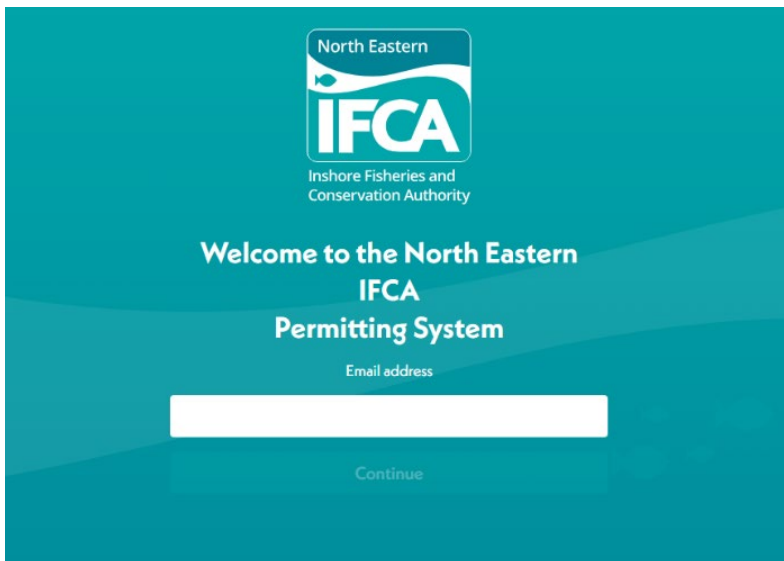


1.0 Account set up

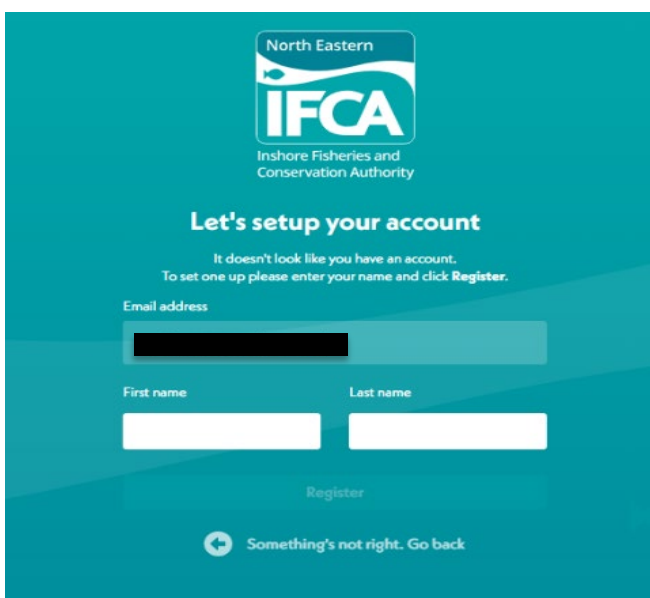
a. Go to <https://permits.ne-ifca.gov.uk/Apply>

b. Enter your email address – please check this is spelt correctly. Press continue:



The screenshot shows the 'Welcome to the North Eastern IFCA Permitting System' page. At the top is the North Eastern IFCA logo, which includes the text 'North Eastern' above a stylized fish icon and 'IFCA' in large letters, with 'Inshore Fisheries and Conservation Authority' below it. The main heading is 'Welcome to the North Eastern IFCA Permitting System'. Below this is a label 'Email address' followed by a white text input field. At the bottom is a 'Continue' button.

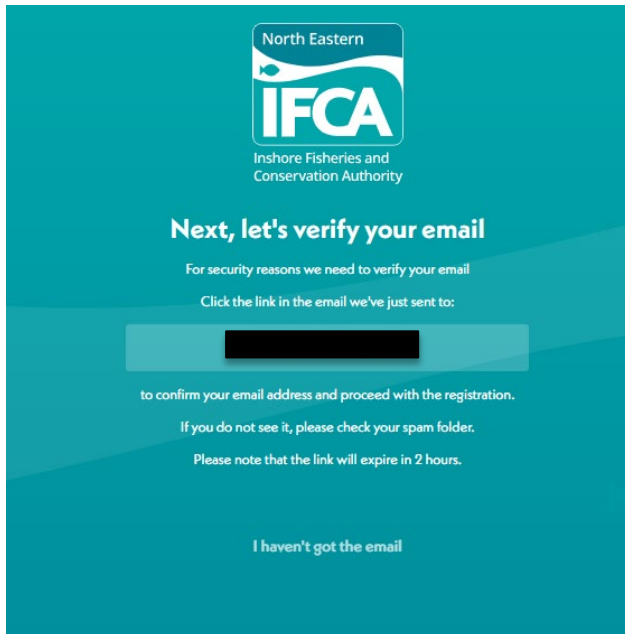
c. You will be asked for your full name. Once this is entered in the relevant spaces, press '**REGISTER**'.



The screenshot shows the 'Let's setup your account' page. It features the same North Eastern IFCA logo at the top. The heading is 'Let's setup your account'. Below the heading is a message: 'It doesn't look like you have an account. To set one up please enter your name and click Register.' There are three input fields: 'Email address' (a white field with a black placeholder), 'First name' (a white field), and 'Last name' (a white field). Below these fields is a 'Register' button. At the bottom is a circular arrow icon followed by the text 'Something's not right. Go back'.

If you have entered anything incorrectly, please use the '**SOMETHINGS NOT RIGHT. GO BACK**' button before pressing **REGISTER**.

d. Once you have pressed register, you will see this message. Close down the site and go to your email inbox .



If you do not receive the email then please check your spam folder.
The email will be from **database@ne-ifca.gov.uk**
If you cannot find it then please contact **ne-ifca@eastriding.gov.uk**

e. You will receive an email asking you to verify your email address, this is to make sure the email address you have entered is correct.

You need to click the highlighted button within the email, which will open the portal site and automatically verify the email that you have provided.

The link is only valid for 2 hours, you will need to start the process again if beyond this time frame.

IFCA Registration - please verify your email



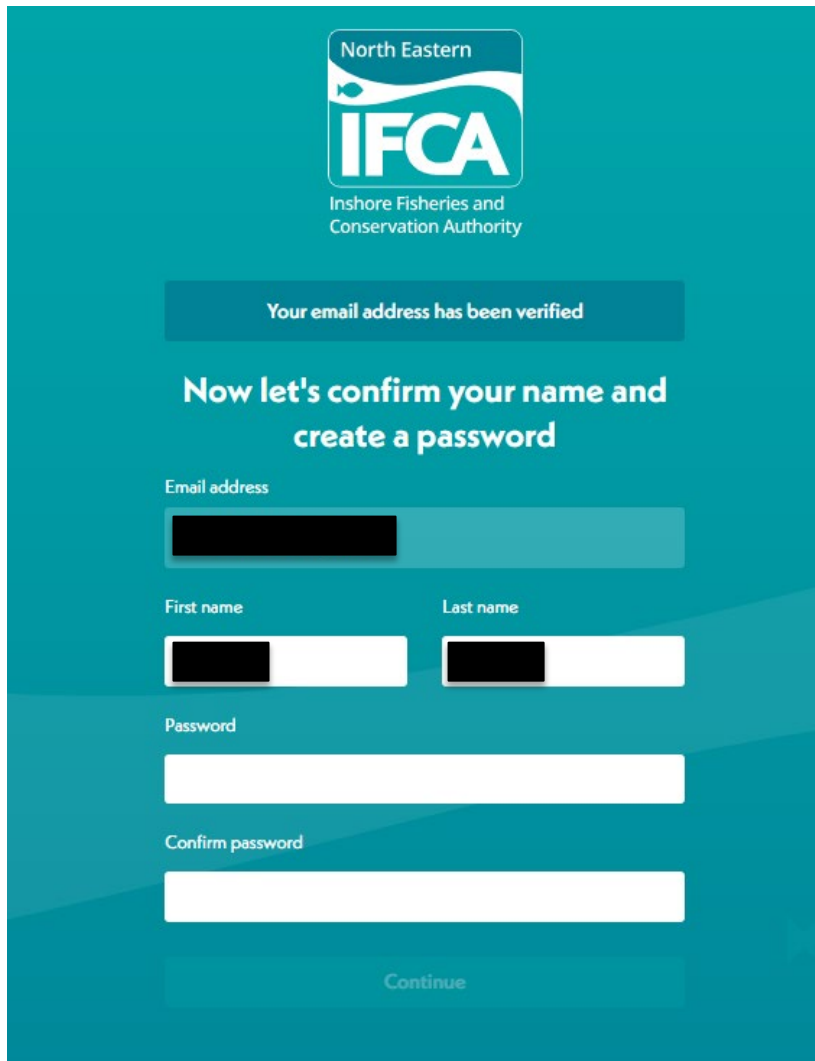
North Eastern IFCA Registration

Welcome to North Eastern IFCA. To continue with your registration we need to verify your email address. Click the link below and then follow the instructions to finish creating your account.

Please note that this link is only valid for 2 hours.

Verify Email Address

f. When the link from your email is pressed, you will see the below screen. Create a password, confirm the password and press continue. Your email and password can then be used to log into your portal at any time.



North Eastern
IFCA
Inshore Fisheries and
Conservation Authority

Your email address has been verified

**Now let's confirm your name and
create a password**

Email address

First name

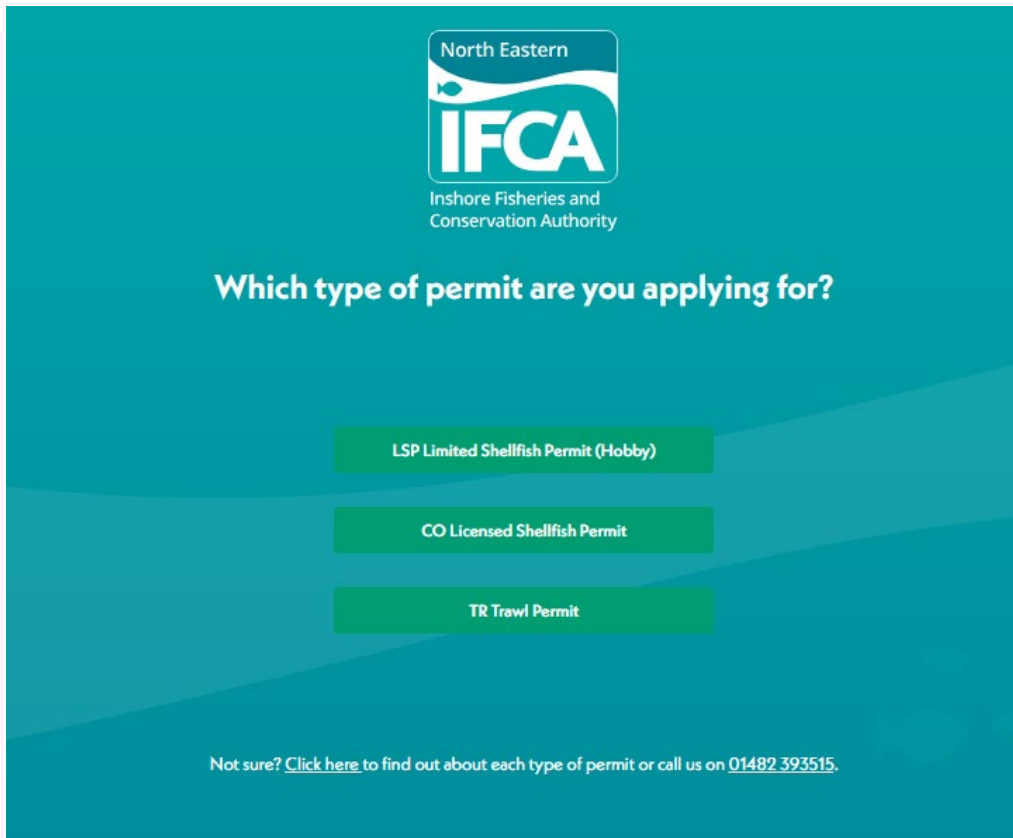
Last name

Password

Confirm password

Continue

g. You will then access the portal and apply for the relevant permit



2.0 Support

If you require any support please contact:

ne-ifca@eastriding.gov.uk or call 01482 393515