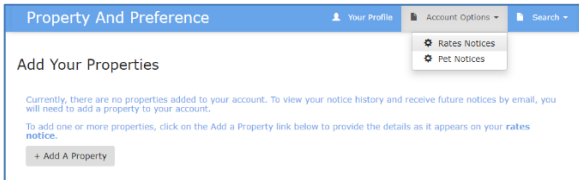


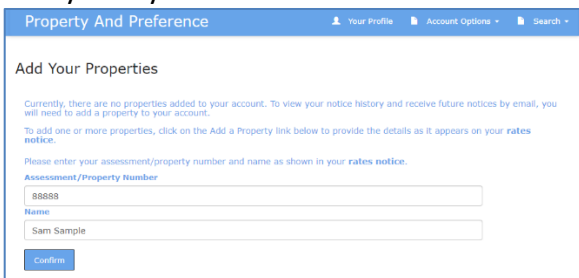
Log into Pyrenees Shire Council eRates (<https://erates.pyrenees.vic.gov.au> )

Click on **Account Options** on the menu bar and then select **Rates Notices**.  
Click on **+ Add A Property**.



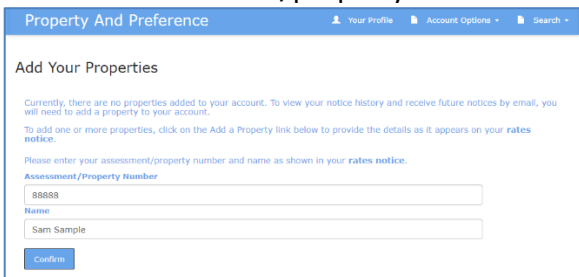
The screenshot shows the 'Property And Preference' page. At the top, there is a navigation bar with 'Your Profile', 'Account Options', and 'Search'. The 'Account Options' menu is open, showing 'Rates Notices' and 'Pet Notices'. Below the menu, the page title is 'Add Your Properties'. The main content area contains instructions: 'Currently, there are no properties added to your account. To view your notice history and receive future notices by email, you will need to add a property to your account. To add one or more properties, click on the Add a Property link below to provide the details as it appears on your rates notice.' At the bottom left, there is a '+ Add A Property' button.

Verify that you can see this screen.



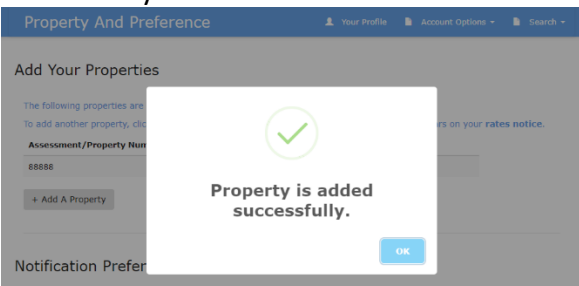
The screenshot shows the 'Add Your Properties' form. It contains the same instructions as the previous screenshot. Below the instructions, there is a prompt: 'Please enter your assessment/property number and name as shown in your rates notice.' There are two input fields: 'Assessment/Property Number' with the value '88888' and 'Name' with the value 'Sam Sample'. At the bottom left, there is a 'Confirm' button.

Enter the assessment/property number and name, then click **Confirm**.



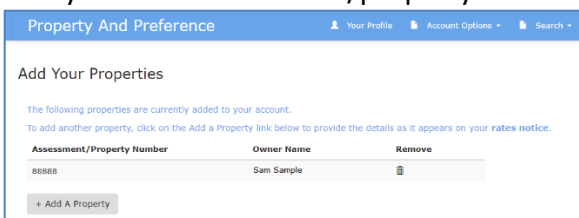
This screenshot is identical to the previous one, showing the 'Add Your Properties' form with the 'Confirm' button highlighted.

When the assessment/property number and name combination are correct, the property will be added successfully. Click **OK**.




The screenshot shows the 'Add Your Properties' form with a success message overlay. The message says 'Property is added successfully.' with a green checkmark icon and an 'OK' button. The background form is dimmed.

Verify that the assessment/property number and name are now added to your account.



The screenshot shows the 'Add Your Properties' page after a property has been added. The instructions now say: 'The following properties are currently added to your account. To add another property, click on the Add a Property link below to provide the details as it appears on your rates notice.' Below the instructions, there is a table with the following data:

Assessment/Property Number	Owner Name	Remove
88888	Sam Sample	

At the bottom left, there is a '+ Add A Property' button.