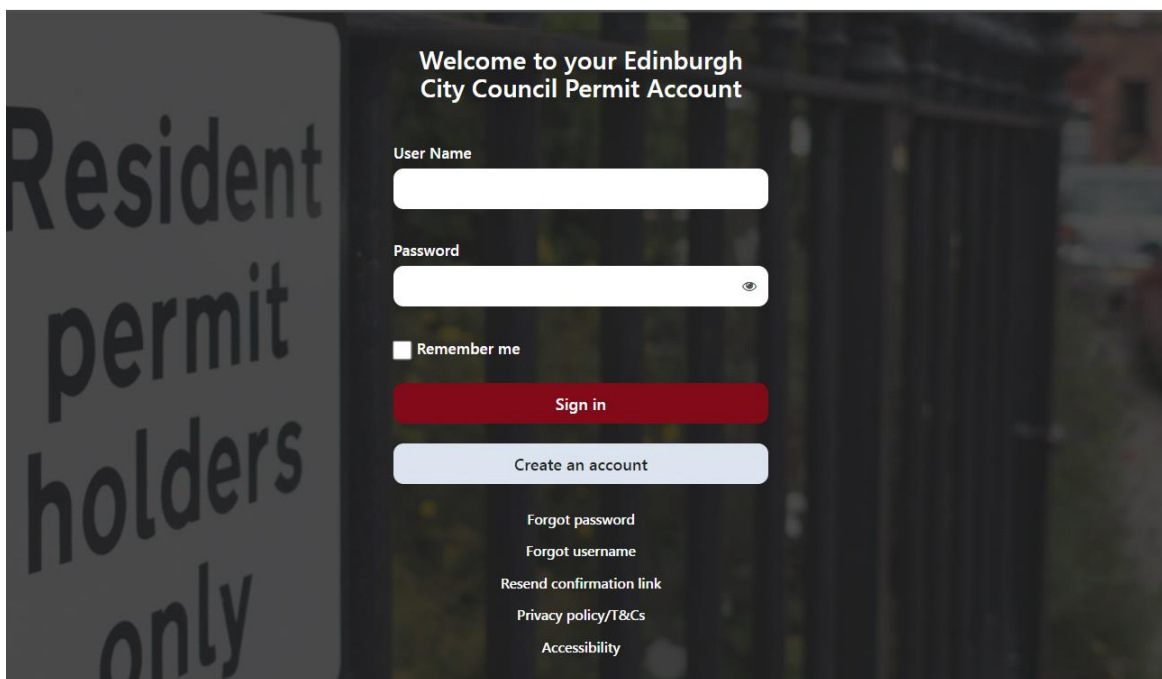


How to Apply for a New Access Protection Marking or Refresh an Existing Marking

This guide will help you apply for a new Access Protection Marking (APM) or make a request for an existing marking to be refreshed on our website.

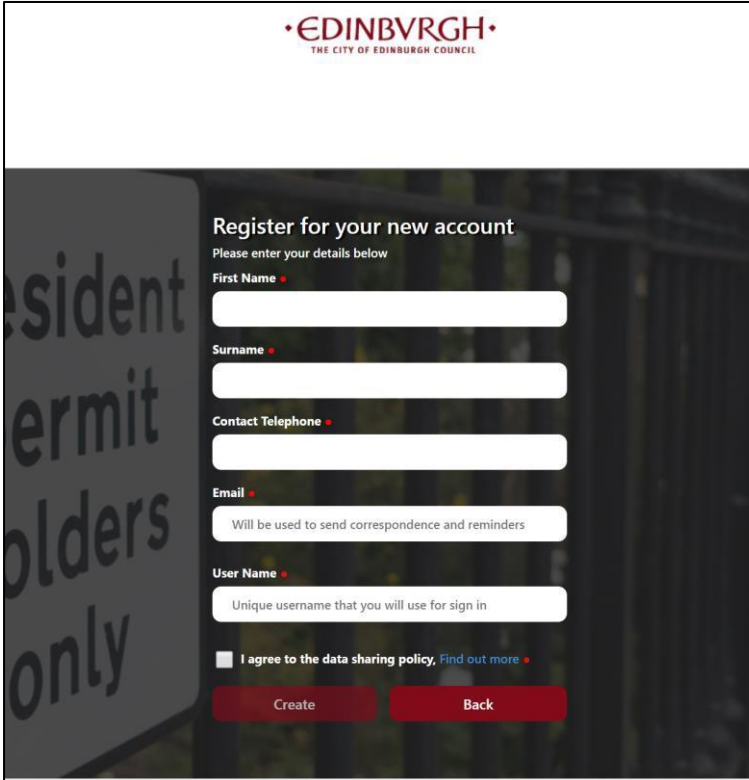
Please visit our website at: <https://edinburgh.nsl-apply.co.uk>

1. You will be directed to the website homepage.



2. If you are a new user, you will need to create a new account by clicking on the grey Create an account button.

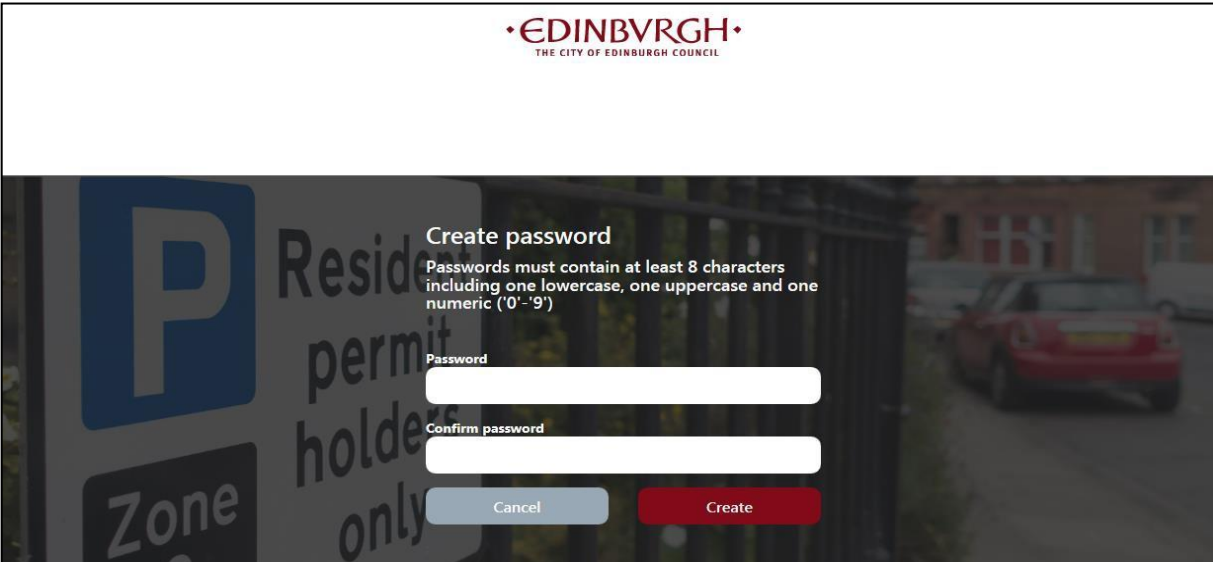
3. On the next screen, you will need to enter your details in the relevant fields. Please remember the User Name you have created as this will be required to sign in. Please read the data sharing policy and if you agree with it, please tick the box and then click the Create button to register your account.



The screenshot shows the registration form for a new account on the Edinburgh Council website. The form is titled "Register for your new account" and includes the following fields and options:

- First Name**: A text input field.
- Surname**: A text input field.
- Contact Telephone**: A text input field.
- Email**: A text input field with a note: "Will be used to send correspondence and reminders".
- User Name**: A text input field with a note: "Unique username that you will use for sign in".
- Agreement**: A checkbox labeled "I agree to the data sharing policy, [find out more](#)".
- Buttons**: Two buttons at the bottom: "Create" (red) and "Back" (red).

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, this will take you to a page where you can set up your password.



The screenshot shows the "Create password" form on the Edinburgh Council website. The form includes the following elements:

- Header**: "EDINBURGH THE CITY OF EDINBURGH COUNCIL".
- Title**: "Create password".
- Instructions**: "Passwords must contain at least 8 characters including one lowercase, one uppercase and one numeric ('0'-'9')".
- Fields**: Two text input fields labeled "Password" and "Confirm password".
- Buttons**: Two buttons at the bottom: "Cancel" (grey) and "Create" (red).

5. You need to type in your chosen password and then confirm it again. If they match you will be able to click Create to register your account. You will then be logged into your account, and you will come to the homepage. You now need to apply for a permit for your Access Protection Marking. Click anywhere in the red Apply for a permit bar

- Apply for a permit >
- Manage permits >
- Manage vehicle details >
- + Add new vehicle
- Manage account >
- Print receipt, Click here
- My profile, Click here
- Change password, Click here
- Register card, Click here
- Load support evidence, Click here
- View support evidence, Click here
- Favourite visitor cars, Click here

6. Once you have clicked this, you will be taken to another screen.

MENU

•EDINBURGH•
THE CITY OF EDINBURGH COUNCIL

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •

Choose

7. Click in the Permit Category dropdown box and select Access Protection Marking from the list.

8. A Permit Type dropdown box will then appear, you should select whether you are applying for a new marking (where no marking currently exists) or for a refresh of an existing marking.

MENU

•EDINBURGH•
THE CITY OF EDINBURGH COUNCIL

Submit your request for a parking permit

Permit category •

Access Protection Marking


Permit type •

Choose

- Access Protection Marking - New Request
- Access Protection Markings - Refresh Markings

Street •

9. Once you have selected an option, you should complete your address information in the other fields which will become available:

 MENU **EDINBURGH**
THE CITY OF EDINBURGH COUNCIL

Submit your request for a parking permit

Permit category •

Access Protection Marking x ▼

Permit type •

Access Protection Marking - New Request x ▼

Property name / Property number •

Street •

Town •

Postcode •

AB1 2CD

10. You should now choose a payment method from the drop-down box, please choose online after approval. You will receive an email from us when your application is approved. This could take a number of weeks. At that point you can log back into your account and make the payment.

11. If you are a Blue Badge holder, you should select Yes in the Discounts box. If you're not, then select "No". Blue Badge holders are entitled to an Access Protection Marking or the refresh of an existing marking free of charge.

Payment method •

Choose ▼

Discounts

Are you a blue badge holder? Yes No

12. If you are a Blue Badge holder and select Yes, a new Blue Badge Discount box will appear.

The screenshot shows a web application interface for submitting a permit request. A modal window titled "Blue Badge Discount" is open over the main form. The modal contains the following text: "If you are a Blue Badge holder, then you are entitled to a discount for this permit type. Please confirm that you are a Blue Badge holder and enter your Blue Badge number. If you have not already done so, please upload a copy of your Blue Badge using the upload support evidence icon button. If you are not a Blue Badge holder, please select cancel and continue with your application." Below this text is a text input field labeled "Blue badge number" with the example "ZZ999Z 1 0957X1215". A red button labeled "Upload Support Evidence" is positioned below the input field. At the bottom of the modal are two buttons: "Cancel" and "Save". The background form is partially visible, showing fields for Permit category, Permit type, Property name / Property number, Street, Town, and Postcode.

13. Please enter your Blue Badge number in the box and upload a copy of the front and back of your Blue Badge by clicking "Upload Support Evidence".

14. Select the Blue Badge front side from the drop down menu and click Attach document. When this has appeared in the image window, click Save.

The screenshot shows the "SUPPORT EVIDENCE OF IDENTIFICATION" modal window. It features a "Document Type" dropdown menu with "Blue Badge Front Side" selected. Below the dropdown is a text input field for the document name. An "Example" image shows a blue badge with a person's face on the left and a blue rectangle on the right. At the bottom of the modal, there is an "Applicant Document" section with an "Attach document" button and a "Help" button. The background form is dimmed, showing the same fields as in the previous screenshot.

15. Follow the same steps above to add a copy of the rear side of the badge.

16. In order to qualify for an Access Protection Marking, you must have a driveway and an official lowered kerb. You will need to answer two questions to confirm that you have a driveway and a lowered kerb.

Please note that an inspector will visit your address to verify that you have a driveway and a lowered kerb. If you do not have both, your application will be rejected.

<ul style="list-style-type: none">• Do you have a drive-way?	Yes <input type="radio"/> No <input checked="" type="radio"/>
<ul style="list-style-type: none">• Do have a lowered kerb?	Yes <input type="radio"/> No <input checked="" type="radio"/>

17. You must now check the duration box, to progress your application. Blue Badge holders must also check the duration box, the Blue Badge discount will be applied in the final price box. The duration is automatically selected as four weeks, but completion of the work may take longer.

18. Please now read the Terms and Conditions and if you agree, click the box to confirm this and click Apply.

19. After clicking 'Apply', you will return to the home page. You will note that the permit application is within the Manage Permits section of your account and the status will change to pending approval.

20. You will receive an email confirming receipt of your application a few minutes later.

21. Your application will now be reviewed by us. If your application is successful, the permit will be processed and you will receive another e-mail asking you to log back into your account to make payment.

22. At this time, once you have logged back in, under your Manage Permits section your permit will now have a red Pay button next to it.

23. Click the red Pay button and this will take you into the payment screen

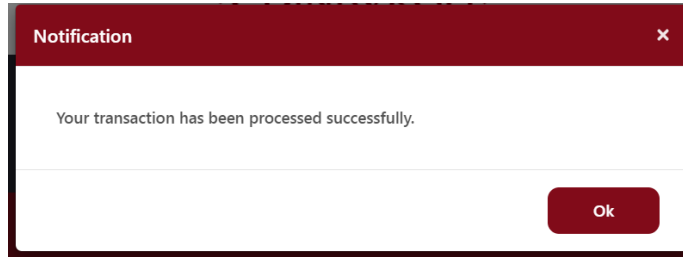
The screenshot shows a payment form with a dark red header containing the word "Pay" and a close button. The form contains the following fields:

- Card Number**: A field with a red bullet point, divided into four boxes, each containing "XXXX".
- Expiry Date (MM/YY)**: A field with a red bullet point, divided into two boxes: "MM" and "YY", separated by a slash.
- Issue Number**: A single empty text input box.
- Valid From (MM/YY)**: A field with a red bullet point, divided into two boxes: "MM" and "YY", separated by a slash.
- CVV2/CVC2**: A field with a red bullet point, containing "XXX". To its right is a small image of a credit card with "CVV" and "1000 1234 5678 9010" visible.

Below the fields is a line of text: "By clicking this Pay button, you are authorising us to debit your card." At the bottom is a dark red button with the word "Pay" in white.

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

25. If your payment is successful, a notification box will appear confirming the transaction has been processed successfully. Click Ok to close the pop-up box.



26. Your application is now complete and will be sent to our Lines and Signs team to introduce the markings on the road.