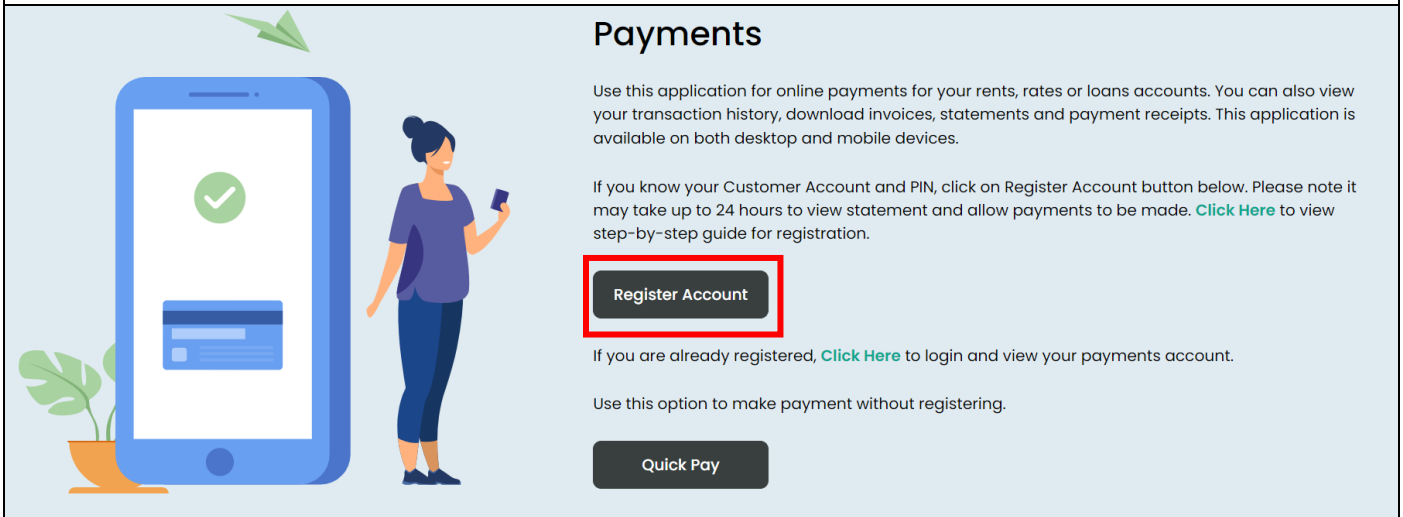


Step-by-Step Registration Guide

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



Payments

Use this application for online payments for your rents, rates or loans accounts. You can also view your transaction history, download invoices, statements and payment receipts. This application is available on both desktop and mobile devices.

If you know your Customer Account and PIN, click on Register Account button below. Please note it may take up to 24 hours to view statement and allow payments to be made. [Click Here](#) to view step-by-step guide for registration.

Register Account

If you are already registered, [Click Here](#) to login and view your payments account.

Use this option to make payment without registering.

Quick Pay

3. Select your Local Authority from the dropdown list.
4. Enter your **Customer Number**. This is the same number you use to make payments. It is also available in your statement. For queries regarding your Customer Number, please contact your Account Manager.
5. Enter your **PIN** provided by the Local Authority. Click on **NEXT**.

Add an Account

Select the Local Authority that sent the customer PIN letter.

Select Local Authority

Refer to your statement/invoice for customer number. Contact your Local Authority if you do not know your customer number.

99999

Enter the customer PIN mentioned on the letter. If you enter incorrect PIN 5-times, it will be blocked for 60-minutes.

.....

NEXT

6. Enter your email address.

Please ensure you use a valid email address that you have access to. MyCoCo will send an OTP to verify this email address. Your temporary password will also be sent to this address to complete the registration process.

This email address will be your Login ID for MyCoCo. Notifications, receipts, and other emails such as password changes will also be sent to this address. Click on **NEXT**.

Email Address Verify Email Account Type Primary Use Profile Security Question Review Complete



Email Address (Login Id)

Confirm Email Address

Please provide a valid email address. The email will be used to validate and verify your account, send receipts and notifications for MyCoCo Services and MyCoCo Payments. Your email address will also be your Login ID.



7. A One Time Passcode (OTP) will be sent to your email. This is valid for five minutes. Enter passcode into the **Verify Email** Screen.

Check your spam and junk email folders if you do not see the OTP in your mailbox. You can request a new OTP after 60 seconds.

Email Address Verify Email Account Type Primary Use Profile Security Question Review Complete



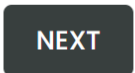
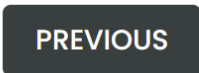
We have sent one-time password (OTP) to your email address email@example.com. Please enter the OTP below to verify your email address and continue with registration.

If you have entered an incorrect email address, click on BACK button to start again.

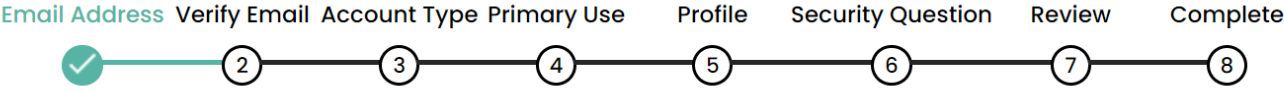
OTP

Expires in 4m 34s...

Did not receive OTP? Please wait 34 seconds before resending OTP.



8. Once the OTP is verified, Click on **NEXT** to continue with the registration process.



We have sent one-time password (OTP) to your email address email@example.com. Please enter the OTP below to verify your email address and continue with registration.

If you have entered an incorrect email address, click on BACK button to start again.

OTP

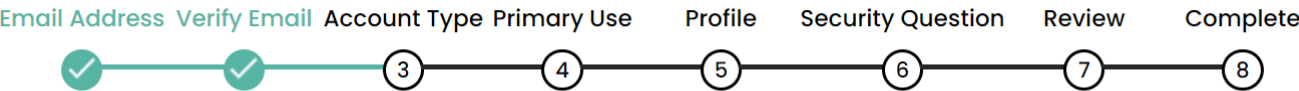
✔ OTP Verified. Click on Next to continue with registration process.

PREVIOUS **NEXT**

9. Select Account Type and click on **NEXT**.

Select **Individual** if you will use MyCoCo for personal/non-business services and payments e.g., Rents, Loan payments etc.

Select **Business** if you will use MyCoCo as a business user e.g., Rates payer, Solicitor etc.



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**

11. Complete your profile.

Please enter your name, address, and phone details. If you selected **Account Type – Business** in **Step 9**, you would also have to provide Business Name.

This information may be used by the Local Authority staff to confirm your identity when you contact them in relation to your account.

Email Address Verify Email Account Type Primary Use Profile Security Question Review Complete

Profile Information

Profile information will be used to confirm your identity when contacting the Local Authority or for correspondence in relation to MyCoCo.

First Name* Middle Name Last Name*

Business Name*

Address 1*

Address 2

City* County* EIR Code* [EIR Code Finder](#)

Phone 1* Tax Reference/VAT number (Optional)

14. Your registration is now near complete.

A temporary password has now been sent to the email address that you provided in **Step 6**. Check your email.

Email Address Verify Email Account Type Primary Use Profile Security Question Review Complete 8

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](#)

15. Open the email and note or copy the temporary password. *Note: Make sure to NOT copy the spaces before and after the password.*

16. Click on the link provided in the email.

Email from MyCoCo - Your Temporary Password

 no-reply@mycoco.ie
To:  email@example.com



Dear Customer,

A request to register an account for you has been made on the MyCoCo.

Below is your MyCoCo account details

Login ID: email@example.com
Password: XXXXXXXXXX
(This is a temp password and is valid for 7 days. You will be prompted to change this after first login. **DO NOT share this password with anyone.**)

You may now log in by clicking this link below or copying and pasting it to your browser:

<https://www.mycoco.ie/oauth/redirect/login>

MyCoCo Team
Your one-stop shop for Local Authority Services

17. **Image 1** - Enter your email address and temporary password. Click on **Next**.
18. **Image 2** - Check your mailbox for an email with OTP (one-time password).
19. **Image 3** - Enter OTP.
20. **Image 4** - Enter new password in both fields. Please use a password with at least one upper case, one lower case, one numeral and one special character. Memorize the new password or note and store it in a safe place.
21. Click on **Login**.

Image 1 – Login

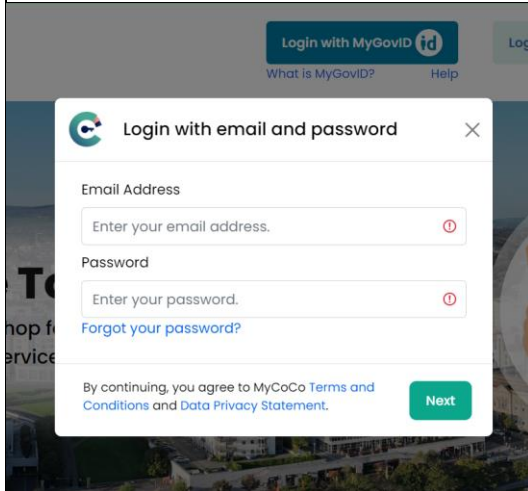


Image 2 – OTP Email

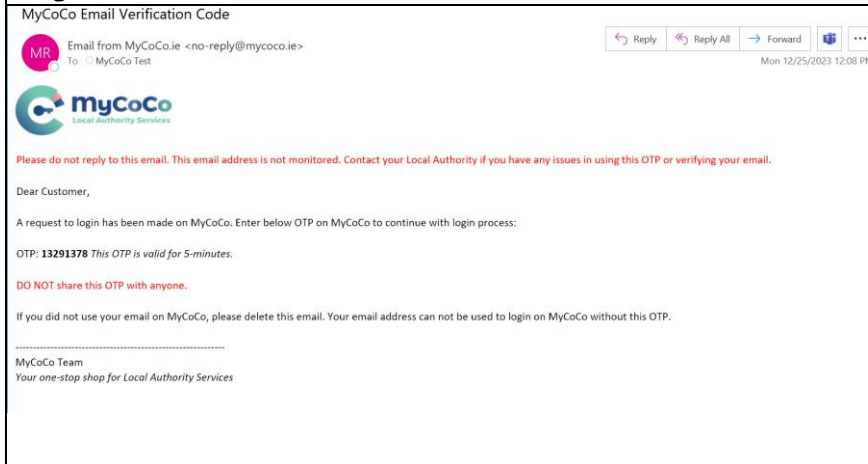


Image 3 – Enter OTP

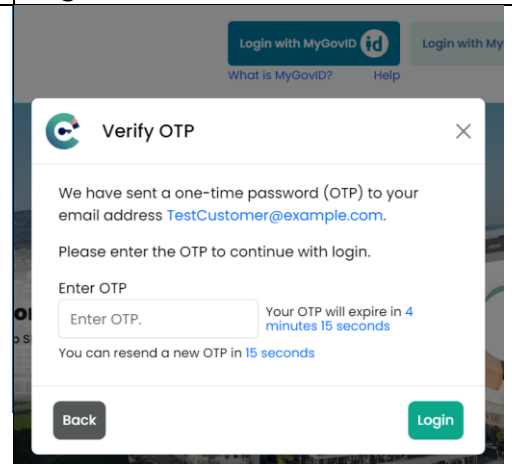
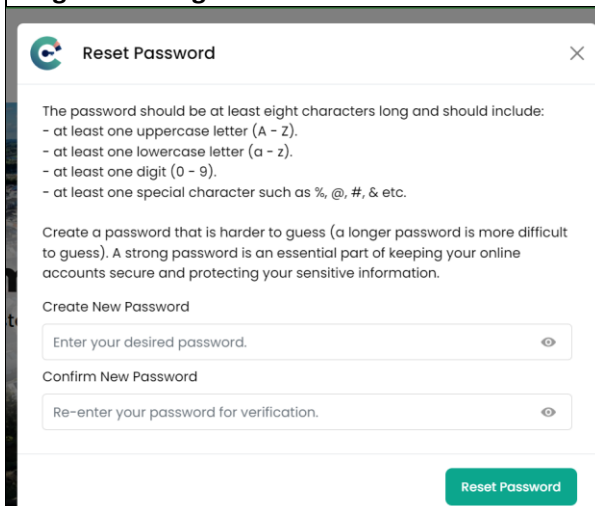


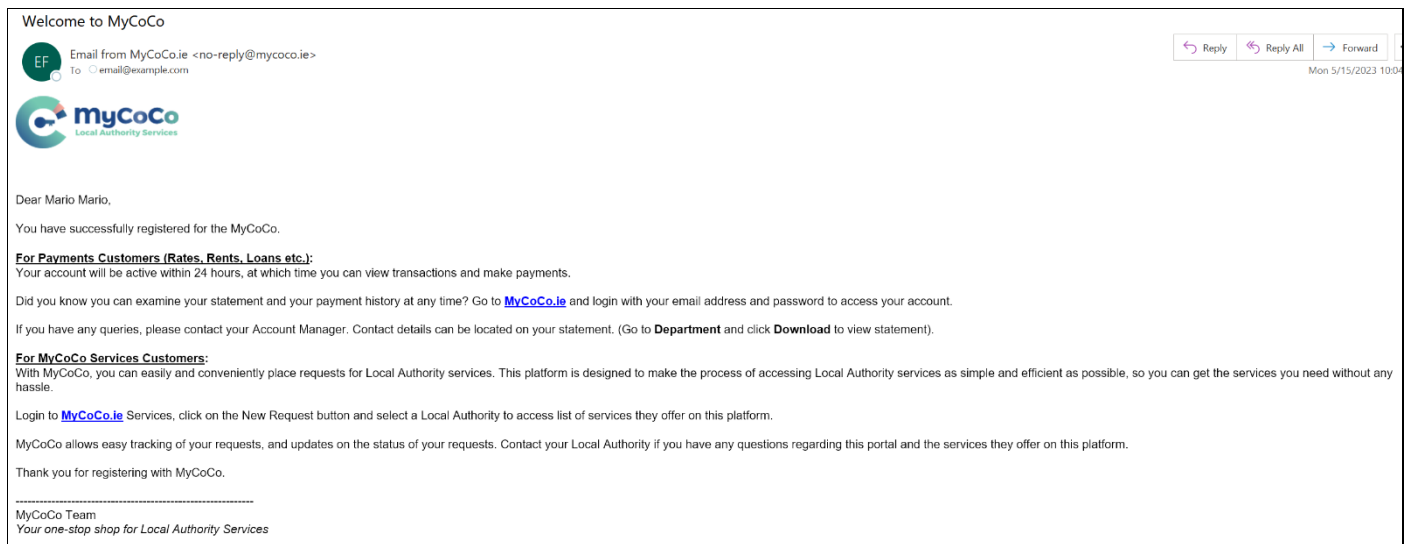
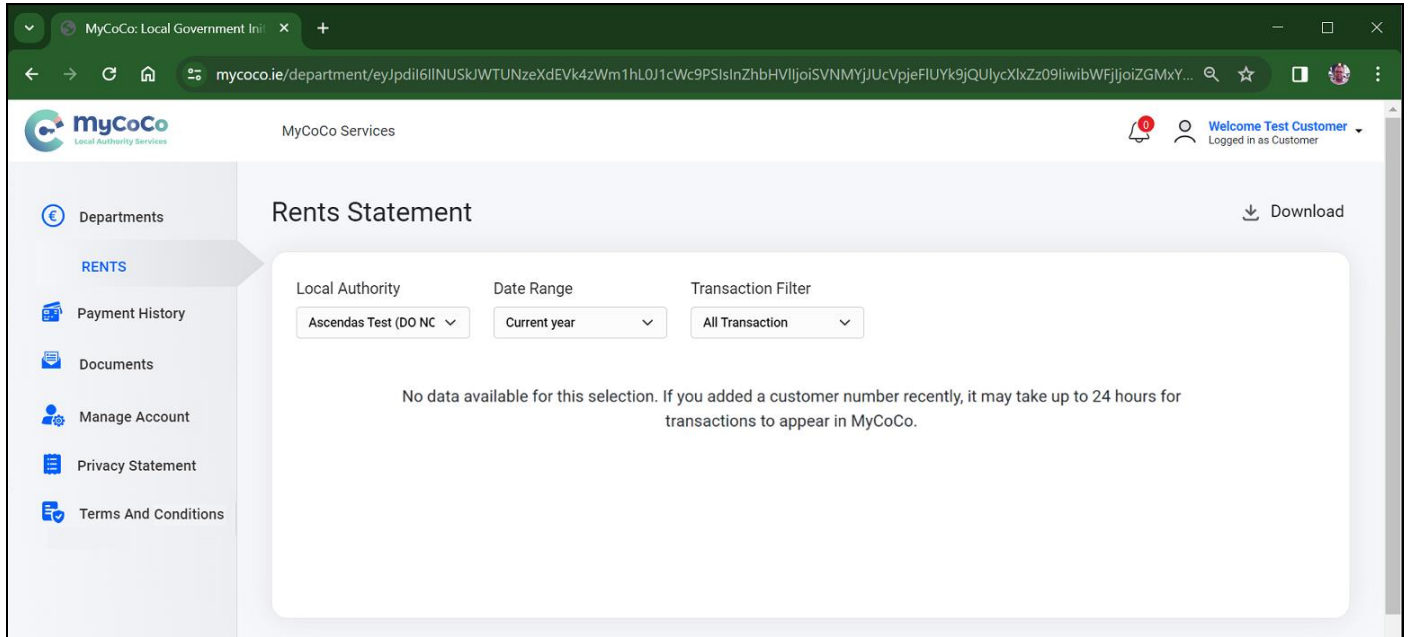
Image 4 – Change Password



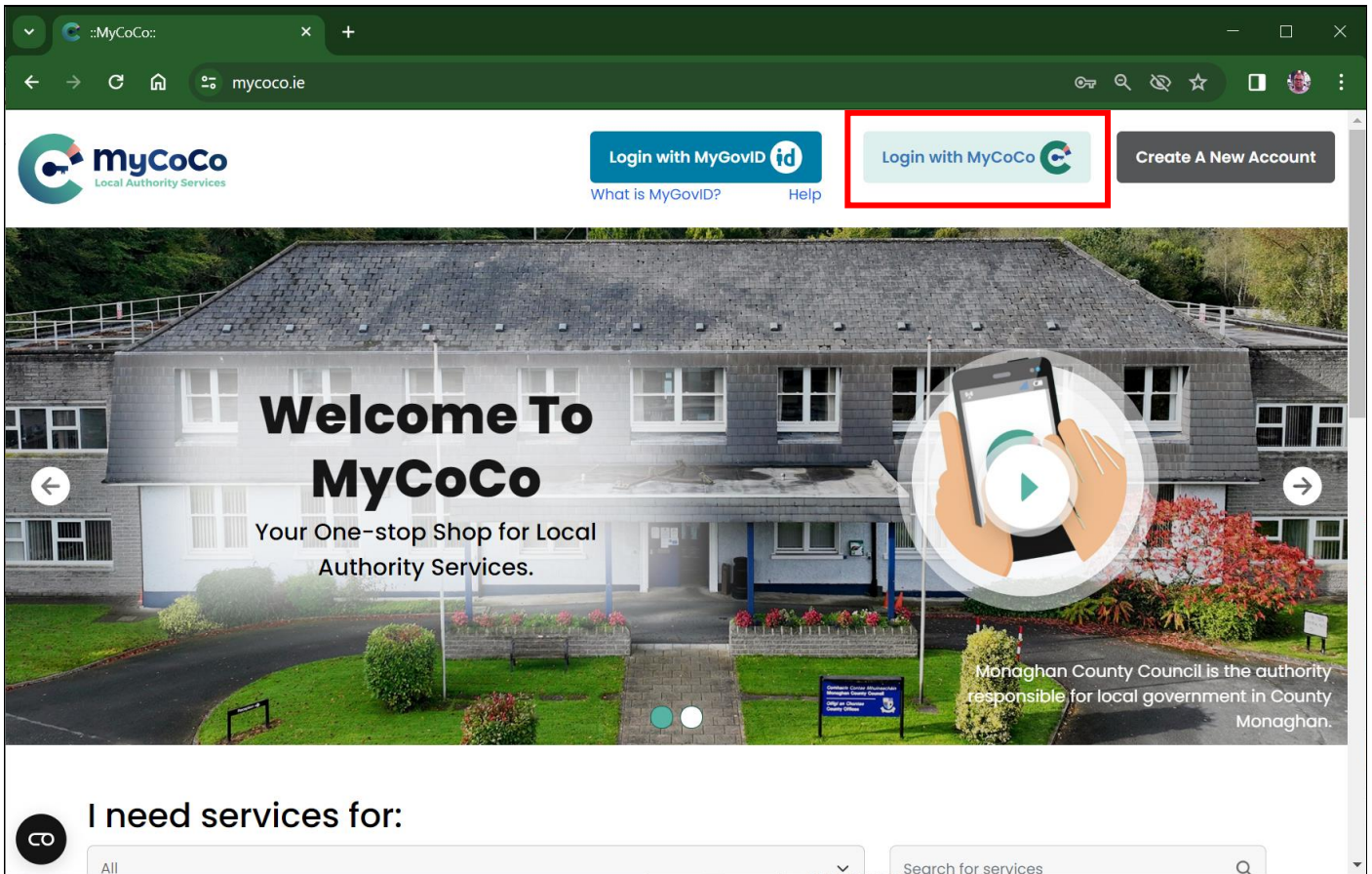
22. Congratulations. You have successfully completed the registration process and have logged-in to your MyCoCo account.

You will also receive a **Welcome To MyCoCo** email.

NOTE: It may take up to 24 hours after registration for your account to sync with your Local Authority. Once synced, you will be able to view your transactions, download statements and make online payments in MyCoCo.



23. To login to MyCoCo again in future, go to www.mycoco.ie and click on **Log in**. Use your email address and the new password to login to and access your MyCoCo account.



Contact your **Local Authority** for questions related to your MyCoCo account.