## Resident parking permit guide

On the 'Parking permits' web page:


Click the 'Apply for a first-time resident parking permit' button.
On the 'Apply for a first time resident parking permit' web page:

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| … . . . . . |  |  |
| Apply for a first time resident parking permit |  |  |
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| Documents required for proof of residence and vehicle ownership Proof of residence |  |  |
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Click the 'Apply for permit' button.
The 'My permit account' log in page:


## Set up a new permit account

Follow these steps to create a new account. If you have already created one, skip this section and continue from 'Log in to your permit account, below.


Click the 'Create a new account' button.


Enter email, create a password and click the 'Next' button.
Enter details and post code.
Click 'Find address' tab, select address.
Click the 'Finish' button.


An email is sent to the registered email address for activation:

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Account registration confirmation
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```
Dear Mr. John Doe,
Thank you for registering your account with us. Before you can start using the website, you will need to confirm that this is your e-mail address and that it was you who registered the account with us.
If you have not registered for this service then you can ignore this e-mail. The account will not be activated and the details registered, ongside your account will not be used.
However, if you have registered with us on our parking website, please click on this link to confirm your account registration.
This will activate your account allowing you to apply for parking permits and track them on the website.
When you confirm your registration, you will be taken to the website login page. There you will able to sign in using the e-mail address and password you used to register.
Kind regards,
The Car Parking Team
London Borough of Barking and Dagenham
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Click the 'Confirm your account registration' link.
The email link takes you back to the log in page

## Log in to your permit account



Click the 'Sign into my account' button.
On the main menu of your account:


Click the 'Permit application (Apply for a permit)' button.


Select 'Residential Permits' from the permit category drop down list.

Click the 'Next' button.



Select 'Annual Residents Permit' from the drop down list.


Enter vehicle details, answer blue badge and diesel fuel questions, and click the 'Next' button.


Confirm car details, personal details, price and click the 'Proceed' button.


Click the 'Upload supporting documents' button.


Click the 'Add documents' button.


Once documents are added, click on the 'Upload documents' button.


Click the 'Make payment' button.


Enter payment details and click the 'Continue' button.


## Click the 'Finish' button.

Your permit has been issued.

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Permit issued - BDARS01
    N NoReply+LBBD@paysmartico.uk
    To O John Dce
Dear John Doe,
We are pleased to confirm that your application for a Annual Residents Permit permit has been approved, and the permit has now been issued.
The details of your permit are listed below:
    Permit number : BDARS01
        Issue period: 12 months
        Permit Price: 111.00
        Start date : 13 October 2020
        Expiry date : 12 October 2021
Please refer to the LBBD website for the 12 months T's & C's.
Kind regards,
Car Parking Team

You will receive an email confirming the residents permit.```

