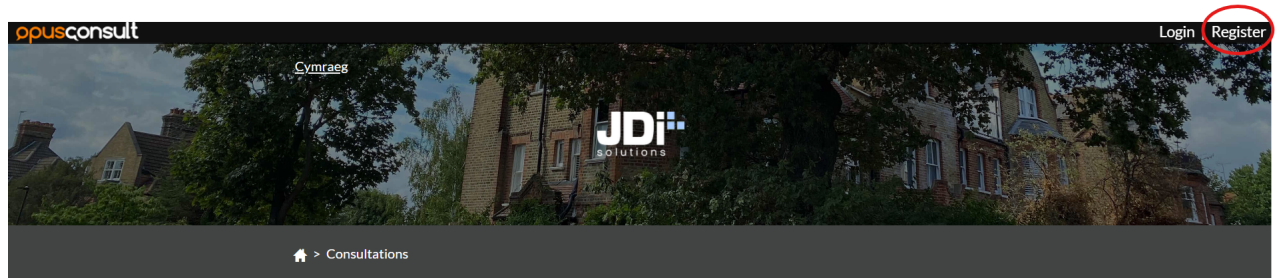


Creating a Standard User Account

Step 1: Click the “Register” button in the top-right corner of the screen. You will be brought to the registration page.

Enter the email address in which you want to sign up with - make sure it's an email address that you have access to.



Registration

Enter your email address

Fields marked with an * must be completed

Email *



Next >

Step 2: You will then receive an email with a verification code so you can verify your account. This may take some time to arrive in your inbox. Make sure to check your junk/spam folder!

Registration

We sent an email to test.user@email.com, please enter the code provided here

If you do not immediately receive the verification code email please check your spam folder.

No email received? [Get another verification code](#)

Fields marked with an * must be completed

Provided verification code *

A2B5C

Next >

Step 3: Set up your account password. Ensure it is at least 8 characters long and does not include any commonly used phrases.

Step 4: Read and agree to the privacy statement.

Step 5: Select any topics you would like to stay informed about. You may receive email updates from any of the categories you select. Alternatively, you can select “I do not wish to be contacted”.

Set your account password

Fields marked with an * must be completed

Password *

Repeat password *

Please check the box below to confirm that you have read and agree to the [privacy statement](#)

☒ I agree *

Please select topics you are interested in and would like to be contacted about.

Topics *

☒ Call for Sites

☐ Gypsy and Traveller Site Allocations

☐ General

☐ Supplementary Planning Documents

☐ Planmaking

☒ Neighbourhood Plans

☐ Site Allocations

☐ Non-Strategic Policies

☐ My new topic

☐ I do not wish to be contacted about any of the topics above unless I submit representations.

Next >

Step 6: Enter your contact details (Name, address) and whether you are an agent or working on behalf of an organisation. Once this is done, you will now be able to use the OpusConsult system and your account will be successfully created.

Please enter your contact details

Please check our [privacy statement](#) for more details regarding the data we publish and our legal obligations.

Fields marked with an * must be completed

Are you an agent? *

☐ Yes ☒ No

Title

First name *

Last name *

☐ Please tick this box if you are here on behalf of an organisation

Address *

Start typing the address

[OR enter the address manually](#)

Telephone

Mobile

Next >

Got any more questions?

Send us an email : localplan@centralbedfordshire.gov.uk .