

## To Register on the Planning Policy Portal

1. Click on the 'Login/Register' button near the top and then click the 'Register' link as highlighted below:



2. Choose whether you are a consultee or agent using the notes for each option.
3. On the next screen fill in your information as appropriate. Required information is marked \*, all other information is optional. You can check that the username you have chosen is not already in use by someone else. Once you have completed the required information and agreed to the terms and conditions click the 'OK' button.
4. The last screen informs you that you should soon receive an email. We have noticed that some people have experienced problems receiving this email so please check that your settings will accept email from [consult@limehousesoftware.co.uk](mailto:consult@limehousesoftware.co.uk). Use the link in the email to activate your account.

You are now ready to start submitting comments