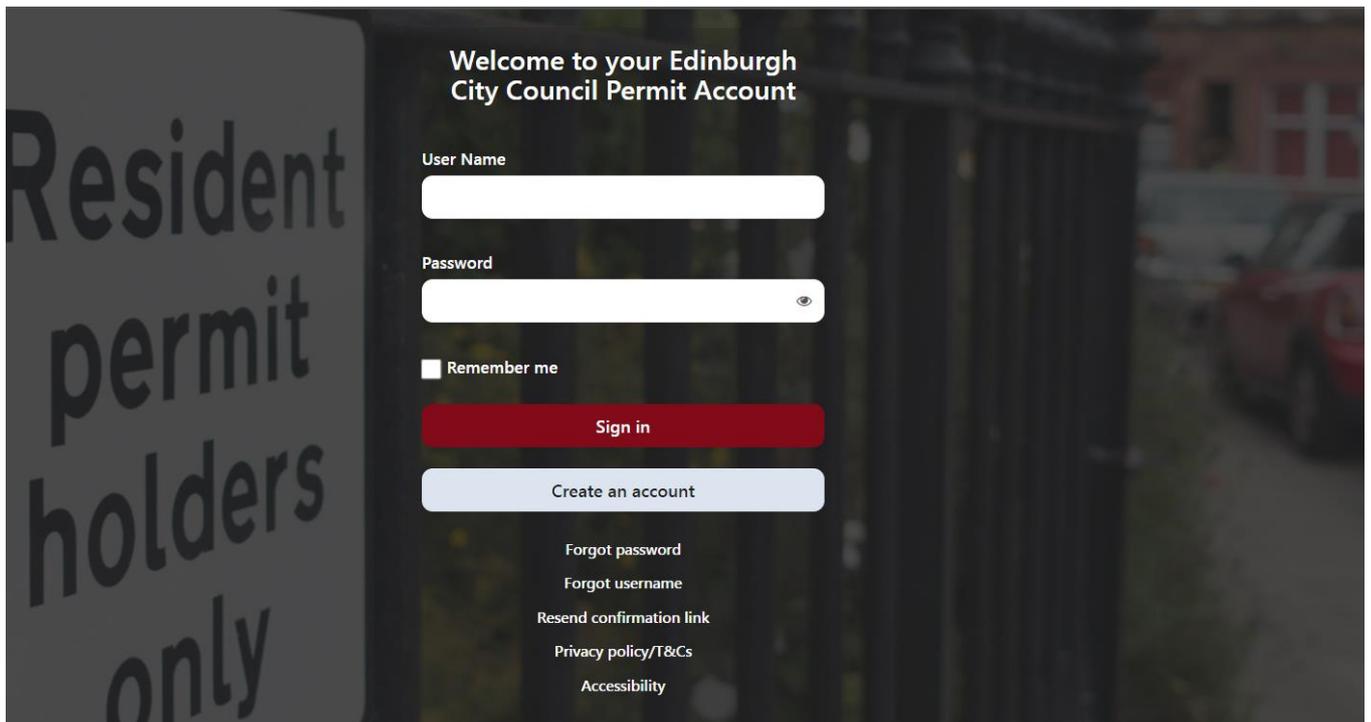


How to renew your Essential User Permit for a GP surgery

You can only renew your permit eight weeks before it is due to expire. You will be notified by email when your permit is available to be renewed.

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

There is a forgotten username and forgotten password link at the login page. You can use these to remind yourself of your login details.



Welcome to your Edinburgh
City Council Permit Account

User Name

Password

Remember me

[Sign in](#)

[Create an account](#)

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

1. From the main screen, go to the “Manage permits” section, any permits available for renewal will show under this section with a red “Renew” button underneath the permit details. You will need to complete the renewal process for all permits required for the new year.

The screenshot shows the 'Manage permits' section of the EDINBVR system. At the top, there is a 'MENU' icon and the EDINBVR logo. Below the logo, there is a 'Home' link and a 'Website color:' selector. The main content area is divided into two columns, each displaying a permit card. Each card includes the permit ID, permit type, address, status, and expiration date, along with a red 'Renew' button.

Permit ID	Permit type	Address	Status	Expire Date and Time	Action
EU-M9828846	Essential User Permits	Test Street, 33	Active	31/12/2022 23:59:00	Renew
EU-M849443N	Essential User Permits	Test Street, 33	Active	31/12/2022 23:59:00	Renew

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 permits. Select online after approval from the Payment method drop-down box and check the box to select the duration. Click Renew.

The screenshot shows the permit renewal details window. At the top, there is a 'MENU' icon and the EDINBVRGH logo. Below the logo, there is a 'Payment method' dropdown menu with 'Online after approval' selected. Below this, there is a table with 'Select duration below' and 'Price' columns. The table has one row with '12 Months' selected and a price of '£ 11.00'. Below the table, there is a '0% VAT' section and a 'Price' field with '£ 11.00'. At the bottom, there is a red 'Renew' button. At the very bottom, there are four buttons: 'Save', 'Manage your documents', 'Cancel Permit', and 'Back'.

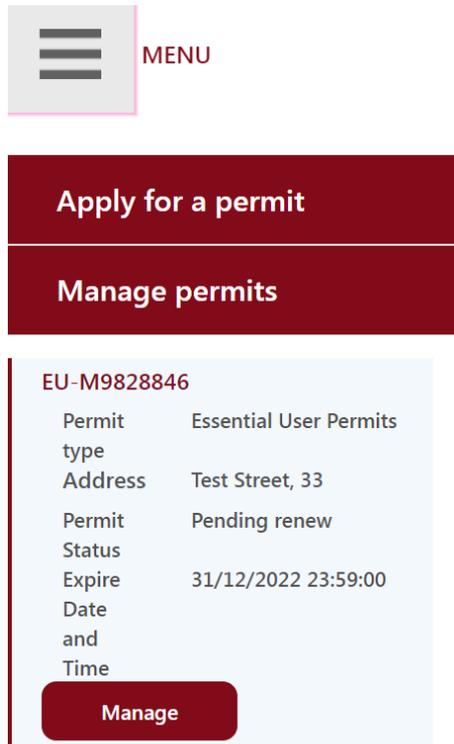
Select duration below	Price
<input checked="" type="radio"/> 12 Months	£ 11.00

0% VAT
Price •
£ 11.00

Renew

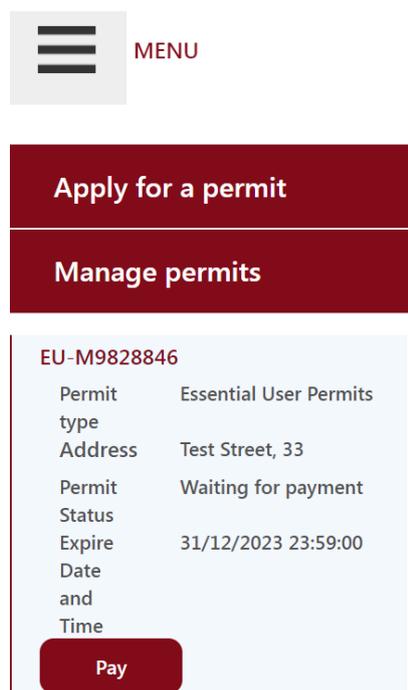
Save Manage your documents Cancel Permit Back

5. 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.



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

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



8. If you have more than one permit to pay for, you can use the basket function and add all the permits you wish to pay for. Once all are added, click continue.

Pay ×

Select permits for which you want to pay

Permit type	Essential User Permits
Vrn	
Start Date	01/01/2022 00:00
Price	£ 11.00
<input type="button" value="Add"/>	

Permit type	Essential User Permits
Vrn	
Start Date	01/01/2022 00:00
Price	£ 11.00
<input type="button" value="Remove"/>	

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

Pay ×

Amount to Pay: £ 22.00

Card Number •

XXXX	XXXX	XXXX	XXXX
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Expiry Date (MM/YY) •

MM	/	YY
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Issue Number

Valid From (MM/YY)

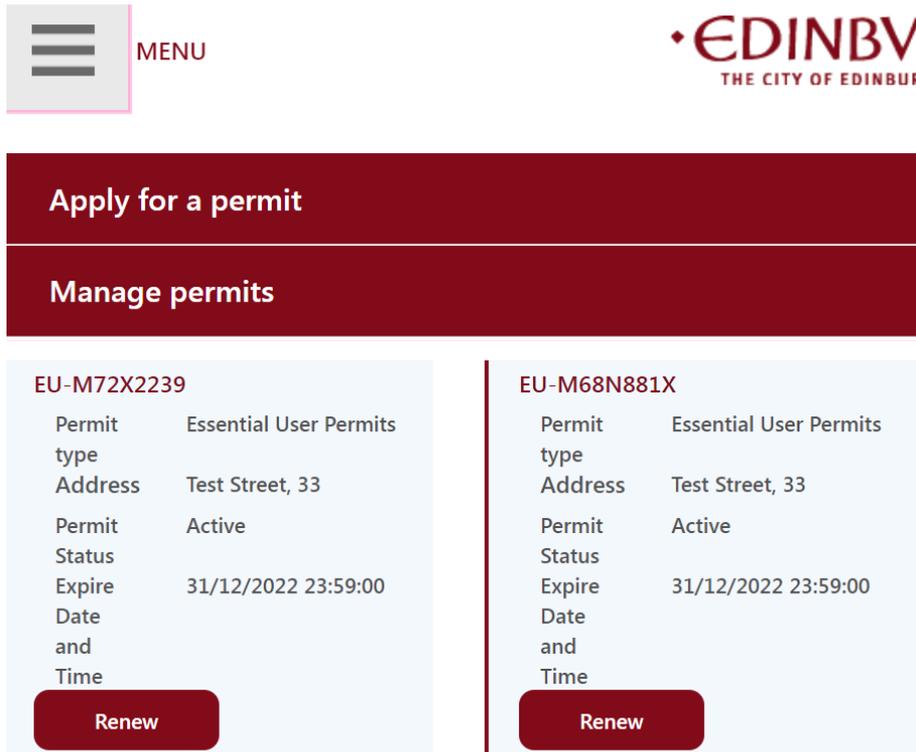
MM	/	YY
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CVV2/CVC2 •

XXXX	
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10. Once payment has been made the status of the permit under the “Manage permits” section will change to Print.

11. Once the payment has been made and the application activated the status of the permit under "Manage Permits" will change to Active as shown below and you should receive your permit in the post mid-December.



The screenshot shows a web interface for managing permits. At the top left is a 'MENU' button with a hamburger icon. At the top right is the 'EDINBURGH THE CITY OF EDINBURGH' logo. Below the logo are two dark red buttons: 'Apply for a permit' and 'Manage permits'. The 'Manage permits' button is selected, leading to a list of permits. Two permit cards are shown side-by-side. Each card displays the permit ID, type, address, status, and expiration date, along with a 'Renew' button.

MENU

EDINBURGH
THE CITY OF EDINBURGH

Apply for a permit

Manage permits

EU-M72X2239

Permit type	Essential User Permits
Address	Test Street, 33
Permit Status	Active
Expire Date and Time	31/12/2022 23:59:00

Renew

EU-M68N881X

Permit type	Essential User Permits
Address	Test Street, 33
Permit Status	Active
Expire Date and Time	31/12/2022 23:59:00

Renew