Procedure notes for creating a new Wiltshire Account

Through the website navigate to “Rubbish and recycling” > “Report or request a service”

First you need to click on “Sign up/Sign in”
Next you need to click on “Sign up now”

Enter your email address and click on “Send verification code”
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Please check your email account. You should have an email from “Microsoft on behalf of Wiltshire Council”. Please enter your code and click on “Verify code”.

Verification code

234529

Verify code Send new code

You can now create a password and enter your details

Then please click on Create

New Password

**********

Confirm New Password

**********

Title

Mr

First Name

Waste

Last Name

Management

Display Name

Waste Management

Create Cancel

If you get an error message once you have done this, please click on Sign up/sign in again and you will be taken to the Forms menu.