

HOW TO SIGN IN / LOG IN TO THE PORTAL

SLIDE 1

How to sign in, or log into the customer portal.

Remember, to be able to sign in, you must have registered for access the system first.

SLIDE 2

Your password is required to consist of 12 plus characters, and must include the following configuration

One UPPER case character

One lower case character

One number and one special character, for example an exclamation mark.

If you input your password into the system three times incorrectly, the system will lock you out for ten minutes.

Remember, you have the forgotten password link option to use, before you lock yourself out of the system.

SLIDE 3

The upcoming demonstration will show you how to sign or log into the customer portal.

SLIDE 4

Open the browser tab to display the permits for access to the road and corridor front page

Click on sign in.

Enter your user name, which is usually your email address, unless you have created your own user name.

Enter your password.

Click sign in.

You will know that you have signed in successfully, as your name will appear in the top right-hand corner of the page.

SLIDE 5

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.