Port Of Dover – Applicant's User Guide

Pass and Permit Application Version: 1

12/2016

# Contents

Introduction

The following guidance steps are intended to demonstrate the steps for applicants whilst using the Port Of Dover's (POD) website, in order to apply for access passes / parking permits for employees to access areas and premises facilities.

Please use the following link to access the website to submit pass/permit requests and follow the link **"CLICK HERE TO REQUEST A PASS"** Located at Operations tab of the website

http://www.doverport.co.uk/operations/gssat/
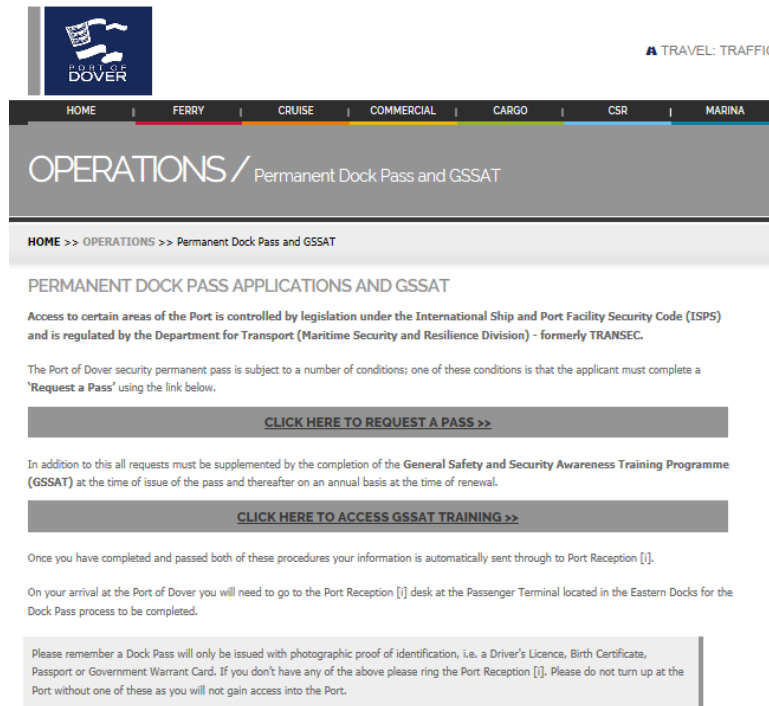
Before continuing, please refer to the main "Icon Keys" that will be used throughout the system to help in defining the annotations.
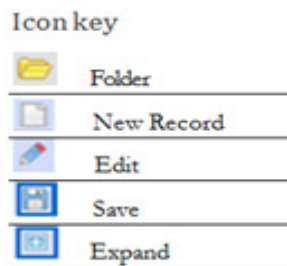
Logging into the system

1) Enter the following web-address into your browser **https://app.securitas.uk.com/DoverPort_PassLive**
2) The following login page will appear. Enter the User Name and Password assigned to you then click on the "Log in" button.

Applying for Passes & Permits

Adding and saving the request record

1) Scroll towards the "Views" section and click "+" symbol to expand options and you will find "Pass Permit_A "in the list, and then click on the "Folder" icon. You will then be presented with the "Pass Permit View". Here click on the "new record "icon.

You will be presented with a "New Application" view, here you are required to provide your personal details along with request related details highlighted in red.

You can also view the T&C's for both passes and permits by clicking on "View Permit/Pass T&C's" links as highlighted below. (**Note** in order to receive your Pass application number an email address must be provided on the form)

Depending on what type of application you choose to apply will depend on what information you will need to complete.

2) By opting to view the T&C's you will be directed to a new tab on the browser which will then load a document as an online PDF. Once you have fully understood the T&C's simply go back to your application by clicking on the "Tab" opened before and make sure you choose "Yes" from the drop down menus corresponding to your agreement towards the T&C's.
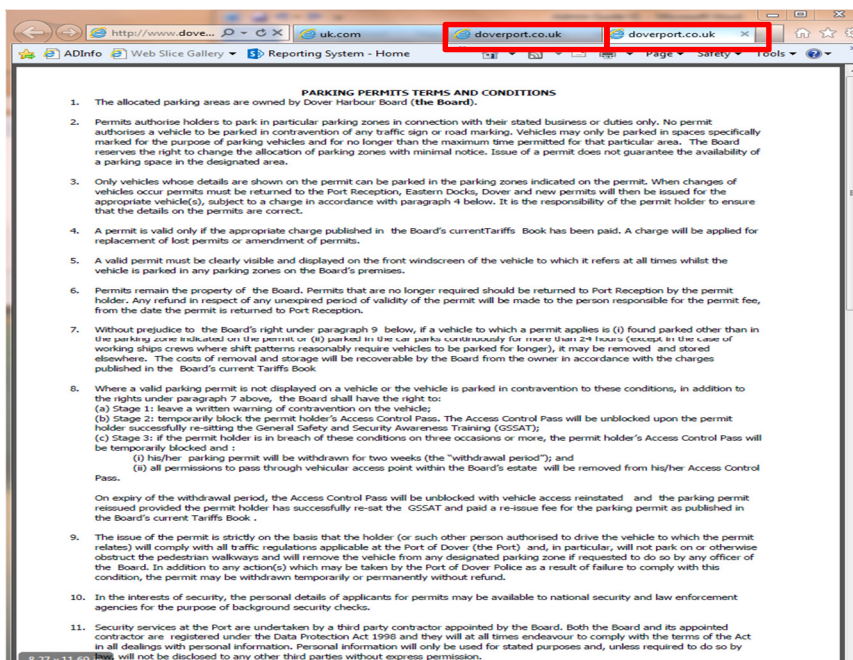
Note: If you are applying for a Access and Parking Permit of just a Parking Permit please see below.

3)   Now that you are finished in completing the applicant form, click on the "Vehicle" tab to apply for your parking permit. You are required to provide your vehicle's details here; also apply permits for more than one vehicle by filling in sections - vehicle 2 and 3.

Now that you have completed both forms for pass and permits, save the application by clicking on the "Save" icon from the top right of the "New Application view form. (**Note**: By doing so your application request will be sent therefore for you must ensure details typed are correct.)
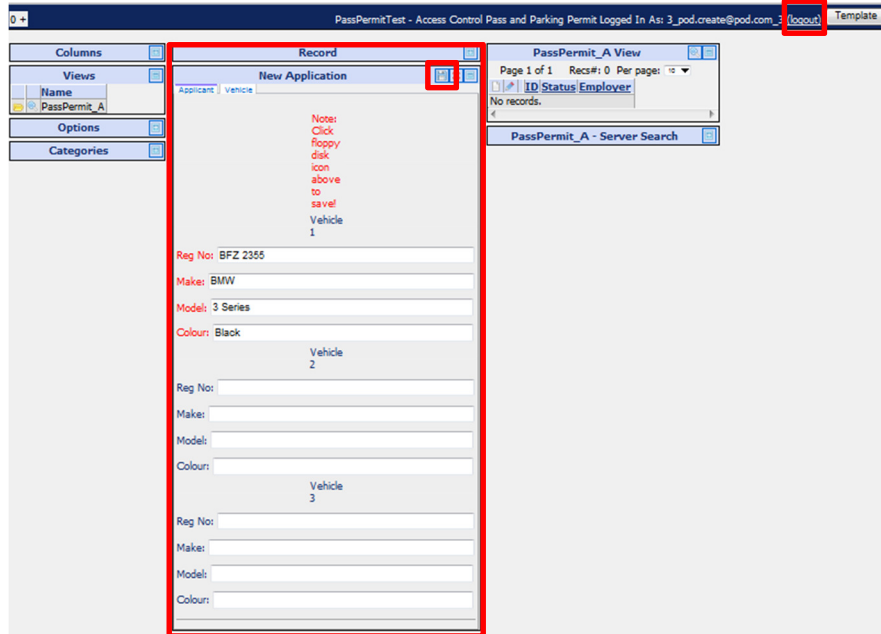
At this stage your Pass/Permit form and request is sent to the relevant authoriser for checks. You will receive an email notification (if provided in the application) of your Pass number that can be used as a reference along with an outcome status if either approved or rejected. **Please select the Logout option at the top right corner.**

End