## HOW TO REGISTER FOR MYCOCO PAYMENTS

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

Graphical user interface, text, application, email

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1. Select **Laois County Council** as the Local Authority

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 Forde on 057 8674391.

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

A picture containing text, screenshot, font, number

Description automatically generated

1. **Register email address for MyCoCo account**

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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.**

1. **Select Account Type**

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

Graphical user interface, text, application

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1. **Primary Use**

A Rents customer should select **Payment Account**. Click **Next.**

**Graphical user interface, text

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1. **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.

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1. **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 your query your MyCoCo account.

Graphical user interface, text, application

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1. **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.

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1. **Registration Nearly Complete**

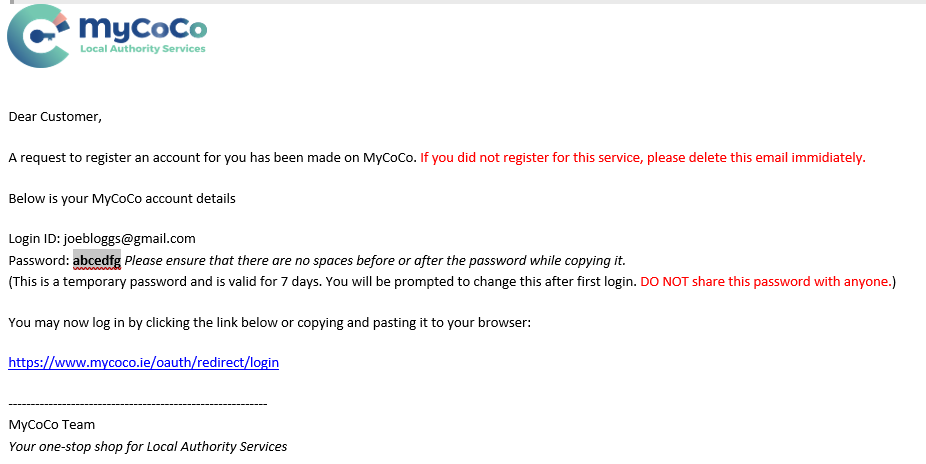
A temporary password will now be sent to the email address used to register. (Please check your Spam/Junk Folder as email may appear here)

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Description automatically generated with medium confidence

1. **Login to MyCoCo**

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



1. Click link
2. Copy password

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**

**A screenshot of a login screen

Description automatically generated with medium confidence A screenshot of a login screen

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

# 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](http://www.mycoco.ie)
2. Click **Login** in top right of the window
3. Login using your email address and your password.

Graphical user interface, website

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1. Go to **Departments > Rents** and Select **Pay Now**

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

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

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

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

**If you require assistance, please contact 057 867 4391**