

# Welwyn Hatfield Borough Council Online Parking Permit User Guide

## Creating an Account

Working In Partnership With



**WELWYN  
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**Permit Application Website: <https://welhat.nsl-apply.co.uk>**

## Creating a new account

1. Once you have accessed <https://welhat.nsl-apply.co.uk> the below screen will appear:

A screenshot of the login page for Welwyn Hatfield Permits. The background is a dark, blurred image of a parking lot. The text "Login to your Welhat Permit account" is centered at the top. Below it are two white input fields for "User Name" and "Password". A "Remember me" checkbox is located below the password field. There are two buttons: a green "Sign in" button and a grey "Create an account" button. At the bottom, there are links for "Forgot password" and "Privacy policy/T&Cs". The footer contains the address "Welwyn Hatfield Borough Council Offices, The Campus, Welwyn Garden City, Hertfordshire, AL8 6AE" and the copyright notice "© 2016".

2. To create a new account by click "Create an account"

3. Enter your details in the relevant fields. You can choose your username – remember it as it will be required to login with for future visits

A screenshot of the 'Register for your new account' form. The form is titled 'Register for your new account' and asks the user to 'Please enter your details below'. It contains five input fields: 'First name', 'Last name', 'Contact Telephone', 'Email', and 'User Name'. Below the 'Email' field, there is a note: 'Will be used to send correspondence and reminders'. Below the 'User Name' field, there is a note: 'Unique username that you will use for sign in'. At the bottom of the form, there is a checkbox labeled 'I agree to the data sharing policy, Find out more' and a green 'Save' button.

4. Please ensure you read the data sharing policy and click that you agree to them. Finish by clicking “Save”. You will be sent an email to the address you provided to confirm your account. **You will need to open the email and within will be a link to click.** Once you have clicked on the link, it will take you to the page shown below to set up your password. *The password must include at least one upper case letter, lower case letters and a number.*

A screenshot of the 'Set password' form. The form is titled 'Set password' and contains two input fields: 'Password' and 'Confirm password'. Below the input fields, there are two buttons: a grey 'Cancel' button and a green 'Save' button.

5. After clicking “Save”, you will then be logged into your account

## Further Queries

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If you have any questions regarding the  
Online Parking Permit system

Please contact:  
01707 357000 or  
[parking@welhat.gov.uk](mailto:parking@welhat.gov.uk)

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