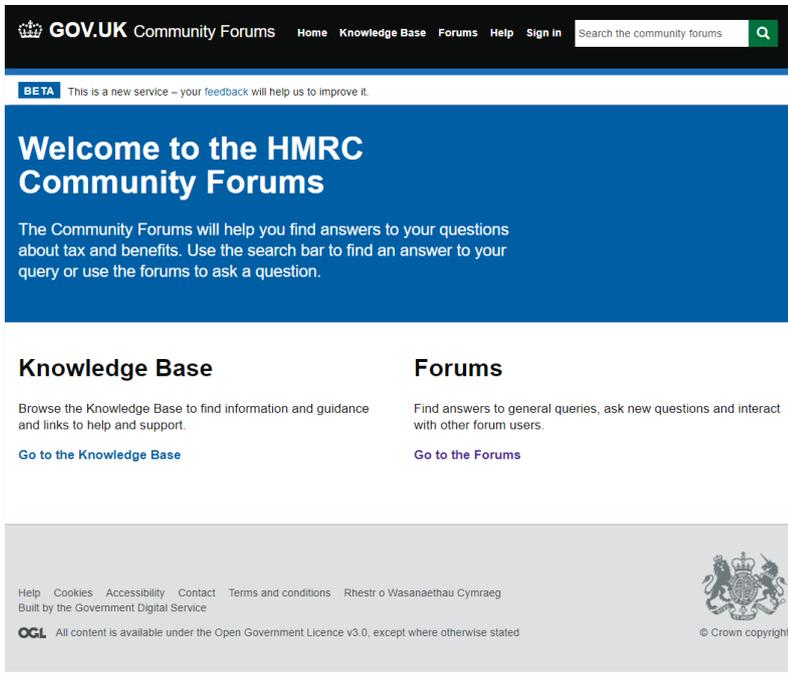


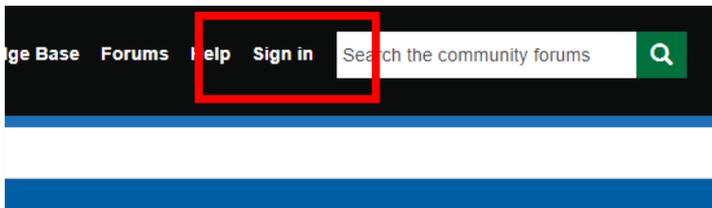
Guidance on how to register for the new service

Welcome to the new Community Forums service.

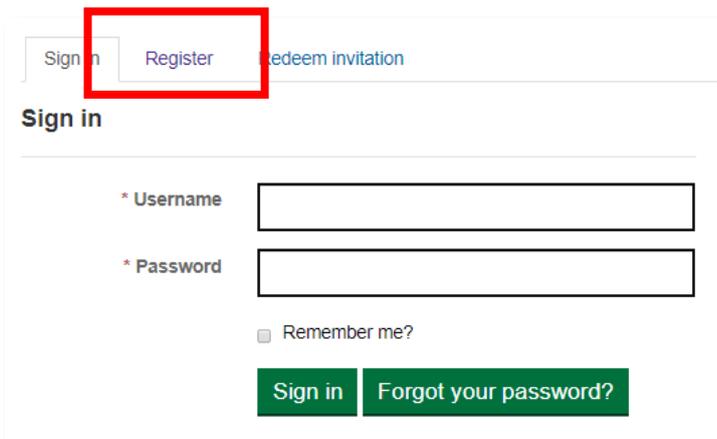


New Forum registration screens

Go to 'Sign In'

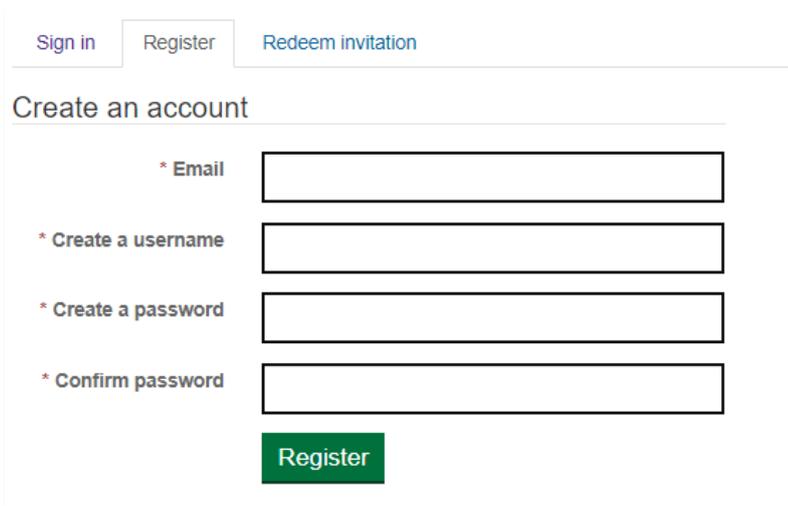


Then click on the 'Register' tab Provide the details requested.



Please provide the details requested

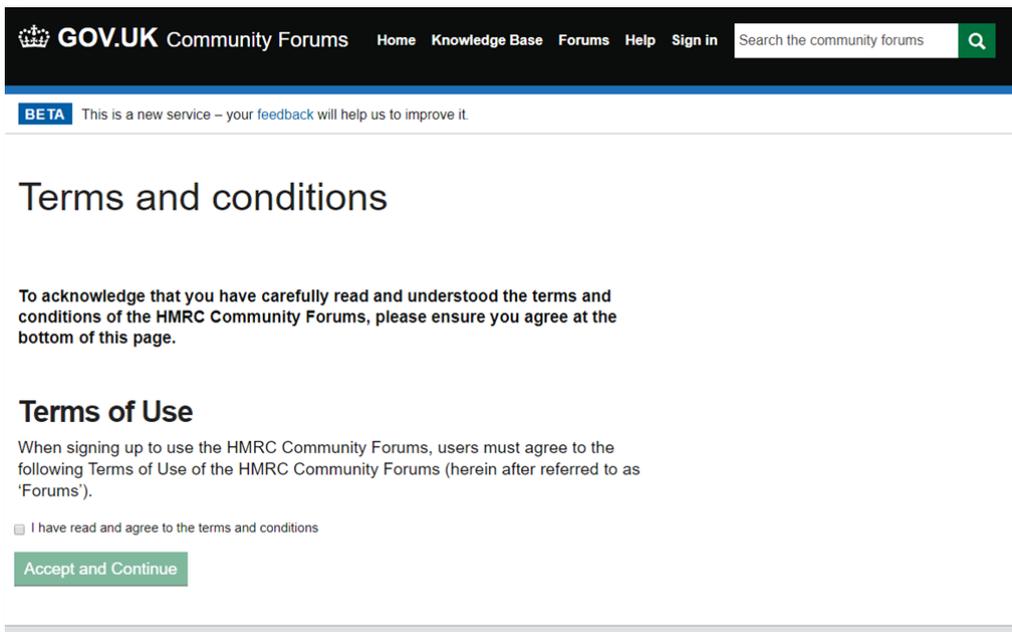
Please note: your password must contain characters from at least three of the following: uppercase, lowercase, numerals or special characters..



The registration form features three tabs at the top: 'Sign in', 'Register' (which is active), and 'Redeem invitation'. Below the tabs is the heading 'Create an account'. The form contains four input fields, each with an asterisk and a label: '* Email', '* Create a username', '* Create a password', and '* Confirm password'. A green 'Register' button is positioned at the bottom center of the form.

Click '**Register**' you will be presented with the Terms and Conditions screen.

Read the **Terms and Conditions** and scroll to the bottom



The 'Terms and conditions' screen has a dark header with the GOV.UK logo, navigation links (Home, Knowledge Base, Forums, Help, Sign in), and a search bar. A blue banner below the header reads 'BETA This is a new service – your feedback will help us to improve it'. The main heading is 'Terms and conditions'. Below this is a paragraph: 'To acknowledge that you have carefully read and understood the terms and conditions of the HMRC Community Forums, please ensure you agree at the bottom of this page.' The section 'Terms of Use' follows, explaining that users must agree to the Terms of Use. At the bottom, there is a checkbox labeled 'I have read and agree to the terms and conditions' and a green 'Accept and Continue' button.

Click "**I have read and agree to the terms and conditions**"

Click "**Accept and Continue**"

You will then receive an email confirming you have registered and your username. You do not need to take any action with this e-mail.

Thank you for registering on [HMRC's Online Community Forums](#). You'll now be able to keep your information up to date, post content and let us know how you would like to be contacted by the forum moderation team should we need to.

Your user name is username.

Please make sure you confirm your email address through your profile page.

Our [Knowledge Base](#) has user guides and information on how to find content relevant to you.

Best regards
The HMRC Moderator team



You will be re-directed to your **profile page**

The screenshot shows the profile page on the GOV.UK Community Forums. At the top, there is a navigation bar with "GOV.UK Community Forums" and links for Home, Knowledge Base, Forums, Help, and Account. A search bar is also present. Below the navigation bar, a "BETA" banner indicates that the service is new and feedback is appreciated. The main heading is "Profile", with a breadcrumb "Home > Profile". On the left, there are three menu items: "Profile", "Change Password", and "Change Email". The main content area contains instructions: "Please provide some information about yourself." followed by "The first name and last name you provide will be displayed alongside anything you post on the forums." and "Your email address and username will not be displayed anywhere on the forums." Below this, it states "The agent forums are only accessible to registered tax agents and we will ask you for your professional body and membership number." A red-bordered box highlights a message: "Your email requires confirmation." with a green "Confirm Email" button. Underneath, the "Your Information" section has input fields for "First name *" (containing "username") and "Last name", and an "E-mail" field (containing "your@email.com"). There is also a checkbox for "Request agent forums access". At the bottom of this section, it asks "How may we contact you?" with a radio button selected for "You may contact me by Email" and an "Update" button. The footer contains links for Help, Cookies, Accessibility, Contact, Terms and conditions, and Rhestr o Wasanaethau Cymraeg, along with the OGL logo and copyright information.

You are now required to confirm your email by clicking the **Confirm Email** button

A close-up of the red-bordered box from the profile page, showing the text "Your email requires confirmation." and the green "Confirm Email" button.

Once you have clicked the Confirm Email button you will be taken to the email confirmation page

BETA This is a new service – your feedback will help us to improve it.

Profile

Confirm your email

Change Password

An email has been sent to the email address associated with your profile. Please check your email to complete registration.

Change Email

Email



You will receive an email that you will need to click on the **'Complete Registration'** link or alternatively copy and paste the URL provided into your browser.

Your account requires confirmation. Please click the following link to complete the registration.

[Complete Registration](#)

Or you can copy the following URL and paste it into your web browser.

<https://community.hmrc.gov.uk/en-US/Account/Manage/ConfirmEmail?userId=4375657d-eba8-e911-a812-000d3a7ed588&code=6ALnqKm5Qfng1jlkopFetRjzJAIB22LgyVrDTCjckUu9UNQ1MWBGfo3ErpGY7pF46ImGA96Rdv77smFY6ozO2BK%2FomCxdhWY2oAR0L%2FwIOSkjhq5Yz%2FG503Xc0nTe7C6LFDCC8JEGvpzdyLe68ihE%2BzqzNjYHteqI29xlzOTWac83AL4djab1WNUC23td>

If you believe you received this email in error, please contact Customer Service for assistance.

Please do not reply to this message. This email address is not monitored so we are unable to respond to any messages sent to this address.

Best regards
The HMRC Moderator team

You will be returned to the Forum confirmed email address page (below).



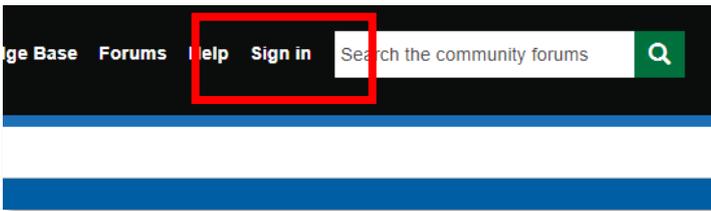
BETA This is a new service – your feedback will help us to improve it.

Confirm your email

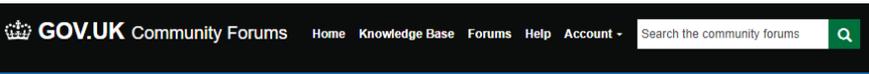
Your email has been confirmed successfully. You can now access the Forums using the navigation options at the top of the page.



Now Sign In



You will now be taken to your Profile page (from 'Account' drop down menu)



BETA This is a new service – your feedback will help us to improve it.

Home > Profile

Profile

Profile

Please provide some information about yourself.

Change Password

The first name and last name you provide will be displayed alongside anything you post on the forums.

Change Email

Your email address and username will not be displayed anywhere on the forums.

The agent forums are only accessible to registered tax agents and we will ask you for your professional body and membership number.

Your Information

First name *

username

Last name

E-mail

your@email.com

Request agent forums access

How may we contact you?

You may contact me by Email

Update

