

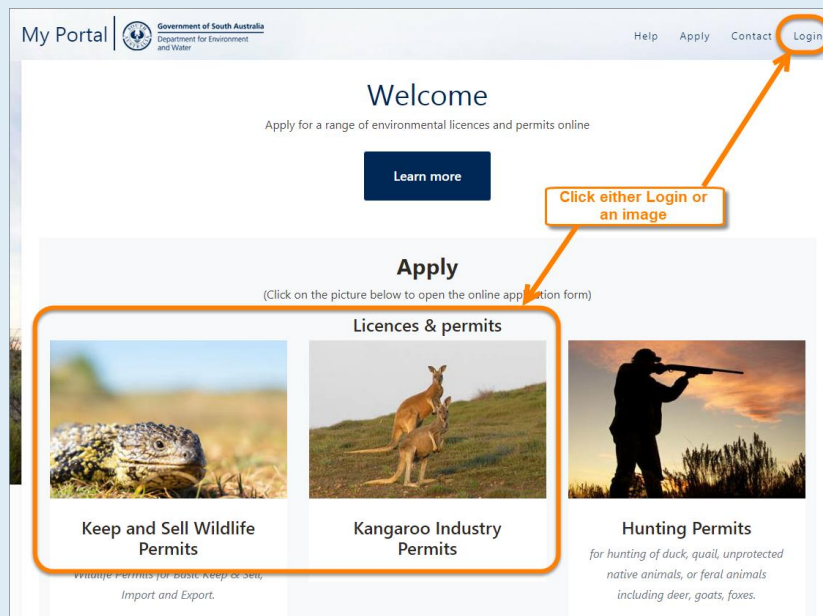
How to :: Create an Account

Before you begin

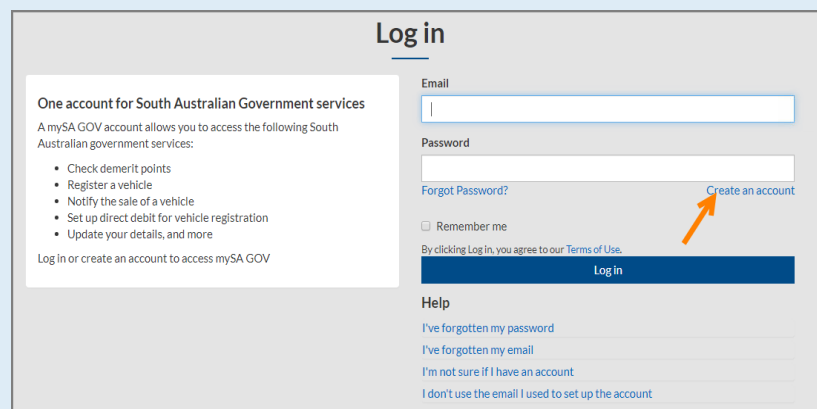
To create an account, please use either Google Chrome or Firefox internet browsers (do not use Internet Explorer). You will require a valid email address to continue.

Creating an account

1. From the webpage, click on either *Login*, or the permit type you wish to apply for.



2. From the Log in page, click *Create an account*.

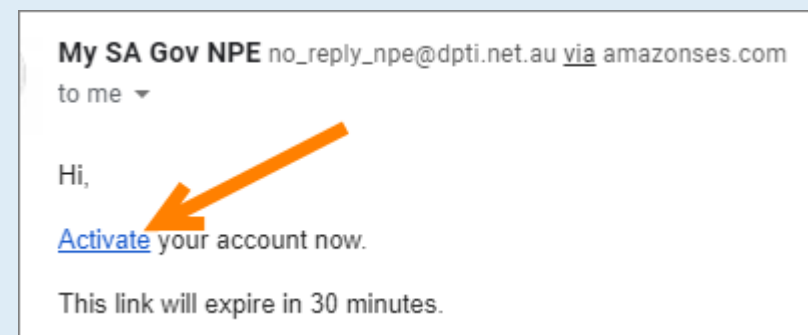


3. Enter your email address, and desired password.

Password must be between 8 and 40 characters, including at least one number, one uppercase letter and one lowercase letter.

4. Click on *Create an account*
5. An email has been sent to your email address. Please open the email to *Activate* the account.

Note: you must do this within 30 minutes.



6. Close your browser.

Completing your account profile

1. Open your internet browser (Google Chrome or Firefox) and go to the website. Alternatively [Click here](#).
2. Enter your email address and password. Click *Log in*.

If you do not see the Log in page, please close your browser and reopen.

3. Complete the Account Profile page.

Note: red asterisk fields are compulsory fields.

If your Residential Address is not the same as your Postal Address, please untick the box for *Residential Address is also postal address*. Complete the Postal address fields.

4. Click Save