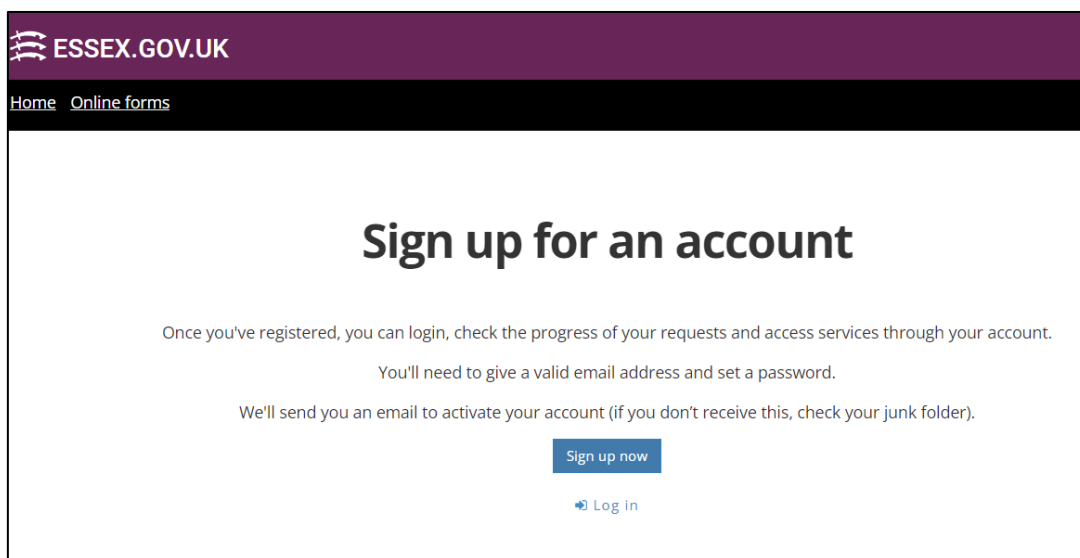


Signing up for An Account (All Families)

[You can create an account by clicking here](#)

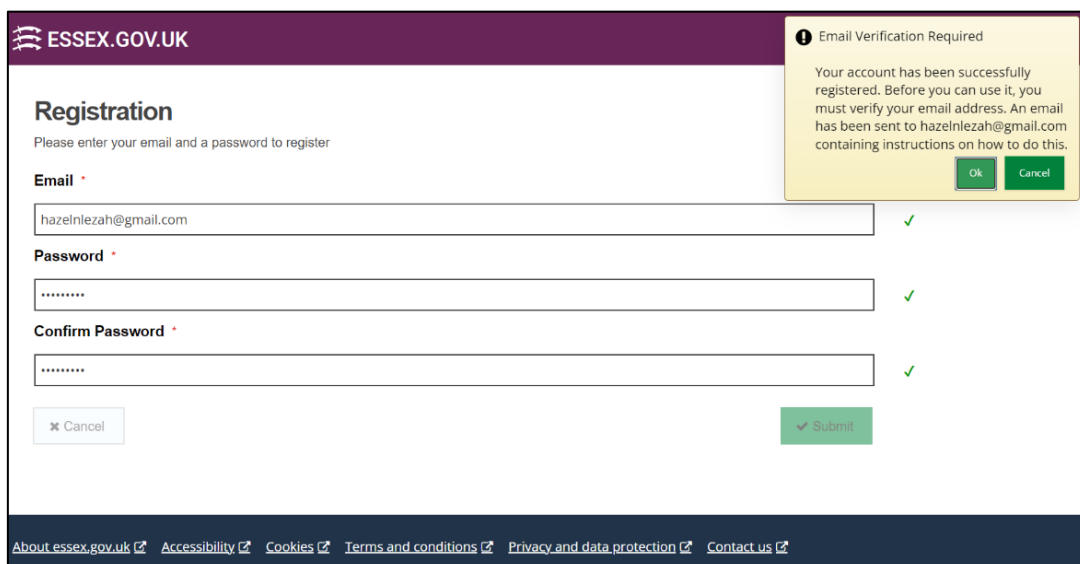
The first page will look like this:



The screenshot shows the ESSEX.GOV.UK website header with the logo and navigation links for 'Home' and 'Online forms'. The main content area features a large heading 'Sign up for an account'. Below the heading, there is explanatory text: 'Once you've registered, you can login, check the progress of your requests and access services through your account. You'll need to give a valid email address and set a password. We'll send you an email to activate your account (if you don't receive this, check your junk folder)'. At the bottom of the text, there are two buttons: a blue 'Sign up now' button and a blue 'Log in' link with a right-pointing arrow.

The first time you use this system you will click on “Sign up now.” Once you have created an account you will be able to log in.

You will need to provide your email and create a password. Press “submit” and you will be sent a verification email. Click the verification link in your email.



The screenshot shows the 'Registration' form on the ESSEX.GOV.UK website. The form title is 'Registration' with the instruction 'Please enter your email and a password to register'. There are three input fields: 'Email' containing 'hazelnlezah@gmail.com', 'Password', and 'Confirm Password', each with a green checkmark to its right. At the bottom left is a 'Cancel' button and at the bottom right is a green 'Submit' button. A yellow notification box in the top right corner contains the message: 'Email Verification Required. Your account has been successfully registered. Before you can use it, you must verify your email address. An email has been sent to hazelnlezah@gmail.com containing instructions on how to do this.' with 'Ok' and 'Cancel' buttons.

The next page asks for your basic details Fill them out and press “Next”

ESSEX.GOV.UK hazelInlezah@gmail.com

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

Create My Profile

Basic details | Address details | Contact details

Title

First name *

Last name *

Date of birth
 Day Month Year

Gender
 Female
 Male

To add your address, you can choose to use the search function by putting in your postcode and selecting your address in the drop-down box.

ESSEX.GOV.UK hazelInlezah@gmail.com

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

Create My Profile

Basic details | Address details | Contact details

Postcode search
 ✓

Please select an address...
 Please select an address...
 COUNTY HALL, MARKET ROAD, CHELMSFORD, CM1 1QH
 SEAX HOUSE, ESSEX COUNTY COUNCIL, VICTORIA ROAD SOUTH, CHELMSFORD, CM1 1QH

If you live in a new building or on a new road, you may find you need to add your address manually, which looks like this:

ESSEX.GOV.UK hazelInlezah@gmail.com

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

Create My Profile

[Basic details](#) [Address details](#) [Contact details](#)

Please enter your postal address in full below, supplying as much information as possible.

House name or number

Street

Locality

Town

County

Postcode

Finally, provide your contact details and press "Submit."

ESSEX.GOV.UK hazelInlezah@gmail.com

[Home](#) [Online forms](#) [My Submitted Requests](#) [CaseViewer](#)

Create My Profile

[Basic details](#) [Address details](#) [Contact details](#)

Home Phone

Mobile Phone

Alternative phone

Email address
hazelInlezah@gmail.com