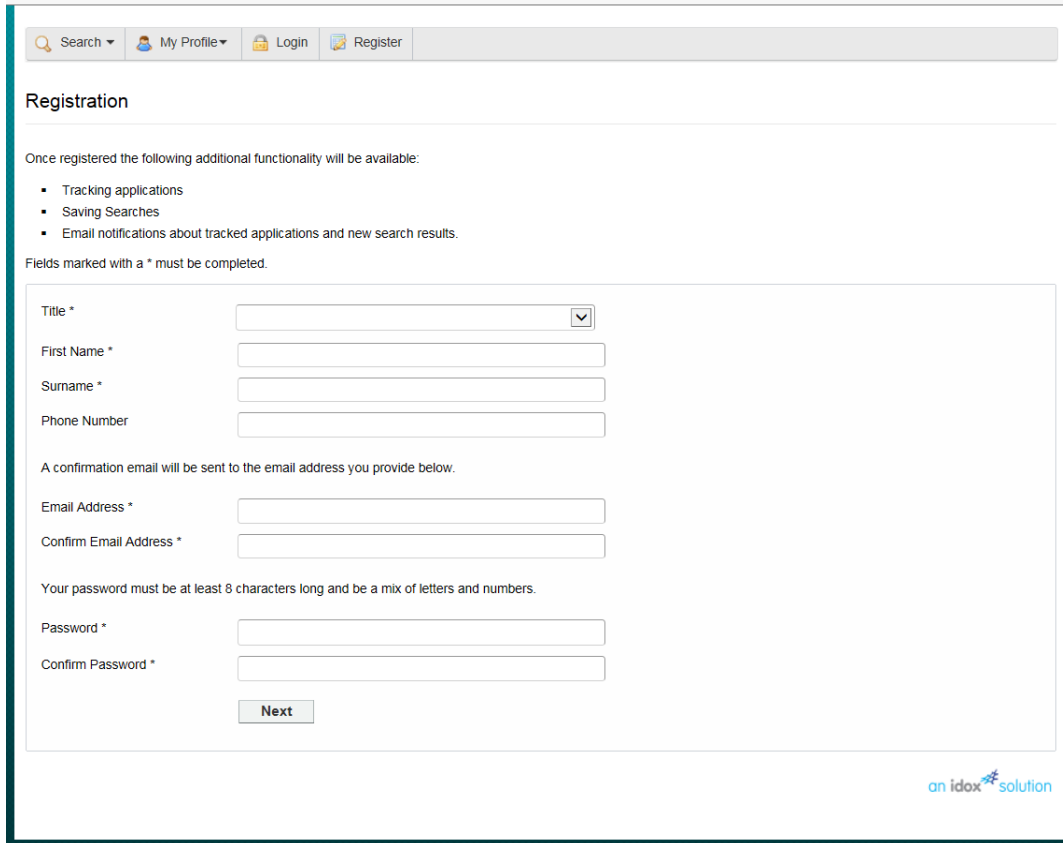


## Registering with Public Access

Access the simple search area;

<http://publicaccess.mendip.gov.uk/online-applications/>

Register for an account by filling in the registration screen details



The screenshot shows a web browser interface with a navigation bar at the top containing 'Search', 'My Profile', 'Login', and 'Register' links. Below the navigation bar is the 'Registration' section. It includes a list of features available after registration: Tracking applications, Saving Searches, and Email notifications about tracked applications and new search results. A note states that fields marked with an asterisk (\*) must be completed. The form fields are: Title (dropdown menu), First Name, Surname, Phone Number, Email Address, Confirm Email Address, Password, and Confirm Password. A 'Next' button is located at the bottom of the form. The 'an idox solution' logo is visible in the bottom right corner of the form area.

Complete the following screens with your postcode and address.

On the final screen tick the box that you agree to the terms and conditions.

The activation required screen will appear and you will receive an email to the email address you quoted.

Click on the link in the email to activate the account.

Once you have completed the process, it will tell you that you can log in to the system.