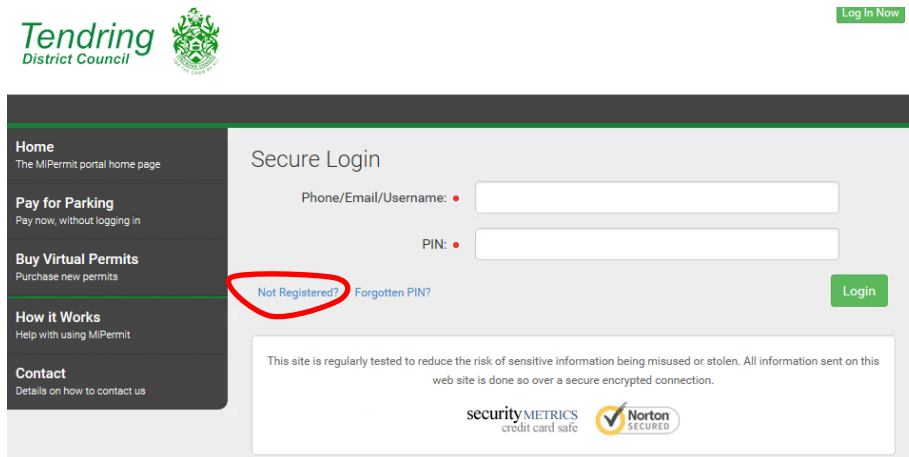
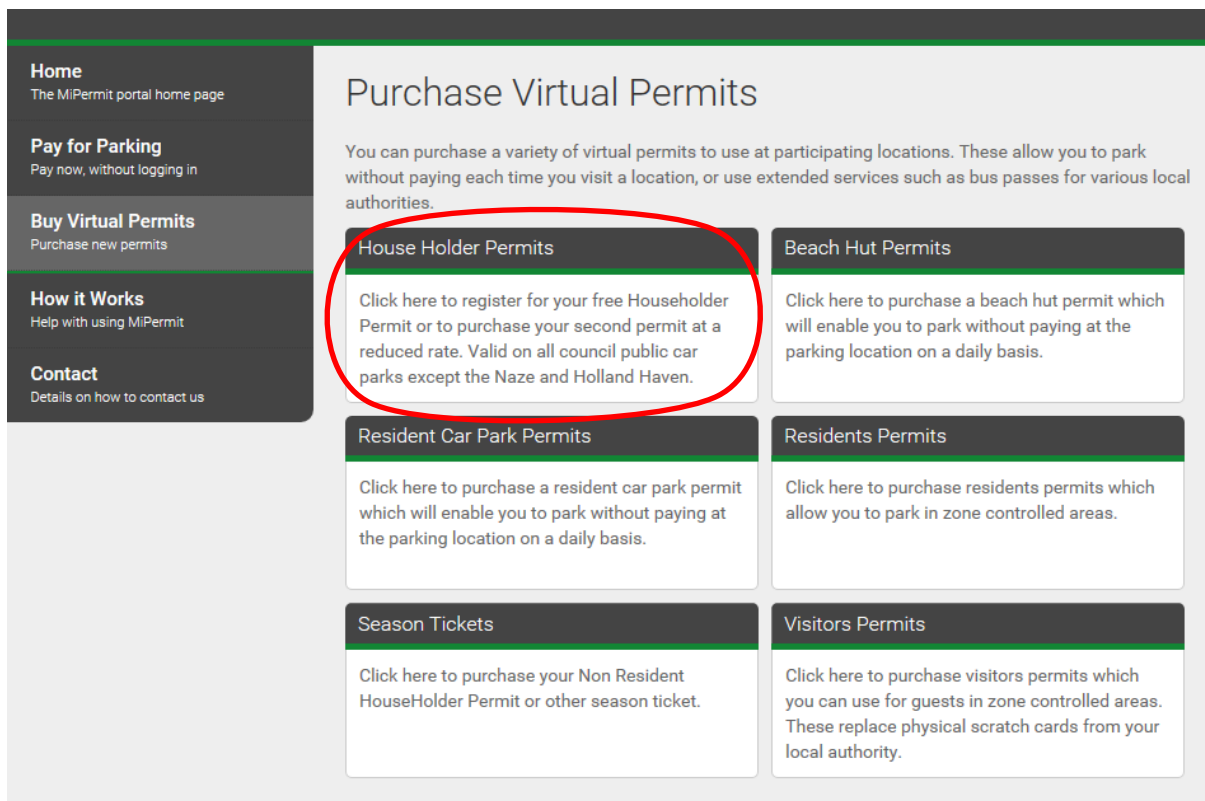


Virtual House Holder Permit Set Up Guide

When you follow the link from the main page you will land here. If you have an account please log in, if you haven't already set up an account then click on Not Registered? Circled in red below:



You will then come to this page – select the House Holders Permit box shown circled in red below:



Once you have selected this box you will come to this screen:



Login Now

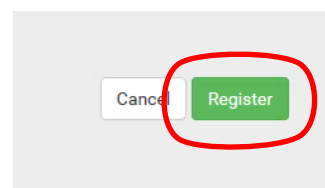
The screenshot shows the 'House Holder Permit Registration' page. On the left is a navigation menu with links for Home, Pay for Parking, Buy Virtual Permits, How it Works, and Contact. The main content area has a header with a 'Login Now' button. Below the header, the title 'House Holder Permit Registration' is displayed. A message states: 'To purchase a householder permit we need your council tax reference number.' There are three input fields: 'Council Tax No.', 'House Number', and 'Postcode'. A green 'Search' button is located at the bottom right of the form area.

Enter your council tax number and post code and press Search. The screen will then open to enter your name, telephone number and email, if you do not have an email address you can still register but you must enter a telephone number if this is the case:

This screenshot shows the 'Additional Information' section of the registration process. It includes input fields for 'First Name' and 'Last Name'. Below these is a message: 'Please enter either an email address or telephone number. This will be your login once you have completed registration.' There is a checkbox for 'Create Temporary Account'. Below the checkbox are input fields for 'Email Address' and 'Telephone Number'. At the bottom, there is a section titled 'Your Address' with a note: 'Your resident address determines your permit allocation. If you need to change this you must contact your parking operator or contact MiPermit with the new address details to be updated.'

If you experience any difficulties please call 01255 686969.

Once completed click the green Register button:



You are now on the Householder permit registration page. Make sure Householder permit is selected in the drop down as shown circled in red below:



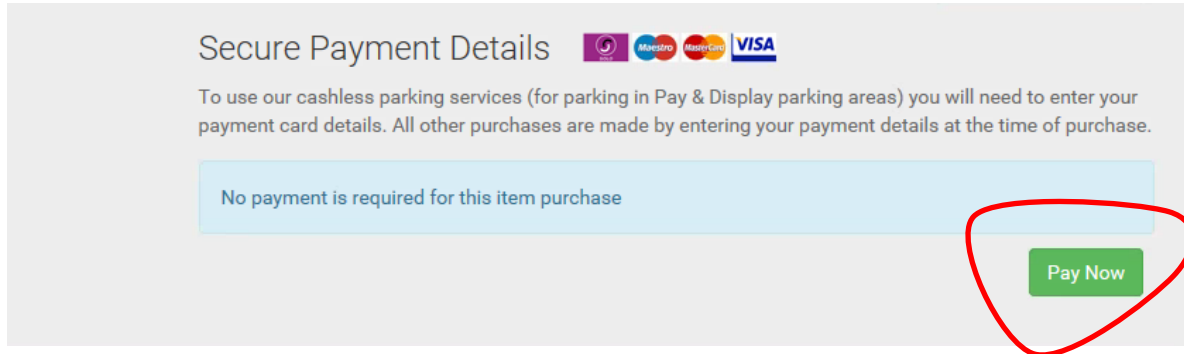
A screenshot of a web page for purchasing a householder permit. On the left is a dark sidebar with menu items: "Pay for Parking", "Members & Vehicles", "Billing Details", "Payment History", "Buy Virtual Permits", "Manage Virtual Permits", "How it Works", and "Contact". The main content area is titled "Purchase Householder Permit" and includes a dropdown menu for "Permit Type" with "House Holder Permit" selected, circled in red. Below this is a section for "Comments and Availability" listing several car parks with location pins. A light blue box contains a note about off-street car parks.

Then enter your registration number WITHOUT spaces as shown below:

A screenshot of the "Date and Duration" and "Permit Vehicles" sections of the registration page. The "Date and Duration" section shows a "Start Date" of 01/04/2016, a "Duration" of 1 Year, and an "End Date" of 31/03/2017. The "Price" is listed as £0 00. The "Permit Vehicles" section has a note: "Your permit requires you to enter at least one vehicle registration number." Below this, a "Vehicle Reg:" field contains the text "TE12STX" and a close button (X).

After you have read the terms and conditions tick the box circled in red and select the Green Pay Now button (No Payment required for Tending Residents first permit):

You will then open an extra part of the screen – please click the Green Button circled in red below:



Congratulations you have set up your permit!

