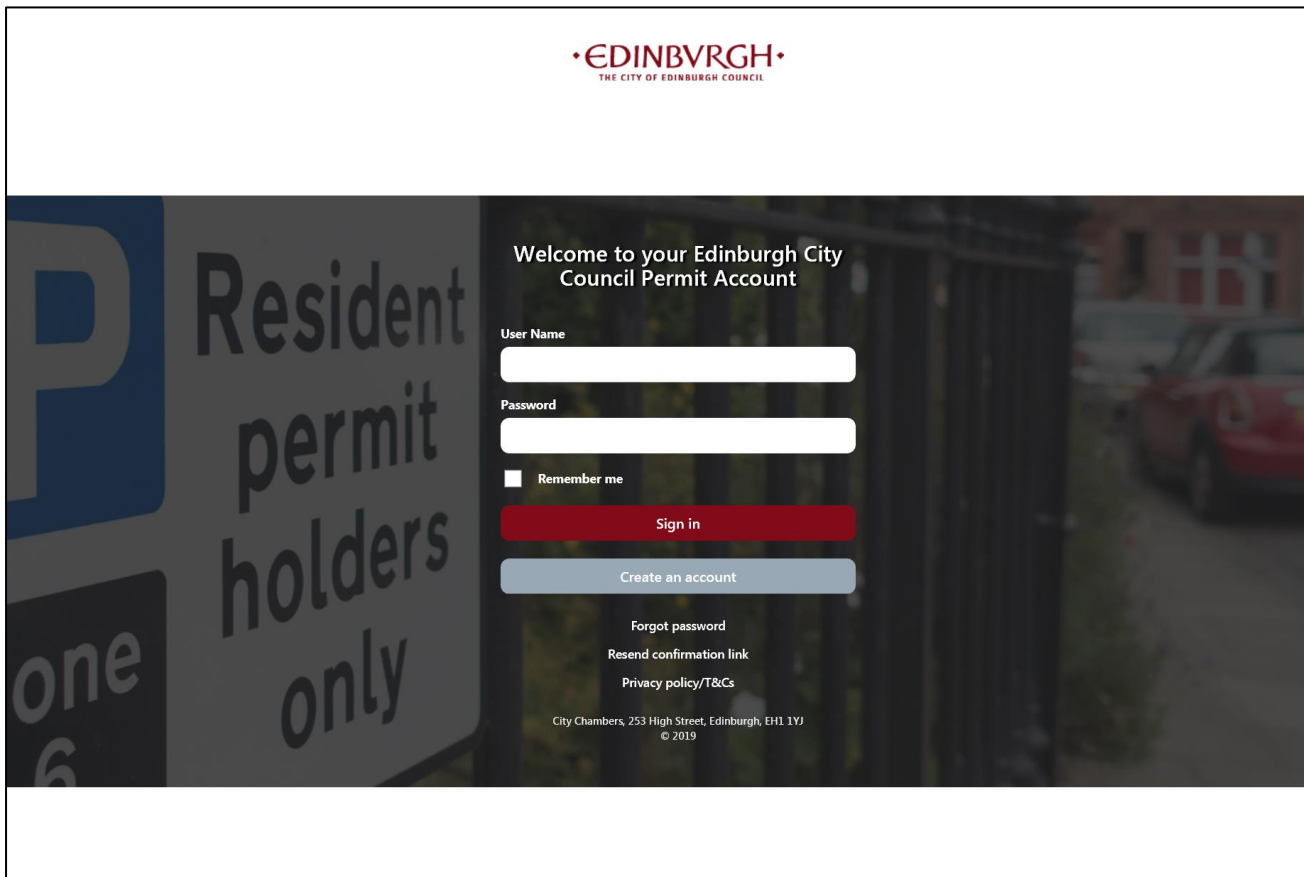


## Applying for an Essential User Permit for a GP surgery for the First Time

Access the Website: <https://edinburgh.nsl-apply.co.uk>

1. The below screen will appear

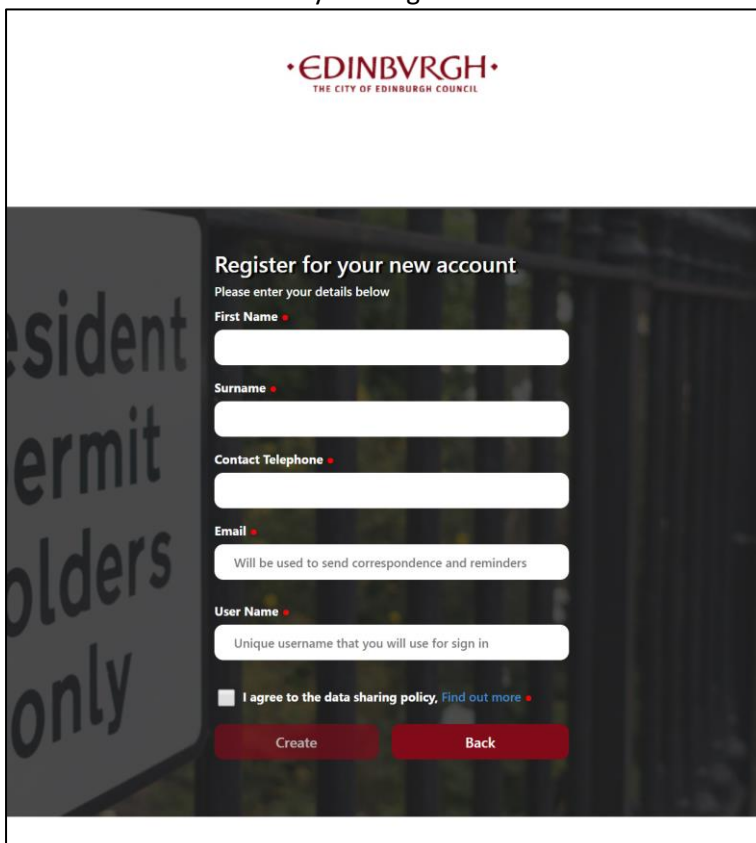


The screenshot shows the login page for the Edinburgh City Council Permit Account. At the top, the Edinburgh City Council logo is displayed. Below the logo, the text reads "Welcome to your Edinburgh City Council Permit Account". The page features a login form with the following elements:

- User Name:** A white input field.
- Password:** A white input field.
- Remember me:** A checkbox with the label "Remember me".
- Sign in:** A red button.
- Create an account:** A light blue button.
- Forgot password:** A link.
- Resend confirmation link:** A link.
- Privacy policy/T&Cs:** A link.

At the bottom of the page, the address "City Chambers, 253 High Street, Edinburgh, EH1 1YJ" and the copyright notice "© 2019" are visible.

2. Create a new account by clicking on the Create an account button

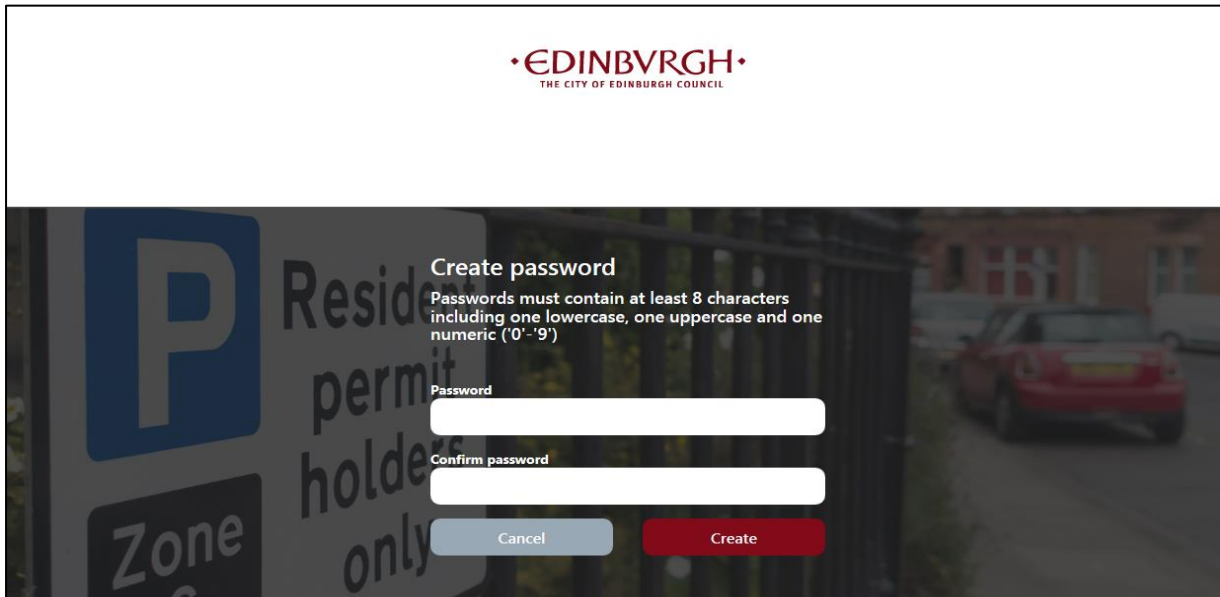


The screenshot shows the registration page for the Edinburgh City Council Permit Account. At the top, the Edinburgh City Council logo is displayed. Below the logo, the text reads "Register for your new account". The page features a registration form with the following elements:

- Please enter your details below:** A heading for the registration form.
- First Name:** A white input field.
- Surname:** A white input field.
- Contact Telephone:** A white input field.
- Email:** A white input field with a subtext "Will be used to send correspondence and reminders".
- User Name:** A white input field with a subtext "Unique username that you will use for sign in".
- I agree to the data sharing policy:** A checkbox with a link "Find out more".
- Create:** A red button.
- Back:** A red button.

3. Enter your details in the relevant fields. Please remember your Username this will be required to login with. If you agree to the data sharing policy tick the box and then click create.

4. You will then be sent an email to confirm your account. In the email, there will be a link to click. By clicking the link, it will take you to a page to set up your password.



**• EDINBURGH •**  
THE CITY OF EDINBURGH COUNCIL

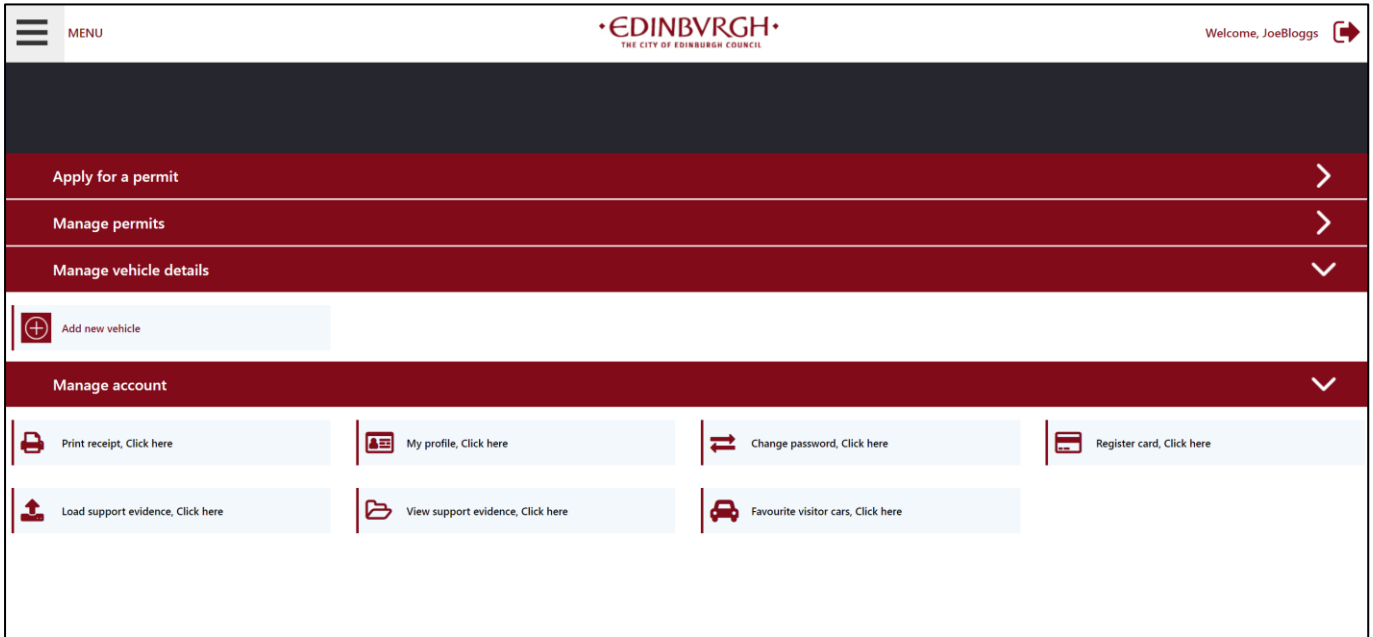
**Create password**

Passwords must contain at least 8 characters including one lowercase, one uppercase and one numeric ('0'-'9')

Password

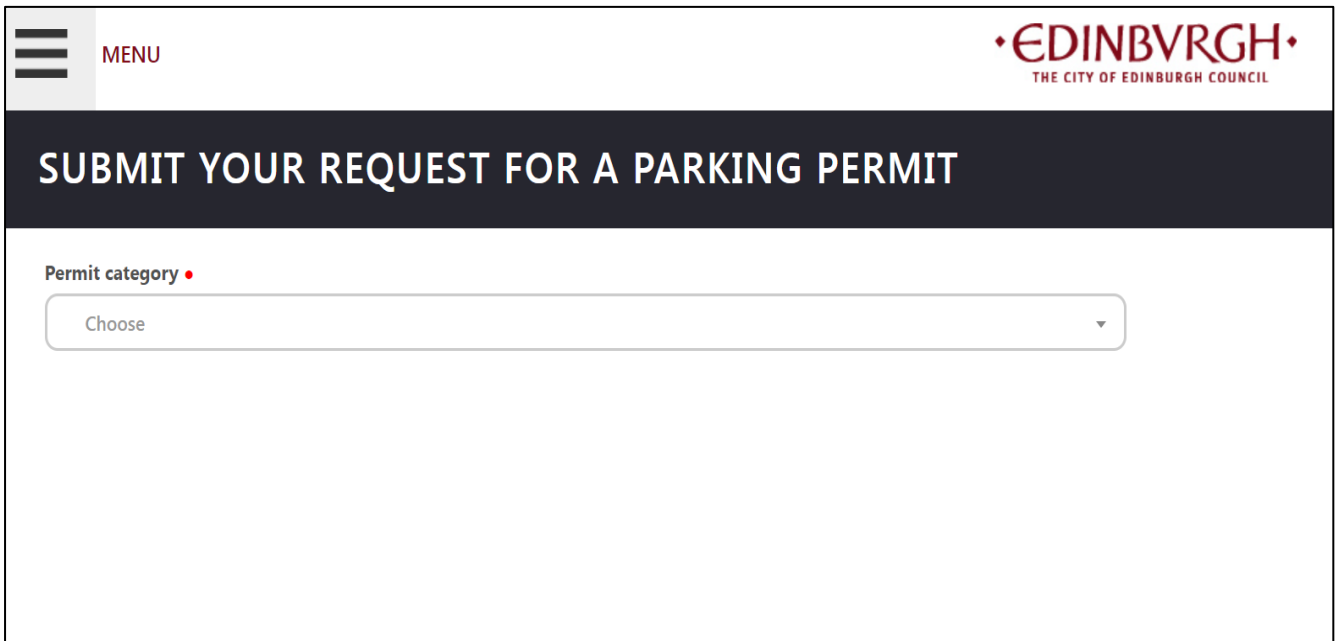
Confirm password

5. After clicking create, you will then be logged into your account and you will see the below screen.



6. To apply for a permit click anywhere on the red Apply for a permit bar

7. Once you have clicked the red bar you should be presented with the following screen



8. Click on the Permit category dropdown box and select Essential User Permits from the list.

The screenshot shows the Edinburgh Council website header with the logo and 'THE CITY OF EDINBURGH COUNCIL'. Below the header, there is a breadcrumb trail 'Home > Apply Permit' and a main heading 'Submit your request for a parking permit'. Underneath, there is a 'Permit category' dropdown menu. The menu is open, showing a list of options: 'Residential', 'Doctors', 'School scheme', 'Visitors', and 'Essential User Permits'. The 'Essential User Permits' option is highlighted in a dark red color.

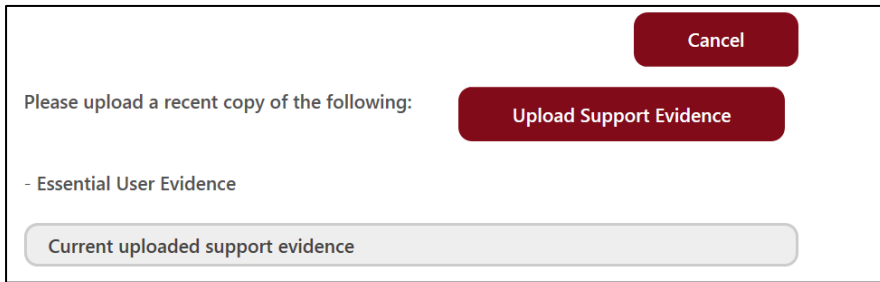
9. Click on the Permit type dropdown box and select Essential User Permits from the list.

The screenshot shows the Edinburgh Council website header with the logo and 'THE CITY OF EDINBURGH COUNCIL'. Below the header, there is a breadcrumb trail 'Home > Apply Permit' and a main heading 'Submit your request for a parking permit'. Underneath, there are two dropdown menus. The first is 'Permit category' with 'Essential User Permits' selected. The second is 'Permit type' with 'Essential User Permits' selected.

10. Enter the surgery property number, street name, town and postcode in the relevant boxes.

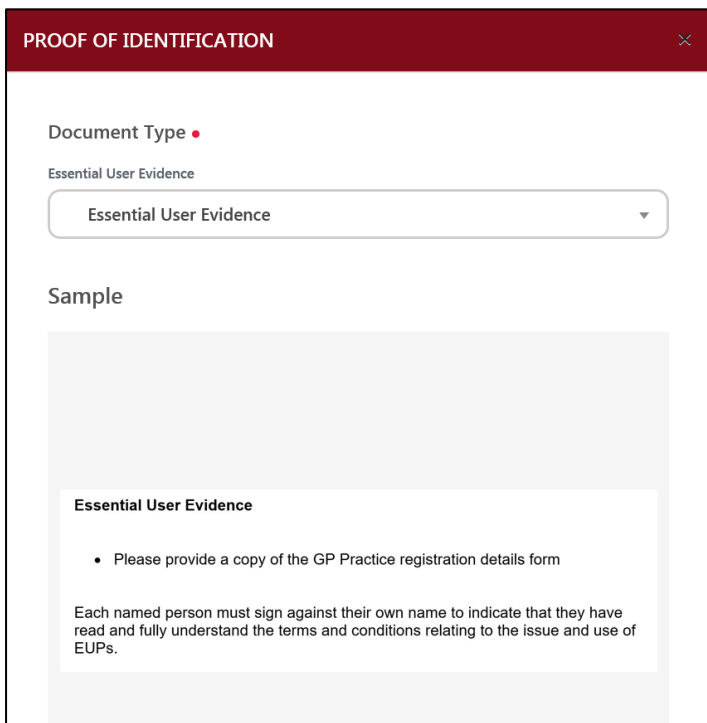
The screenshot shows the Edinburgh Council website header with the logo and 'THE CITY OF EDINBURGH COUNCIL'. Below the header, there is a breadcrumb trail 'Home > Apply Permit' and a main heading 'Submit your request for a parking permit'. Underneath, there are four input fields: 'Property name / Property number' with the value '4', 'Street', 'Town', and 'Postcode (Case Sensitive. i.e. AB1 2CD)'. Each field has a red dot next to its label.

11. Please complete the registration form that was sent along with the renewal letter and upload this onto your account. To do this click on Upload Support Evidence



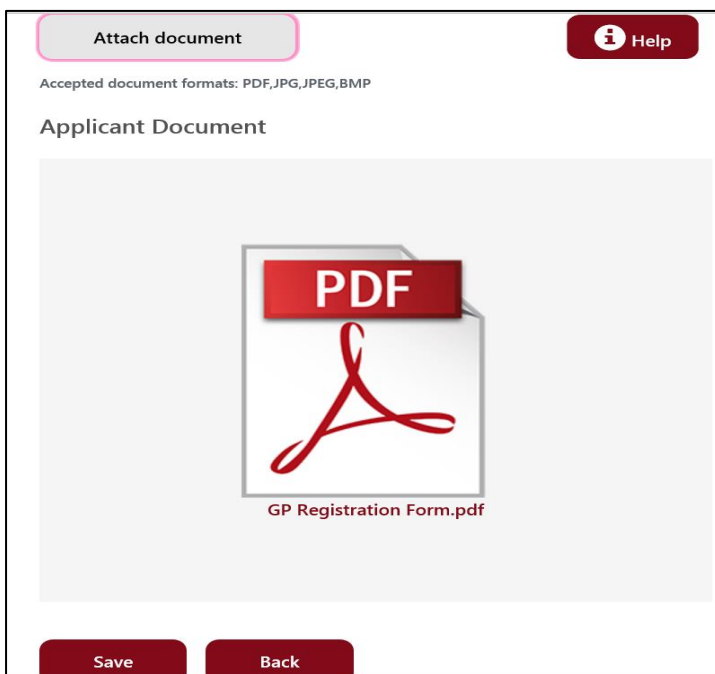
A screenshot of a web interface for uploading support evidence. At the top right is a red button labeled "Cancel". Below it, the text "Please upload a recent copy of the following:" is followed by a red button labeled "Upload Support Evidence". Underneath, there is a list item "- Essential User Evidence". At the bottom, there is a light grey rounded rectangular box containing the text "Current uploaded support evidence".

12. Select Essential User Evidence from the document type drop-down list.



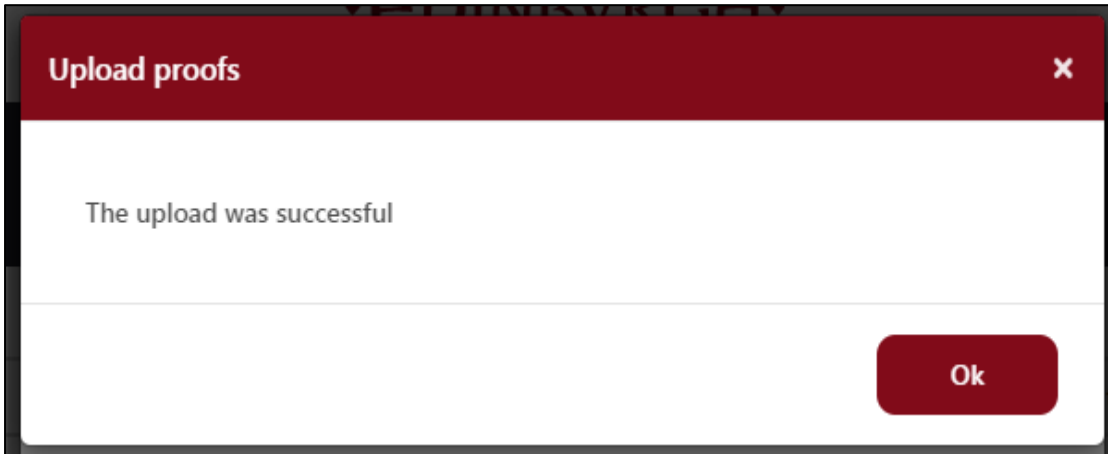
A screenshot of a window titled "PROOF OF IDENTIFICATION" with a close button (X) in the top right corner. The window contains a "Document Type" section with a red dot next to the label. Below it, the text "Essential User Evidence" is displayed above a drop-down menu that currently shows "Essential User Evidence" with a downward arrow. Below the drop-down is a "Sample" section. Inside this section, there is a white box with the heading "Essential User Evidence" and a bullet point: "• Please provide a copy of the GP Practice registration details form". Below the bullet point, there is a paragraph of text: "Each named person must sign against their own name to indicate that they have read and fully understand the terms and conditions relating to the issue and use of EUPs."

13. Now click attach Image to upload your document which should appear in the second half of the window, then click save.



A screenshot of a document upload interface. At the top left is a rounded button labeled "Attach document". At the top right is a red button with an information icon and the text "Help". Below these, the text "Accepted document formats: PDF,JPG,JPEG,BMP" is displayed. The main section is titled "Applicant Document". In the center, there is a large grey area containing a red PDF icon (a red ribbon forming a stylized 'A') with the text "PDF" in white on a red background above it. Below the icon, the filename "GP Registration Form.pdf" is shown. At the bottom of the interface, there are two red buttons: "Save" on the left and "Back" on the right.

14. A new window should open to confirm your upload has been successful, as shown below.



15. Click the OK button to continue.

16. Enter the surgery name into the Business Name box.

A screenshot of a form section. It features a grey rounded rectangular field labeled "Current uploaded support evidence". Below it is a label "Business Name" followed by an empty white input field with rounded corners.

17. Click into the Payment method and click online after approval. Your application will progress to our back office for processing and once this has been approved, we will email you to advise. You will then need to log back into your account and make payment with a debit/credit card.


A screenshot of a form section. It contains a label "Business Name" above an empty white input field. Below this is a label "Payment method" with a red dot, followed by a dropdown menu with the text "Choose" and a downward arrow.

18. To progress with the application, you are required to choose a start date. The start date must be 1 January 2021, regardless of any dispensation that has been offered. Permits are pre-printed, we will not be able to accommodate any other start date.

A screenshot of a form section. It features a dropdown menu labeled "Payment method" with a red dot and the text "Choose". Below it is the question "When would you like the permit to start?". Underneath the question is a date selection field showing "01/01/2021" and a calendar icon.

19. Select the duration of your permit. Read the Terms and Conditions and if you agree check the box and click Apply.

When would you like the permit to start?

01/01/2021 

Select duration below	Price
<input checked="" type="radio"/> 12 Months	£ 10.00

0% VAT.  
Price •


£ 10.00

I agree to the terms and conditions

ps://edinburgh.nsl-apply.co.uk/

20. After clicking Apply, you will see an on-screen message showing your application has been submitted. You will have the opportunity to apply for another permit. Please note that this process will order 1 permit, you will need to complete an application for each permit you require. You will not need to upload the GP registration document again, once you have uploaded this during the first application, it will be on your account and used in the next application.

If you return to the home page, you will see that the permit application is within the Manage Permits section of your account and the status is **pending approval**.

 MENU

**Apply for a permit**

**Manage permits**

**RP-M7718267**

Zone name: test


Permit type: Resident Parking Permit

Address: Test Street, Flat 4

Number Plate: T1EST

Permit Status: Pending approval

**Manage vehicle details**


 Add new vehicle


**T1EST**


Make: LAND


Model: RANG

**Manage account**

 Print receipt, Click here

 My profile, Click here

 Load support evidence, Click here

 View support evidence, C

21. You will receive an email confirming receipt of your application a few minutes after.

22. The application must now be approved by our back-office team. After the application is approved, if successful, the permit will be processed, and you will receive an e-mail asking you to log back into your account to make payment.

23. Once you have logged in, under your Manage Permits section you will see all the permits you have applied for. You can add all the permits to your basket and make one payment. Click on the red pay button.

**MENU**

**Apply for a permit**

**Manage permits**

**RP-M7718267**

Zone name	test
Permit type	Resident Parking Permit
Address	Test Street, Flat 4
Number Plate	T1EST
Permit Status	Waiting for payment

**Pay**

**Manage vehicle details**

**+ Add new vehicle**

<b>T1EST</b>
Make
Model

**Manage account**

**Print receipt, Click here**

**My profile, Click here**

**Load support evidence, Click here**

**View support evidence**

24. The below screen will open. Add all the permits you want to pay for by clicking Add. Once you have added all the permits click Continue.

**Pay**

Select permits for which you want to pay

Permit type	Essential User Permits
Start Date	01.01.2021 00:00
Price	£ 10.00

**Add**

Permit type	Essential User Permits
Start Date	01.01.2021 00:00
Price	£ 10.00

**Remove**

**Continue** **Close**



25. The below screen will open. This shows the total amount to pay. In the example below this is 2 permits at £10.00 each.

26. Enter your card details in the relevant fields and click Pay.

27. If your payment is successful the below window should pop up, click ok

28. You will now be returned to the home screen and under Manage Permits section you will see that your permit status has changed to Print as shown below. This means you permit is now with the back-office team for printing and posting.



MENU

## Apply for a permit

## Manage permits

**RP-M7718267**

Zone name	test
Permit type	Resident Parking Permit
Address	Test Street, Flat 4
Number Plate	T1EST
Permit Status	Print

[Manage](#)

## Manage vehicle details



[Add new vehicle](#)

**T1EST**

Make  
Model

LAND ROVER  
RANGE ROVER EVOQUE H

## Manage account



[Print receipt, Click here](#)



[My profile, Click here](#)




[Load support evidence, Click here](#)



[View support evidence, Click here](#)

29. Once the team have printed your permit the status should change to active as shown below and you should receive your permit in the post shortly.

 MENU

### Apply for a permit


### Manage permits

**RP-M7718267**

Zone name	test
Permit type	Resident Parking Permit
Address	Test Street, Flat 4
Number Plate	T1EST
Permit Status	Active


[Manage](#)


### Manage vehicle details


 Add new vehicle


**T1EST**  
Make  
Model

### Manage account

 [Print receipt, Click here](#)

 [My profile, Click here](#)

 [Load support evidence, Click here](#)

 [View support evidence](#)