

## APPENDIX 1

# Recycling Centre Access Registration Process

Follow the link

[www.nottinghamshire.gov.uk/registerstorecycle](http://www.nottinghamshire.gov.uk/registerstorecycle)



**Nottinghamshire  
County Council**

The screenshot shows the Nottinghamshire County Council website's registration page. At the top, there is a green navigation bar with the text "Nottinghamshire County Council" on the left and "Create account" and "Log in" on the right. Below this is the council's logo and name. A dark grey bar contains two buttons: "Popular online services" and "All online services". The main content area has a white background with the heading "Create an account or log in". Below the heading is a paragraph: "You need to create an account before you can fill in this form. Once you've created an account we'll be able to save you time filling in forms in the future. You'll also be able to see requests you've made to us in your account history." There are two buttons: a dark grey "Create account" button and a blue "Log in to your account" link with a right-pointing arrow. A blue arrow from the text "Create a new account." on the left points to the "Create account" button. At the bottom, there is a dark grey footer with the council's logo and name, and the text "Copyright © Nottinghamshire County Council 2015".

Create a new  
account.

# Register on the new SELF Portal



A screenshot of the Nottinghamshire County Council website's account creation page. The page has a green header with the council's name and a "Create account" button. Below the header is the council's logo and the text "Create an account". The form includes fields for "Email address" (containing "joeblogstest99@hotmail.com"), "Password (must be at least 10 characters)" (with two rows of masked characters), and a "Submit" button. A yellow modal box is overlaid on the page, containing the text: "Email verification required. Your account has been successfully created. Before you can use it, you must verify your email address. An email has been sent to joeblogstest99@hotmail.com containing instructions on how to do this." The modal has "Ok" and "Cancel" buttons. Blue lines connect the modal to the email address field and the "Submit" button on the form.

This will send a verification email to the email address you register with.

# Verify your email address.

A screenshot of the Outlook Mail interface. The top bar shows "Outlook Mail" and navigation icons. Below is a search bar and a ribbon with options like "New", "Delete", "Archive", "Junk", "Sweep", "Move to", and "Categories". The left sidebar shows a "Folders" pane with "Inbox" selected and a count of "1". The main area displays an email from "no-reply@nottscc.gov.uk" with the subject "Activate your account" and a timestamp of "6:21 AM". The email body contains the text: "Your Nottinghamshire County Council online account has been created. Before you can log in, you will need to [activate your account](#). Regards, Nottinghamshire County Council".

# Create an account.



Nottinghamshire County Council | joebloggstest99@hotmail.com

**Nottinghamshire County Council**

Popular online services | All online services | My requests

## Create account

Basic details | Address details | Overview

If you live in Nottinghamshire, please enter your postcode, then select your address from the list below.

Postcode *	NG2 5LA	✓
Select address *	135 Blake Road, West Bridgford, Nottingham, NG2 5LA	✓
Do you live outside of Nottinghamshire?	<input type="checkbox"/> Yes	
Flat Number		
House Name / Number *	135	✓
Street *	Blake Road	✓
Locality / Village	WEST BRIDGFORD	✓
Town *	West Bridgford	✓
Postcode *	NG2 5LA	✓

## Create account

Basic details | Address details | Overview

Creating an account saves you time with auto-completion of your contact information when completing forms and your requests. Please note that your account should be for your individual use only. If you share your login details with others using an email address which others have access to, they may be able to make requests as you and see information that

Title *	Mr.
First name *	Joe
Last name *	Blogg
Email address	joebloggstest99@hotmail.com

Next >

Next >

< Previous

# Run the address verification check...



Email address

Full address

Date of birth \*    ✓ ?

Our recycling centres are for use by Nottinghamshire residents only (excluding Nottingham City).

By clicking 'check my identity' below we will use the personal information on this form to check that you are a Nottinghamshire resident using our identity verification provider, [CallCredit](#).

This check will not affect your credit rating but may be recorded on your credit history.

Check my identity now  ?

**i** We're currently checking your details. This may take up to 30 seconds

We've verified your details. Click Next to continue.

# Add your vehicle/s



## Waste and recycling - Recycling centre access

[Your details](#) [Vehicle details](#)

Please provide the registration number of at least one vehicle that you would like to register to use our recycling centres.

You can register up to two vehicles.

You cannot take waste to the recycling centres in a:

- Van with single-axle trailer
- Pick-up with single-axle trailer
- Any vehicle with a double-axle trailer
- Horsebox or any other vehicle used to transport horses or farm animals

Registration number 1 \*

FL11HFH



Type \*

- Car/minibus (with or without single axle trailer)
- Van
- Pick-up
- Sign-written vehicle
- Other



Registration number 2

Your vehicle/s are now registered and ready to use.



Nottinghamshire County Council Mr. Andrew Barnes ▾



**Nottinghamshire  
County Council**

[Popular online services](#) [All online services](#) [My requests](#)

Thank you for registering the following vehicle(s) to access our recycling centres:

FL11HFH

Your reference number is FS-Case-2115388.

A confirmation has been sent to your email address.

[Continue >](#)



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