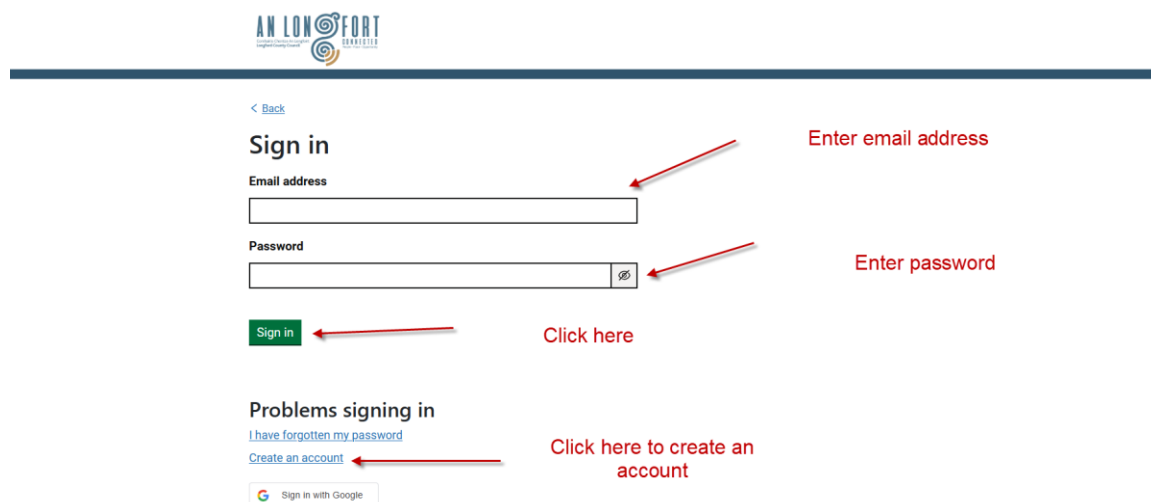


## Registering and Logging into My Council Services System

Once you click on the link to a form you will get to the following login page. If you already have an account then enter your email address and password and click sign in. If you have not already got an account then click on Create an account.

You can also go directly to the online portal at [my.longfordcoco.ie](http://my.longfordcoco.ie). From here you can click on the Login or Register button in the top right.



The screenshot shows the login page for the council services system. At the top left is the logo for 'AN LONG FORT CONNECTED'. Below it is a '< Back' link. The main heading is 'Sign in'. There are two input fields: 'Email address' and 'Password'. A red arrow points to the 'Email address' field with the text 'Enter email address'. Another red arrow points to the 'Password' field with the text 'Enter password'. Below the password field is a 'Sign in' button, with a red arrow pointing to it and the text 'Click here'. Underneath the 'Sign in' button, there is a section titled 'Problems signing in' with two links: 'I have forgotten my password' and 'Create an account'. A red arrow points to the 'Create an account' link with the text 'Click here to create an account'. At the bottom left, there is a 'Sign in with Google' button.

You can also go directly to the online portal at [my.longfordcoco.ie](http://my.longfordcoco.ie). From here you can click on the Login or Register button in the top right.



### To Create a New Account

Once you click on Create an account you will get the below page to register

Put in the email and First and Last name

Create a password and confirm it and then tick the box to agree to the terms and conditions

[< Back](#)

## Register

Email address

First name

Last name

[▶ View password policy for help.](#)

Password

Confirm password



I agree to the [terms and the conditions](#)

Continue

You will be asked for a phone number which **should be a mobile number**

Enter an Eircode and click on Find and then select the address from the drop down list

If for some reason the address is not found tick the box Address not found and you can manually enter an address

---

Enter phone number

Enter a Eircode

For example A65 F4E2

Select an address

LONGFORD COUNTY COUNCIL, GREAT WATER STREET, LONGFORD, N39 NH56

If you are completing an application on behalf of a Community Group/School or other organisation then tick the box beside I am a part of an organisation



I am part of an organisation.  
Includes businesses, charities, and community groups.

Tick here if you are registering on behalf of a community group, charity, school, business etc.

Enter organisation name

This can be a limited business or charity name

[<](#) [Continue](#)

You will then be asked to Enter the organisation name

Press Continue

You will then be asked to Activate your email account.

[< Back](#)

## Activate your email account

We have sent you an activation email.

Please check your inbox, open the email and click on the activate button

[Resend activation email](#) [Continue](#)

You should receive an email to the address used to register above with an Activate button. Once you click on that you will be brought to a page telling you your email is activated see below.

Success  
Email account rblack@google.ie activated.



Longford County Council

[Continue](#)

Press Continue and you will be brought to the sign in page where you should use the email address you used to register and the password you setup to sign in.

You will then get to the Multifactor authentication page where you will need to click on Validate to send a code to your registered email address. Once you get the email enter it on the screen and click on Continue.

[< Back](#)

## Multifactor authentication

We have to verify your identity. Please select your preferred contact method and validate to receive a code.



Email

We will send you a email containing a code, retain this for the next step.

### What is your code?

Enter the 4-digit code



Resend code via email

Continue

Once you press Continue you will be into the portal or the form you were trying to fill in. You may need to go back and click on the link to the form again to get into it.