## Steps required for a registered user to lodge a Parking Permit

| Step # | Action | Description/ Screen Dump |
| --- | --- | --- |
| 1 | GO TO *My Port Phillip*  *AND*  ENTER your *Log in* details | Log-in to the *OneCouncil* portal using your email address and password. [Click here to go to My Port Phillip.](https://copp.t1cloud.com/T1Default/CiAnywhere/Web/COPP/LogOn/PRONLINESERVICE) |
| 2 | SELECT *Apply for a permit* |  |
| 3 | NAVIGATE to *Parking Permits* located on the right-hand panel  *AND*  SELECT *Start* |  |
| 4 | SELECT the *Permit you want to apply for* from the list that displays when the drop down is clicked  *AND*  TYPE the permit address in the *Search for your property* field | The address field will auto-populate as the details are entered. |
| 5 | ANSWER the *Specific Questions* | Note: that information saved on this page will lock-in. To change the information for the application if a mistake has been made or a different selection required, it will be necessary to start the application again. |
| 6 | PERFORM the following:   * CLICK ***Lodge*** to lodge the application   *OR*   * CLICK ***Quote*** to obtain a quote and then *Exit* |  |
| 7 | CLICK *Accep*t to agree to the Terms and Conditions |  |
| 8 | GO TO *Summary* in the left hand menu field on the *Application Details* page  *AND*  CLICK on *Actions Required* | To upload the required supporting documentation from the summary screen. |
| 9 | CLICK *Go* to UPLOAD the required supporting documentation as an *Attachment* for each task |  |
| 10 | CONFIRM the permit application is *Ready to Lodge*  *AND*  CLICK the *Pay Now* button located in the top left hand corner of the page | This page will not display until all required documents have been uploaded successfully. |
| 11 | SELECT the correct payment option:   * *Mastercard* * *Visa* * *Amex* * *Other*   *THEN*  COMPLETE the required details and finalise the payment |  |
| 12 | CONFIRM the permit application has been lodged successfully |  |
| The parking permit application has been completed. No more steps are required. | | |