

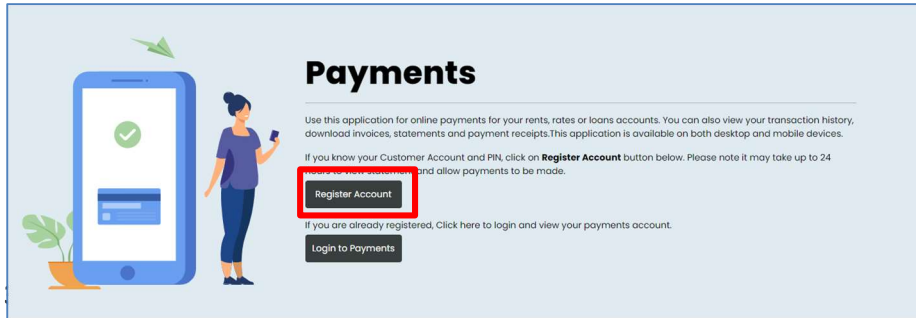


REGISTER FOR MYCOCO PAYMENTS



HOW TO REGISTER FOR MYCOCO PAYMENTS

1. Go to www.mycoco.ie
2. Scroll to bottom of page & under **Payments**, click on **Register Account**



Enter your **Customer Number**. This is the same number you use to make payments. It is also available on your statement. For queries regarding your Customer Number, please contact Niamh Bright on 057 8689320.

4. Enter your **PIN** included in the attached letter. Click **Next**.

5. Register email address for MyCoCo account

Please ensure you use a valid email address as a temporary password will be sent to this address to complete the registration process. Your email address will also be your Login ID used to login to MyCoCo. Notifications, receipts, and other emails such as password changes will also be sent to this address. Click **Next**.



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6. Select Account Type

A Fire Charges customer should select **Individual** in the screen below as usage will be mainly for payments and non-business use. Click **Next**.

Email Address Account Type Primary Use Profile Security Question Review Complete

1 2 3 4 5 6 7

Select account type

INDIVIDUAL

Select this option if you will use MyCoCo for personal/non-business services and payments, e.g. rent, loan payments etc.

BUSINESS

Select this option if you will use the MyCoCo portal as a business user e.g. business rates payer, solicitor.

PREVIOUS **NEXT**

7. Primary Use

A Fire Charges customer should select **Payment Account**. Click **Next**.

Email Address Account Type Primary Use Profile Security Question Review Complete

1 2 3 4 5 6 7

Primary use

MYCOCO SERVICE

Select this option if you are registering to avail of MyCoCo services other than payments. You will still be able to access your payment account using My Payments Account button in MyCoCo dashboard.

PAYMENT ACCOUNT

Select this option if you are registering to use online payments for rents/rates/loans or other payments. With this option, MyCoCo will show your Payments Account page after login. You will be able to access MyCoCo services using the Home button on your Payments Account page.

PREVIOUS **NEXT**

8. Complete your profile

Please enter your name, address and phone details. This information may be used by Laois County Council staff to confirm your identity when you contact us in relation to your account.

Email Address Account Type Primary Use Profile Security Question Review Complete

1 2 3 4 5 6 7

Individual

Complete your profile

First Name* Joe Middle Name Last Name* Bloggs

Address 1* Main Street

Address 2

City* Portlaoise County* Laois EIR Code * R32 A123 [EIR Code Finder](#)

Phone* 087 123

PREVIOUS **NEXT**



REGISTER FOR MYCOCO PAYMENTS



9. Security Question

This is an optional step. Nonetheless, we advise that you create a security question because Laois County Council may ask you for it to confirm your identity when you query your MyCoCo account

NOTE: This step is optional. Click **NEXT** to skip to the next step.

This is an optional step. Nonetheless, we advise that you create a security question because your Local Authority may ask you for it to confirm your identity when you query your MyCoCo account.

It is recommended that you avoid using personal information (e.g. birthdays, PPS number, phone number or PIN).

Examples:

Question: What is the name of your first pet? **Answer:** Softy
Question: What is your favourite town? **Answer:** Navan

Please remember your answer or store in a safe place for future reference.

DO NOT share your security question and answer with anyone.

Security Question Answer

Name of first dog Twix

PREVIOUS **NEXT**

10. Summary Profile Information

If the Customer Account number and Profile Information is incorrect, click **Previous** to return to Profile screen to make amendments. If correct, you must agree to the Terms & Conditions, Data Privacy Policy and confirm you are adding your own customer account to MyCoCo. Click **Create Account** to continue registration.

You are creating a MyCoCo Account with following payments customer number:

Customer Number	Local Authority	Account Type
81997	Laois County Council	LCAMC

Verify below information and click on Create Account to confirm and create a MyCoCo account. Click on PREVIOUS button to edit this information.

Profile Information

Email Address (Login ID)	Account type	Primary Use
joelogg@gmail.com	Individual	Payment Account

First Name	Middle Name	Last Name
Joe		Blagge

Address 1	Address 2	City
Main Street		Portlaoise

County	EP Code	Phone
Laois	W32 A123	087 123 4567

Security Question Answer

Security Question Answer

I agree to [Terms & Conditions](#) and [Data Privacy Policy](#).

I confirm that I am adding my own customer account in MyCoCo.

PREVIOUS **CREATE ACCOUNT**

11. Registration Nearly Complete

A temporary password will now be sent to the email address used to register. (Please check your Spam/Junk Folder as email may appear here)

Your registration is nearly complete. See below instructions to login to your account.

1. Check your email for a temporary password. The temporary password will expire after 7 days.
2. Go to MyCoCo.ie > Login and use your email and temporary password.
3. You will then be asked to reset your password upon first login.

For Payments Customers (Rates, Rents, Loans etc.):
Note: It may take up to 24 hours to view transactions and make payments in MyCoCo.

[Go To Login page](#) [Return to MyCoCo.ie](#)

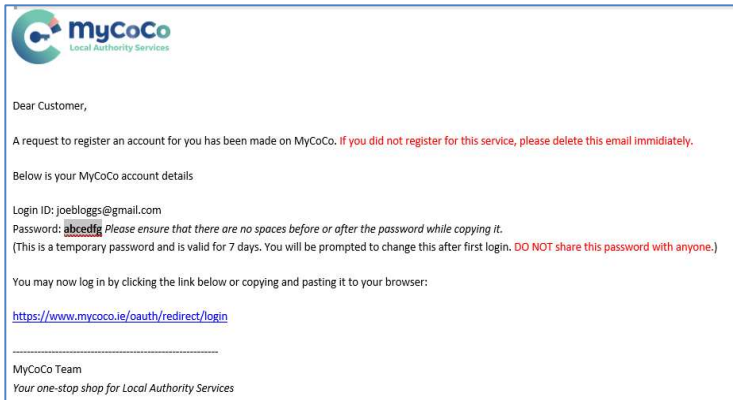


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12. Login to MyCoCo

Go to your email and copy your temporary password into the link provided to login.



Login with your email address and temporary password. (image 1). You will then be prompted to set a permanent password (image 2)

IMAGE 1

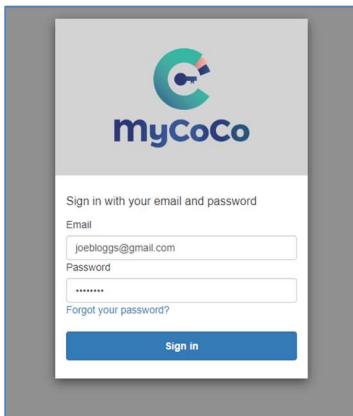
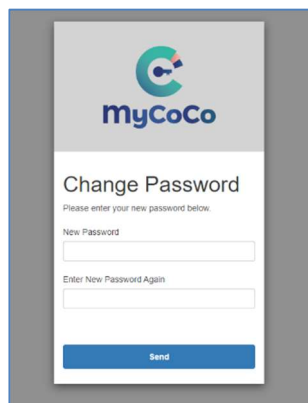


IMAGE 2



ONCE REGISTERED, IT MAY TAKE UP TO 24 HOURS TO ENSURE YOU CAN MAKE PAYMENTS AND VIEW TRANSACTIONS.



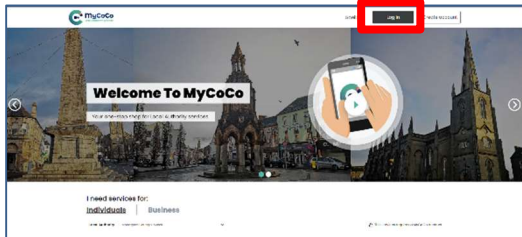
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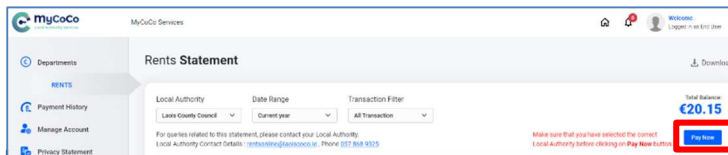
HOW TO MAKE PAYMENTS ON MYCOCO

After 24 hours, you will be able to make payments on your account. To make a payment;

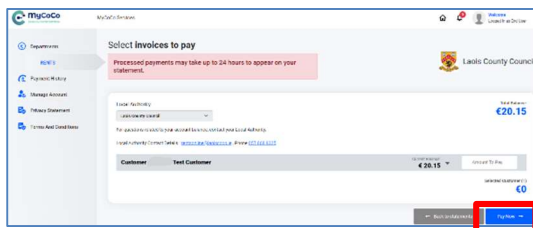
1. Go to www.mycoco.ie
2. Click **Login** in top right of the window
3. Login using your email address and your password.



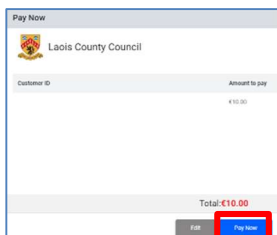
4. Go to **Departments > Fire** and Select **Pay Now**



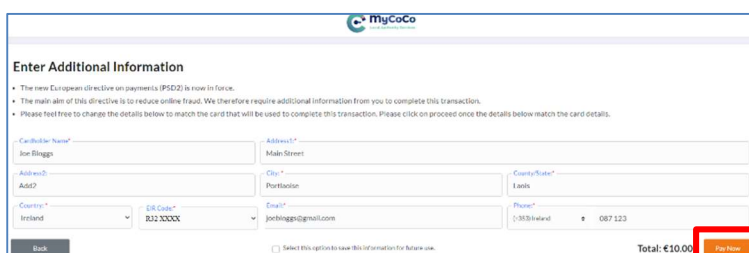
6. Enter the Amount to Pay and Select **Pay Now**



7. To edit the amount, Select **Edit**, otherwise select **Pay Now**.



8. In the **Additional Information** screen, confirm the details match the cardholder being used & select **Pay Now**.





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9. Enter Card details and click **Confirm Payment**.
10. On successful payment a receipt will be issued to your email.

If you require assistance, please contact 057 8689320