Keynes Council

Milton Keynes Council, Civic, 1 Saxon Gate East, MILTON KEYNES, MK9 3EJ

01908 253794

[counciltax@milton-keynes.gov.uk](mailto:counciltax@milton-keynes.gov.uk)

01908 253794

[nndr@milton-keynes.gov.uk](mailto:nndr@milton-keynes.gov.uk)

Please click on the link below to complete our feedback form. This will enable us to continually improve our Online Revenues Service. <https://www.surveymonkey.co.uk/r/3JJGWGM>

You must authenticate your account within 24 hours of registration. If you do not do this you will not have access to your account and will need to re-register.

Once validated, the account can be accessed by using the username and password. If this is forgotten there are these two options:

**Username**

[Forgotten your username?](#)



This will ask to insert your email address linked with the portal account. The associated username will be sent to your email.

**Password**

[Forgotten your password?](#)



This will ask to insert your username. The associated email with the portal account will receive a forgotten password reset link.

## Front screen seen once logged in

# Business Rates Options

## Test LTD

1 Testing Road  
Testington  
TE57ER

### Account reference **1234567891**

Liability started from **01.05.2019**  
Account balance **£12,345.00**  
Last payment transaction **£1,546.00 on 01-APR-2020**  
Next payment due **£1,547.00 due 01-MAY-2020**  
Method of payment **Direct Debit -**  
Rateable value **31000**

## Popular services

[View your bills and recovery notices](#)  
[Account activity](#)  
[Make a payment](#)

## Account details

[Update](#)

Name Test LTD

Within the portal you have the ability to:

- View your bills and recovery notices
- View your account activity
- Make a payment
- Amend contact details