

# User Guide for making registering and making an online submission

## Step 1: Registering

(Note: the registration process should take approximately 5 minutes.)

- a) When you have reached our online submissions page you will need to register by clicking on the Login/Register tab:

(Note: You will only need to go through this online registration process **once**. Thereafter you will have login access to Council submissions processes)



Consultation Home

### Welcome to our Consultation Portal

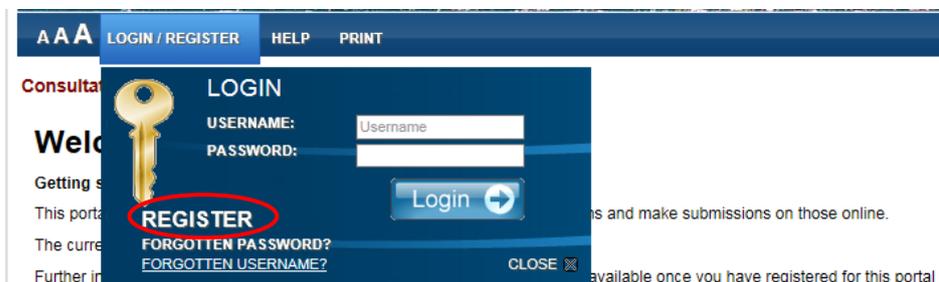
#### Getting started – making your submission

This portal allows you to access information about current Council consultations and make submissions on those online.

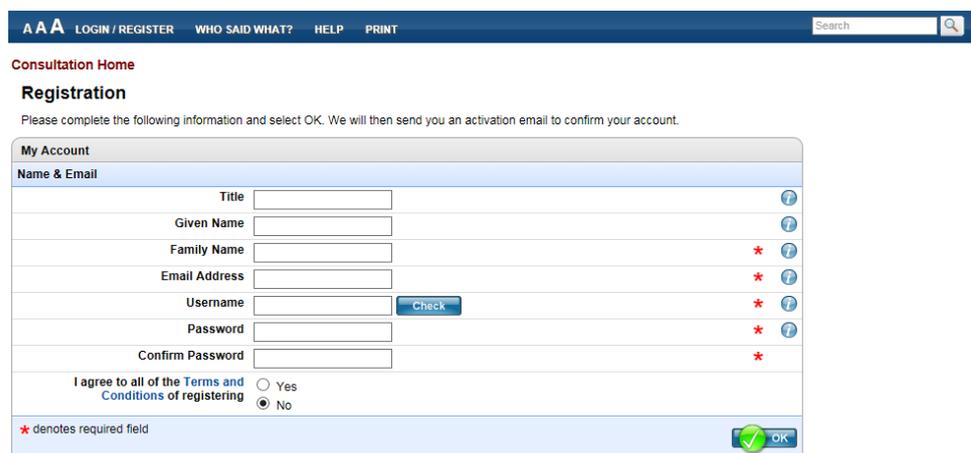
The current consultation showing below is for the 2015 Long Term Plan.

Further information on this consultation and supporting documentation will be available once you have registered for this portal and that are available in the attached [User Guide](#).

- b) A drop-down box will appear as below. This will enable you to choose to Login or Register. Choose 'Register' on your first visit. (Note: You will choose 'Login' after your registration is activated so that you can complete your online submission).



- c) You will then see a screen as below. Fill in your name, email address, enter a username and choose a password. This is the only mandatory information required to establish your login. **Please record your username and password as you will need this to Login shortly** (and for future online submissions).



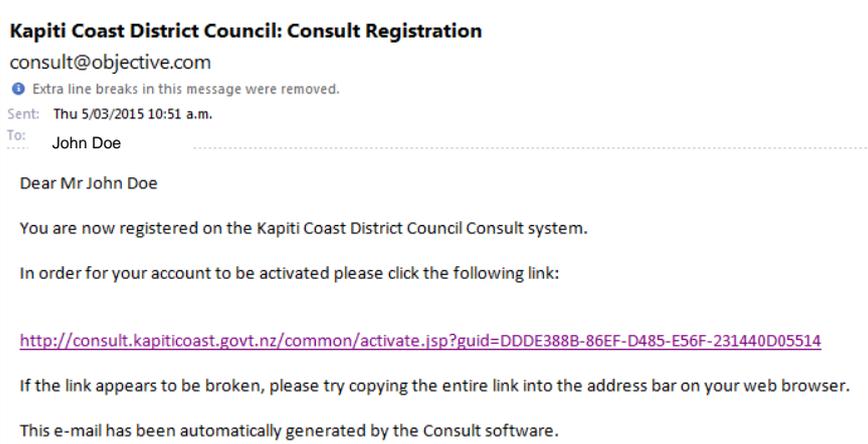
- d) Please note our Terms and Conditions and Privacy Statement at the bottom of the registration page above. Click on 'OK' at bottom right when you've completed the above page.

## Step 2: Acknowledging your account 'activation' email

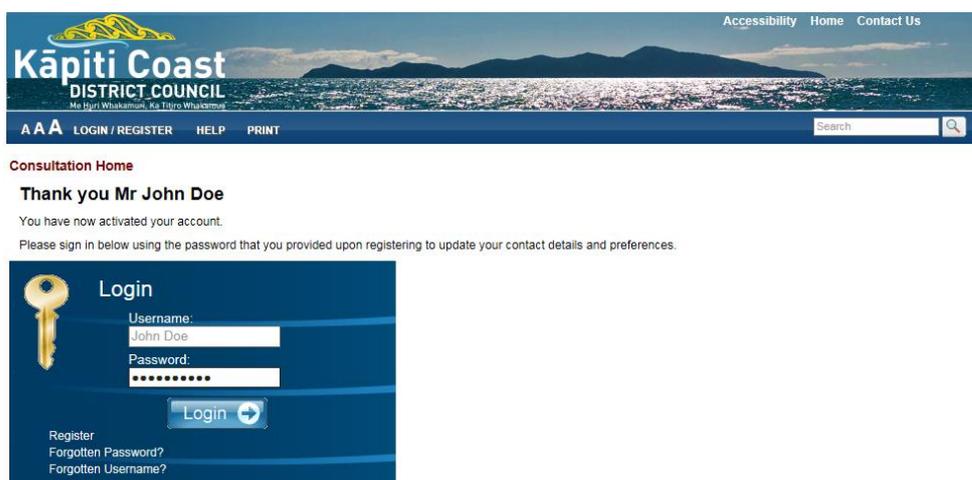
- a) Once you have registered you will see a confirmation screen as below and the website will send an 'activation' email to your given email address as a security verification.



- b) You now need to check your emails as your 'activation email' will arrive promptly to the email address you entered in the registration page (*the example below is indicative only*):



- c) You then need to click on the link in your email and it will take you to the Login page on the website as below:



- d) Enter your username and password in the boxes provided (depending on your browser your username may already be showing) and click on 'Login'.

### Step 3: Completing your registration

- a) You will then be asked to provide some details about yourself (see below). Please note most of this information is optional, however we do require contact details to enable us to reply to your submission. The red asterisk at the right of some boxes shows the required fields.

**My Account**  
LOGOUT MY ACCOUNT WHO SAID WHAT? HELP PRINT

**Consultation Home**

**My Details**  
Please fill in your contact details to complete your account registration and begin making submissions.

**My Account**  
Organisation / Individual

Views submitted as  Organisation  Individual

**Address**

Address Type: Unspecified

Address Line 1: Rimu Road \*

Address Line 2: Raumati Beach

Address Line 3:

Town/City: Kapiti Coast ✓

County/State:

Post Code: 5032 ✓

**Other Contact Details**

Phone Number: 737

Mobile Phone Number: 0272033917

Fax Number:

Method of Contact: Email

**Also Register Me With**

Partners: There are no other organisations available to "also register with".

\* denotes required field

OK

- b) When that screen is completed click 'OK'.
- c) The following screen will appear, you will then just have to click 'OK' to complete your registration.

**My Account**  
LOGOUT MY ACCOUNT HELP PRINT

**Consultation Home**

**My Account**  
Step 2 of 2

My Details  
Finish

**Finish**  
You have now completed your registration.

OK

#### Step 4: Making an online submission

- a) When you have completed your registration and/or login (as above) you will be able to submit online. Click on the consultation you wish to submit on (*we are using Urban Tree Variation for this example*) to get to the consultation page.

The screenshot shows the Kāpiti Coast District Council website. At the top, there is a navigation bar with links for Accessibility, Welcome Sarah Paul, Home, and Contact Us. Below this is a search bar and a 'Consultation Home' link. The main heading is 'Welcome to our Consultation Portal'. Underneath, there is a section for 'Getting started - making your submission' with instructions on how to use the portal. A search filter section allows users to search by Subject, Status, and Keywords. Below the search filters, there are 'List View' and 'Date View' buttons. The main content area displays a table of consultations:

Consultation	Start	End	Status
<b>Urban Tree Variation</b>	27/08/15 7:41 PM	8/10/15 8:41 PM	open
Representation Review	24/06/15 9:00 AM	31/07/15 5:01 PM	closed
2015 LTP Consultation	20/03/15 8:00 AM	24/04/15 5:00 PM	closed

At the bottom of the table, there are navigation controls including 'Number of items to display: 20', 'Page 1 of 1', and 'Displaying 1 to 3 of 3 items'. The 'Urban Tree Variation' row is circled in red.

- b) Once you have opened the consultation you will see an introductory screen for that consultation along with a button inviting you to the submission form similar to this:



- c) Click on this button to enter the consultation process. Simply read the information and tick the radio buttons of your choice throughout the form. Anything with a red asterisk is a mandatory question. For some questions there will be text boxes where you can give further information.
- d) When you have completed each page, click 'Next' (at bottom right) to advance to the next page.



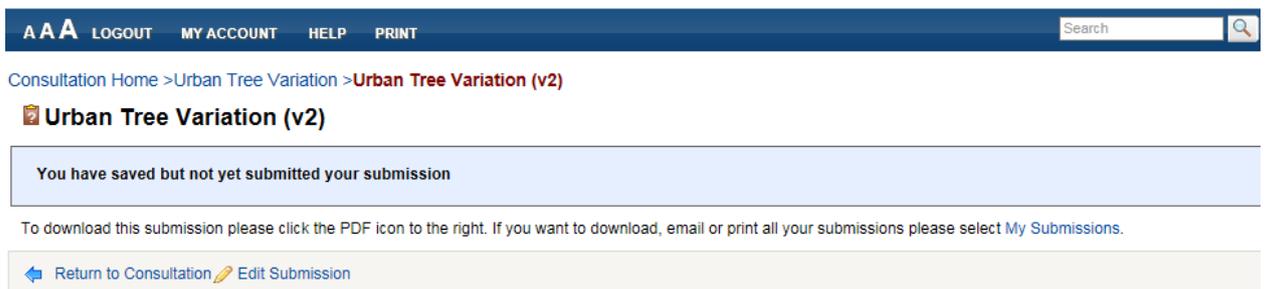
- e) For some consultations (depending on the complexity) there could also be an opportunity to navigate through the document via a tree on the left hand side.
- f) If at any time you wish to cancel your submission, simply click the cancel button. This will take your submission back to the last time it was saved.

## Step 5: Saving your submission as a draft

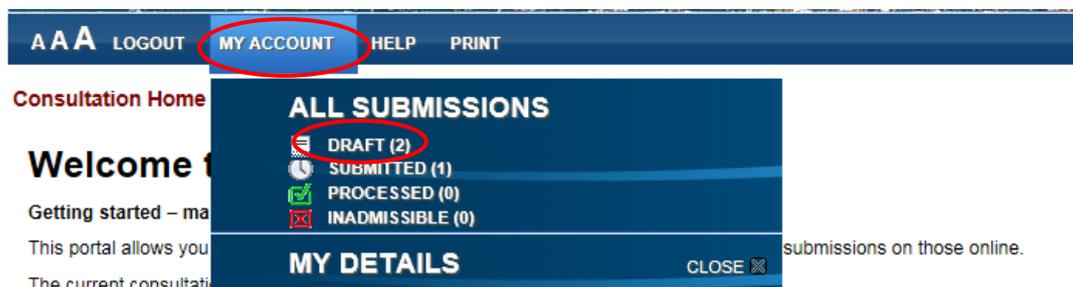
- a) If you aren't able to finish your submission form in one session you can save it as a draft and come back to complete it later. Don't forget to come back and complete it before the closing date though!



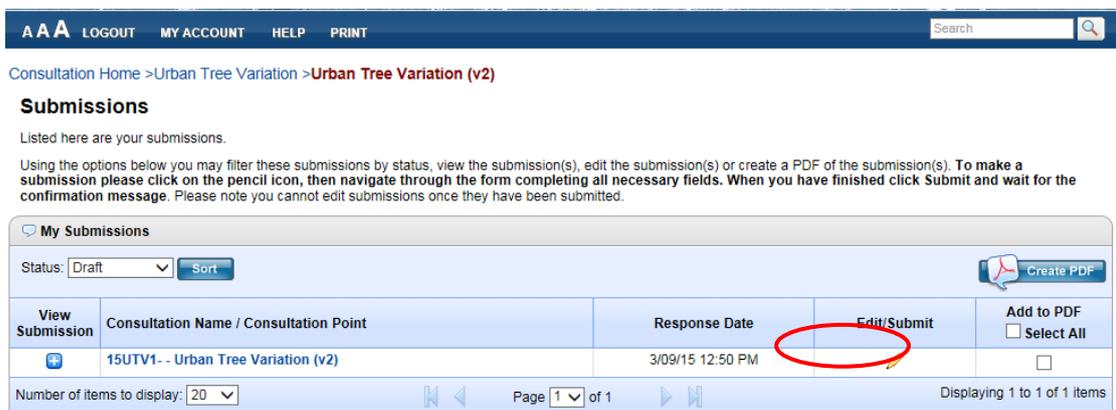
- b) When you save your uncompleted submission form as a draft you will see a screen similar to the following (*we are using Urban Tree Variation (v2) for this example*):



- c) You can then logout and log back in later. After you have logged back in you will need to click on the *My Account* tab which will produce a drop-down menu as below.



- d) Click on the 'Draft' options and you will see a screen as below with your draft submissions listed. Click on the draft submission you wish to open, click on the pencil icon and you can continue to complete your submission. Don't forget to 'submit' your submission when you've finished it.



## Step 6: Finishing your submission

You are now at the final page where you can now submit your submission if you are ready.

### Submit / Save

- ✔ There are no more questions. **Please click Submit to finish and wait for the confirmation message.** Once submitted you will no longer be able to modify your answers. Thank you for your time.
- 📄 If you are logged in, you can save your form if you are not quite finished and would like to come back to it later. You will be able to see all unsubmitted forms in "Your Account" and submit or edit them at any time.
- ✖ Cancel if you want to disregard the answers/changes you have made since your last save.

**Remember to send your submission before the closing date.**

### Additional support

If you have any difficulties with this process the council has provided further guidance in the form of answers to Frequently Asked Questions (available on our Consultation Portal next to the link to this User Guide). You can also call the council on 0800 486 486 and you will be directed to the appropriate support.