

Your guide to registering with MyBCH

A step by step guide to help you access your online account

STEP 1 To start, visit www.bch.co.uk and press the 'MyBCH' icon at the top of the screen

Search....



MyBCH account



STEP 2 Click the **Login** button in the top right corner, then select 'create new account'



[Forgotten login details](#)
[Create new account](#)

STEP 3 Select the **Register Existing Tenant** option

* If you're a leaseholder, select the 'Owner' option *

STEP 4 Enter your personal details and press **Register**

* You'll then receive an  confirming you've registered with MyBCH. We (BCH) then need to match your MyBCH registration to the tenancy details we currently hold for you. This can take up to 3 working days, at which point, you'll receive a further  with a 'verification' code. *

 Your 'Tenancy Number' can be found at the top of your rent statements and starts with '700'. Just enter the first 8 digits! 

Register Existing Tenant

Title *
Please Select...

Forename *
Forename
Please enter your forename

Surname *
Surname
Please enter your surname

Date of Birth *
Date of Birth
Please enter your date of birth

Sex *
Please Select...

Tenancy Number *
Tenancy Number
Please enter your Tenancy Number

Insurance No
Insurance No
Enter your National Insurance No

Telephone No
Telephone No
Enter your telephone number

Mobile Number
Mobile Number
Enter your mobile number

Email Address *
Email Address
Enter your email address

Password *
Password
Enter your password
Passwords marked with * are required.

Register

STEP 5 **Login** to your MyBCH account using your username (email address) & password.

* Once the **Terms and Conditions** have been agreed  you will need to enter your verification code.

Verify

You have accepted the Terms and Conditions

Your account is currently Unverified
Not all functionality is available until you have verified your account. You should receive a letter in the post shortly after registering, this letter will contain your **Verification Code**. Enter your Verification Code below to verify your account.

Code

Verify

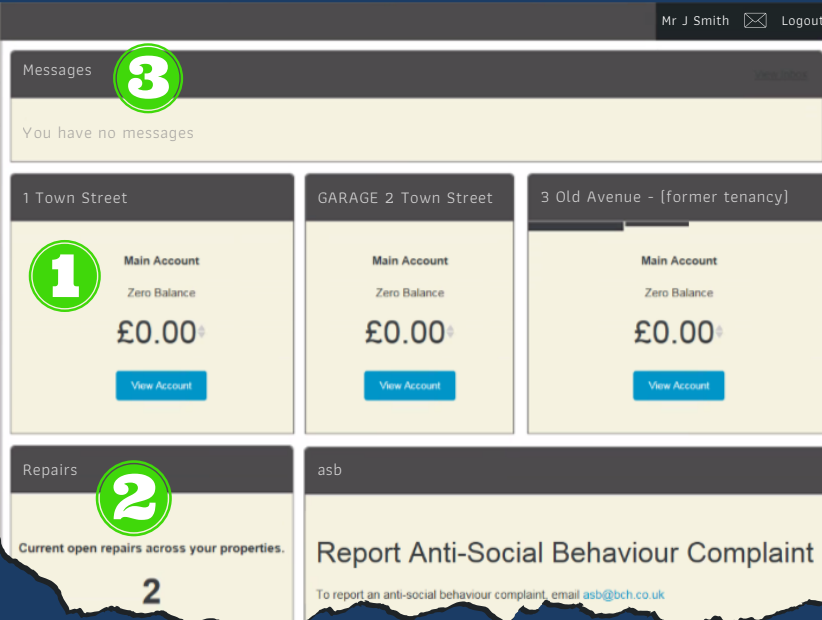
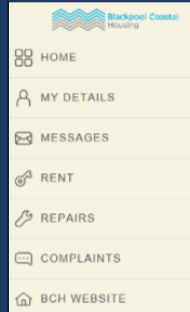
Once entered you will have full access to your account - as easy as 1,2,3.....4 & 5.....

TURN OVER TO FIND OUT HOW TO CHECK YOUR RENT ACCOUNT

Going further with MyBCH...

Your home page provides you with an overview of;

- 1 Your rent account
- 2 Any current repairs you may have
- 3 Any messages you've received from Blackpool Coastal Housing

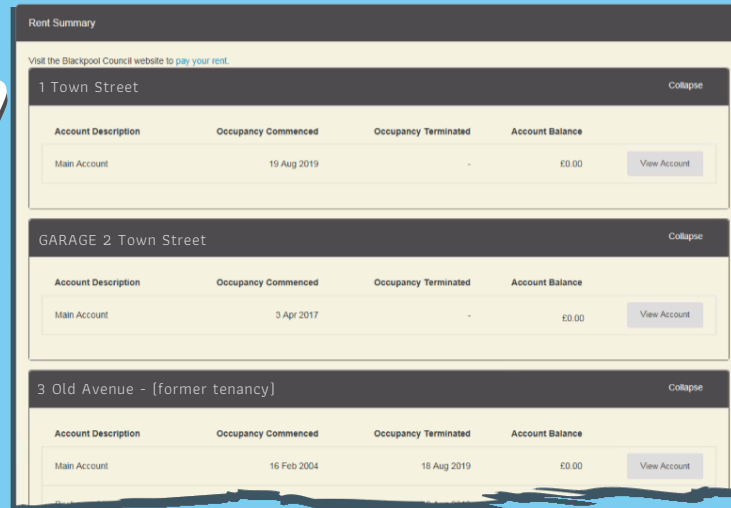
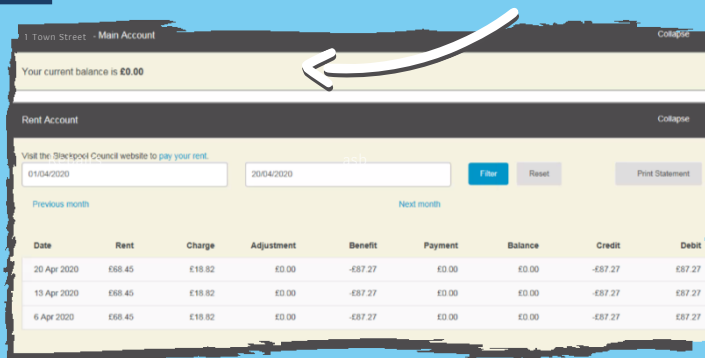


You can update your personal details here too

To check your rent account and make a payment, follow these simple steps...

STEP 1 Click the **RENT** option on the left hand side of the screen, to view your 'Rent Summary' page

STEP 2 Click the **View Account** button to select the account you want to look at, which brings up this screen.



You can use the handy filter option to check any previous rent weeks - even back to the start of your tenancy!

You also have the option to print off a rent statement

STEP 3 To pay your rent, click on the **pay your rent** link...

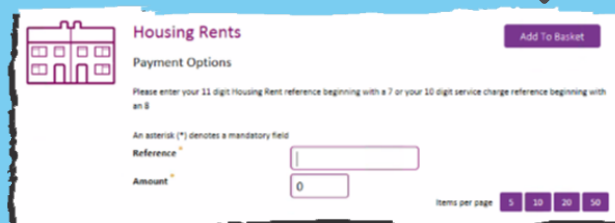
which takes you to Blackpool Council's website

Blackpool Council

STEP 4 Click on the link [Pay your Council housing rent or Leasehold service charges](#)

Enter your 11 digit 'housing rent reference number' and the amount you want to pay

Click **Messages** to request your housing rent reference number



For help and advice on paying your rent email us at E: rents@bch.co.uk