

How to Register an Account

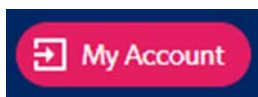
Quick Reference Guide

June 2019

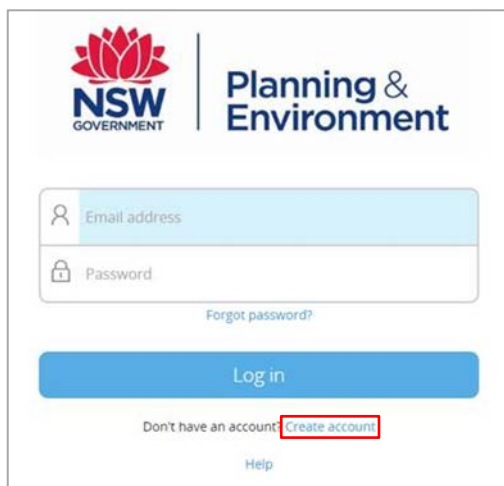
Planning Portal registration and log-in

To use the Planning Panels service, you will need a Planning Portal account. This guide outlines each step of the registration process.

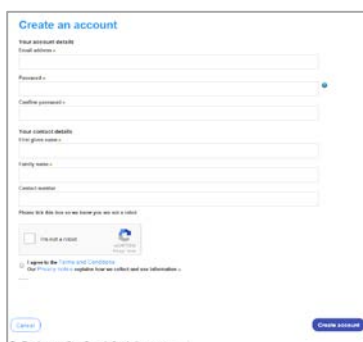
- Go to www.planningportal.nsw.gov.au/planningpanels
- Select My Account in the top right-hand corner to be directed to the login page.



- Click the **Create Account** link to commence the registration process.

The login page for the Planning & Environment portal. It features the NSW Government logo and the text "Planning & Environment". Below the logo are two input fields: "Email address" and "Password". A "Forgot password?" link is located below the password field. A large blue "Log in" button is centered below the input fields. At the bottom, there is a link "Don't have an account? Create account" where "Create account" is highlighted with a red box. A "Help" link is at the very bottom.

- The **Create an account** page will open.

The "Create an account" page. It has a title "Create an account" and a subtitle "Your account details". Below the subtitle are three input fields: "Email address", "Password", and "Confirm password". Below these are two more input fields: "First name" and "Last name". Below these are two more input fields: "Contact number" and "Please tick this box to verify your details and activate your new account". There is a checkbox labeled "I'm not a robot" and a "Create account" button. At the bottom, there is a link "I agree to the Terms and Conditions" and a note "Our Privacy Policy explains how we collect and use information".

- Enter your **email address**.

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Note: This will be your username and system generated notifications will be sent there

- f. Enter and confirm your **password**.
 - Your password has to be at least 8 characters long and not more 16.
 - Must contain at least one lower case letter, one upper case letter, one digit.
 - and one of these special characters ~!@#\$\$%^&*()_+
- g. Verify that you're not a robot, and correctly complete a question such as "Select all images with traffic lights" to proceed.
- h. Agree to the *Terms and Conditions* by selecting the tick box. You can also review the privacy notice at this point.
- i. Click **Create Account** and you'll see the confirmation screen



- j. You will be sent a verification email. Click on the link to verify your account.



Note: Your account will not be created until you verify your registration. Once account has been activated, you'll receive an email to confirm your registration.

- k. You are now able to log into your dashboard. Enter the registered email address and password for this account.



Use the **Forgot password** link and follow the prompts to reset or change your password at any time.

More information

If you need assistance, please contact eplanning@planning.nsw.gov.au