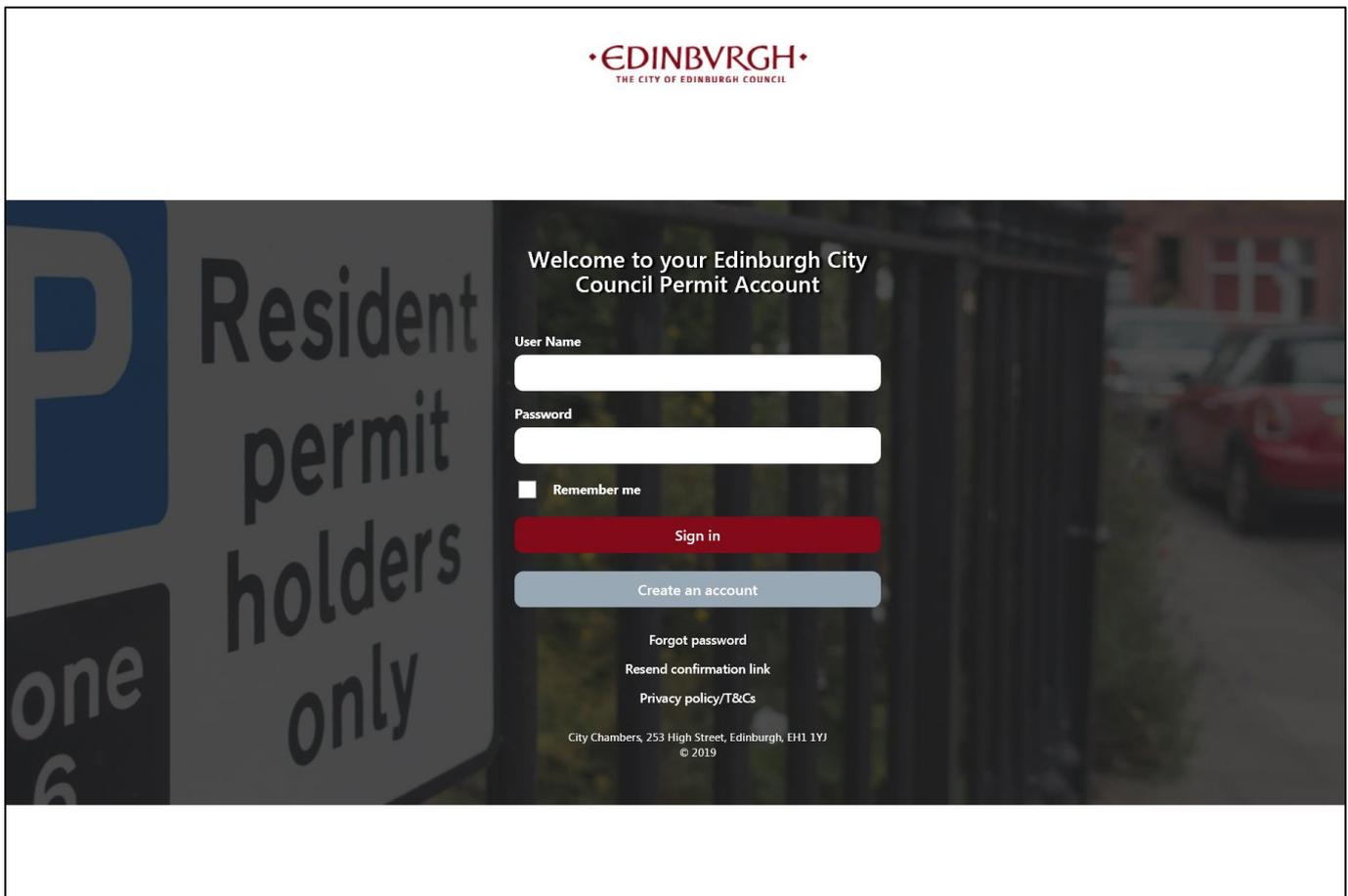


How to renew your permit

You can only renew your permit four weeks before it is due to expire. You will be notified by email when your permit is available to be renewed. This guide will help you renew your permit online, with our new service: NSL Apply.

Log into your account at <https://edinburgh.nsl-apply.co.uk>

Your Username was included in the activation email that was sent to you after our online service went live in March 2019.



•EDINBURGH•
THE CITY OF EDINBURGH COUNCIL

Welcome to your Edinburgh City Council Permit Account

User Name

Password

Remember me

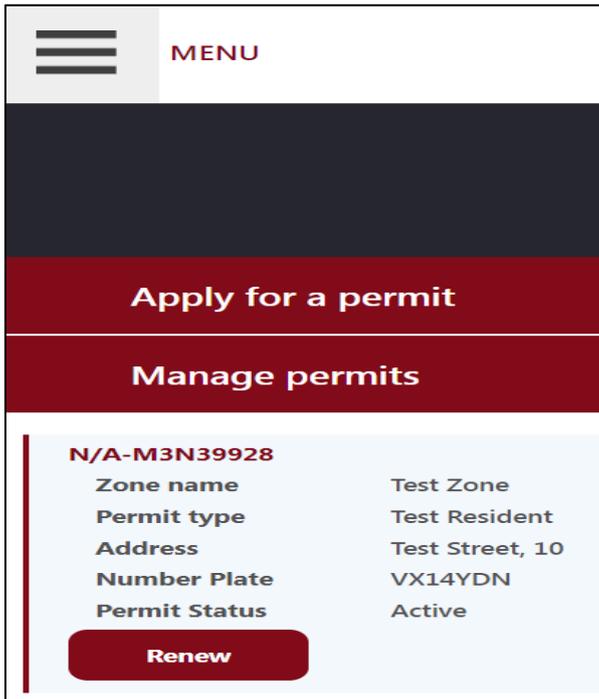
Sign in

Create an account

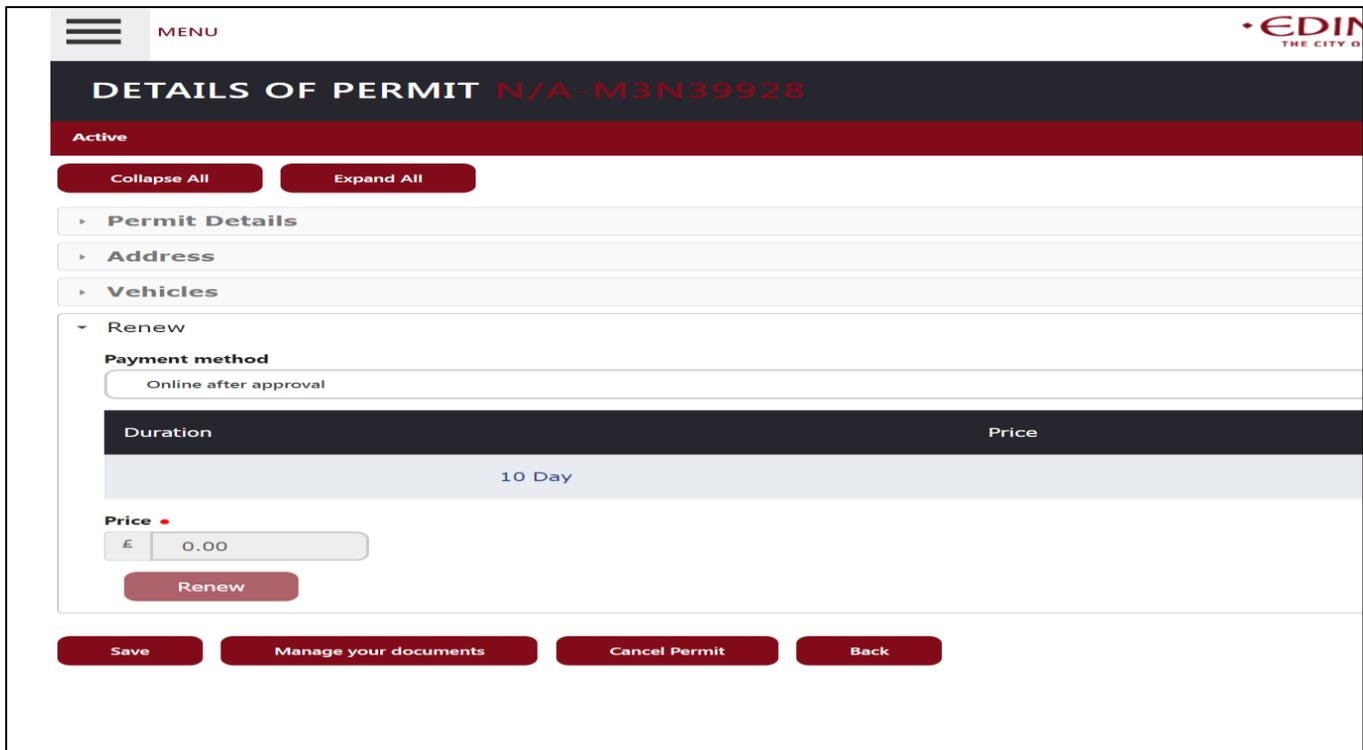
[Forgot password](#)
[Resend confirmation link](#)
[Privacy policy/T&Cs](#)

City Chambers, 253 High Street, Edinburgh, EH1 1YJ
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1. From the main screen, go to the “Manage permits” section, any permit available for renewal will show under this section with a red “Renew” button underneath the permit details.



2. Click on the red “Renew” button
3. The permit details window will open as shown below, click expand all to check the details of your current permit. If all your details are the same e.g. address and vehicle details, go to the bottom of the screen and click on the “Renew” button.



4. If all your details are the same, select online after approval from the Payment method drop-down box.

The screenshot shows the 'DETAILS OF PERMIT' page for permit N/A-M3N39928. The page is titled 'Active' and has a 'MENU' button in the top left. The permit details are organized into sections: Permit Details, Address, Vehicles, and Renew. Under the 'Renew' section, the 'Payment method' dropdown menu is open, showing 'Online after approval' as the selected option. Below the dropdown, there is a table with columns for 'Duration' and 'Price'. The table shows a single row for '10 Day' with a price of '£ 0.10'. A 'Price' field is also visible, showing '£ 0.00'. At the bottom of the page, there are buttons for 'Save', 'Manage your documents', 'Cancel Permit', and 'Back'.

Duration	Price
10 Day	£ 0.10

5. Select the duration by clicking the button next to the duration you require.

The screenshot shows the 'DETAILS OF PERMIT' page for permit N/A-M3N39928. The page is titled 'Active' and has a 'MENU' button in the top left. The permit details are organized into sections: Permit Details, Address, Vehicles, and Renew. Under the 'Renew' section, the 'Duration' dropdown menu is open, showing '10 Day' as the selected option. Below the dropdown, there is a table with columns for 'Duration' and 'Price'. The table shows a single row for '10 Day' with a price of '£ 0.10'. A 'Price' field is also visible, showing '£ 0.10'. At the bottom of the page, there are buttons for 'Save', 'Manage your documents', 'Cancel Permit', and 'Back'.

Duration	Price
10 Day	£ 0.10

6. Click Save and you will be returned to the main home screen, under the “Manage Permit” section you will see that the permit status has changed to ‘Pending Renew’ and the permit is now with the back-office permit team for processing.

N/A-M3N39928

Zone name	Test Zone
Permit type	Test Resident
Address	Test Street, 10
Number Plate	VX14YDN
Permit Status	Pending renew

Manage

7. Once your application has been processed successfully and approved you will receive an e-mail asking you to log back in and make payment.

NB. If you wish to check the price of the permit or any other details before paying, please click on the red permit number (**N/A-M3N39928** in the example below), this will take you in to the permit details, now click expand all.

Apply for a permit

Manage permits

N/A-M3N39928

Zone name	Test Zone
Permit type	Test Resident
Address	Test Street, 10
Number Plate	VX14YDN
Permit Status	Waiting for payment

Pay

8. To pay click on the red “Pay” button on the permit in the “Mange permits” section.

Pay ×

Card Number •

XXXX

XXXX

XXXX

XXXX

Expiry Date (MM/YY) •

MM

/

YY

Issue Number

Valid From (MM/YY)

MM

/

YY

CVV2/CVC2 •

XXX



By clicking this Pay button, you are authorising us to debit your card.

Pay

9. Complete the relevant fields with your payment card details and click “Pay”.

10. Once payment has been made the status of the permit under the “Manage permits” section will change to “Print” and the application is then with the back-office team for printing and posting.

11. When your permit has been printed the status will change to Active as shown below and you will receive your permit in the post shortly.

N/A-M3N39928

Zone name	Test Zone
Permit type	Test Resident
Address	Test Street, 10
Number Plate	VX14YDN
Permit Status	Active

Manage