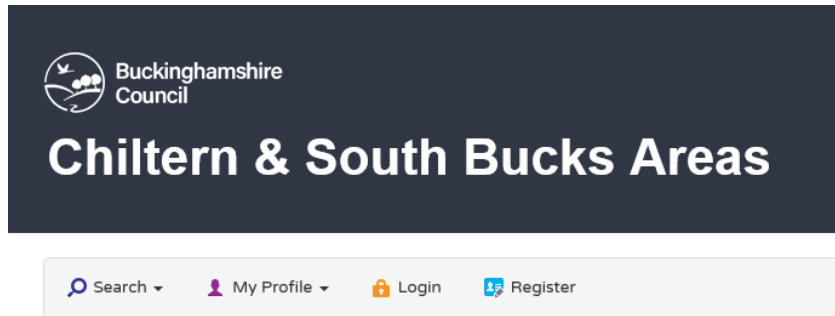


Buckinghamshire Council – Chiltern and South Bucks local areas

Public Access System Quick Guide: How to register

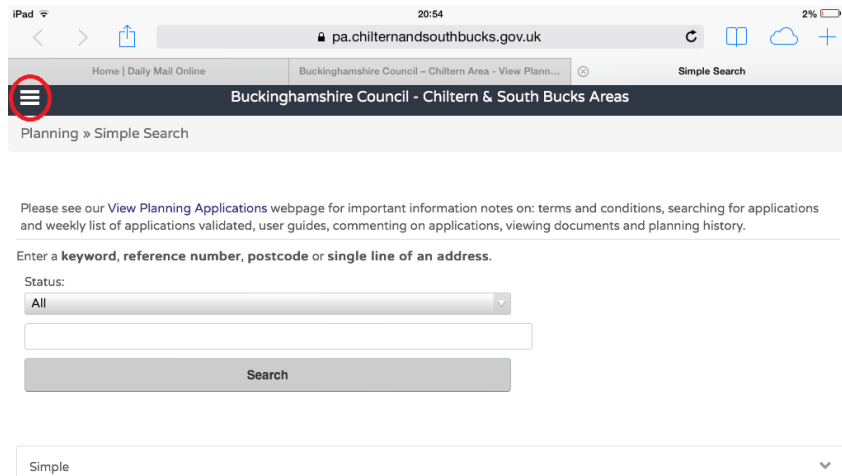
Registering on Public Access

Click here to [register on Public Access](#).

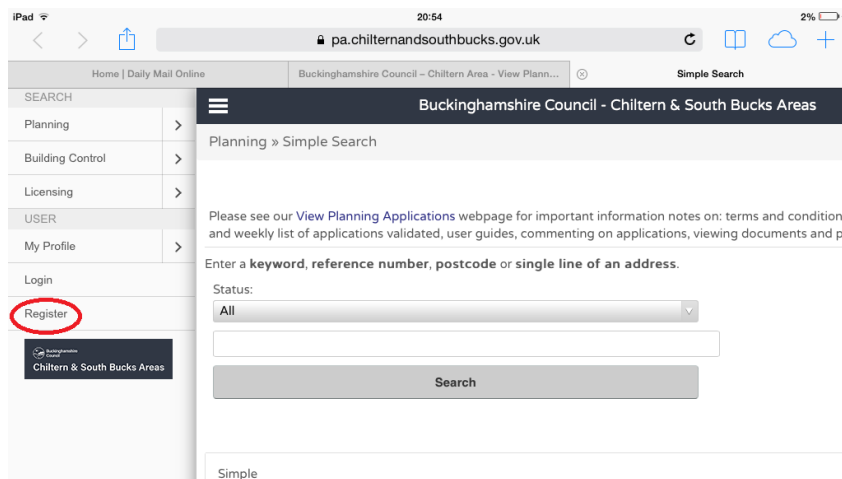


Select Register icon

If you are accessing via a tablet or mobile phone click on the menu on the top left of the screen



Select Register option



Registration pages ask for the following information:

Registration

Once registered the following additional functionality will be available:

- Tracking applications
- Saving Searches
- Email notifications about tracked applications and new search results.

Fields marked with a * must be completed.

Title *	<input type="text"/>
First Name *	<input type="text"/>
Surname *	<input type="text"/>
Phone Number	<input type="text"/>

A confirmation email will be sent to the email address you provide below.

Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Your password must be at least 8 characters long and be a mix of letters and numbers.

Password *	<input type="text"/>
Confirm Password *	<input type="text"/>

Complete registration details and click Next

Registration

Postcode *

Enter post code and Next
And select appropriate address from drop down list

You will then be prompted to check your details
Read the Terms and Conditions and use of data information
Having agree to these, click the next button to continue to register

Activation Required

An email has been sent to 'email address used for registration' with instructions on how to activate your account.

You will not be able to save searches or track applications until you activate your account.

Please note, if you are already a registered user then you will not receive this email within the hour, then the email address is already registered and you should use the Forgotten Password link on the login page in order to reset your password.

You will then receive an email and will need to follow the link to confirm your registration and will be prompted to login. Once in you are logged in, you will be able to save a search.

Changing your password/deleting account, among other actions, is able to accessed from with My Profile Icon, Profile Details