

User guide

Introduction

We have designed the eDevelopment.scot website to provide an efficient and supportive process for members of the public and professional services (such as architects and agents) to complete and send in Planning and Building Standards applications, notice of reviews, appeals and other permissions needed under planning law. It also allows you to attach relevant documents, buy and mark up a location plan and pay the application fee electronically.

The site guides you through the process, and your application is much more likely to be valid when it is received and checked by the planning/local authority. This will also speed up the process.

This guide describes how to use the site.

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Create a user account

Before you can use the eBuilding Standards Scotland or ePlanning Scotland sites to manage applications or submissions, you must first create a user account from the home page of eDevelopment.scot. Creating an account gives you access to both the eBuildingStandards.scot and ePlanning.scot services.

1. To create a new user account, click on the **create an account** button on the Home page.

Welcome to eDevelopment.scot

- Single log-in point for the national ePlanning.scot and eBuildingStandards.scot services across all Scottish local and planning authorities
- ePlanning.scot service live now, click below to log in
- eBuildingStandards.scot service is being launched on 24 August 2016

 [Download User Guide PDF](#) (355Kb, requires Adobe Reader)



2. Register your personal details by filling in the following fields.

Personal Details

Please enter your personal details. See help for more information about the User Type options.

User Type: * Professional User General Public User

You must enter a value for Title, and if 'Other' is selected a value for Other Title: *

Title:

Other Title:

First Name: *

Surname: *

Security Questions

Please choose your security questions and answers. These will be used if you ever need to verify your account.

Login Details

Please enter your login details.

Email Address: *

Confirm Email Address: *

Password: *

Confirm Password: *

I agree to the terms and conditions of using the eDevelopment.scot service and consent to the use of my personal data as set out in our [Privacy Notice](#)

The Scottish Government aims to continuously improve the eDevelopment site and periodically contact site users to seek their views through emails or surveys. If you wish to be participate in this process, please check this box.

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- **User Type** – click to say whether you are a member of the public or a professional user, such as an architect.
 - **Title** – Select the title you want to be addressed by.
 - **First Name** – enter your first name.
 - **Surname** – enter your surname.
3. Please choose your security questions and answers. These will be used if you ever need to verify your account.
- **Security Questions** - select two questions from the drop-down menu and enter the answers (please note that these need to be unique).
4. log-in details are the details that you will use to access eBuildingStandards.scot.
- **Email Address** – enter your email address. Enter it again below to confirm that it is correct.
 - **Password** – enter a password that will allow only you to access your eBuildingStandards.scot account.

Note Passwords must be over 10 characters long, must not contain spaces and must satisfy at least three of the following rules.

- At least one English lowercase character (a-z)
- At least one English uppercase character (A-Z)
- At least one numeral (0-9)
- At least one non-alphanumeric character (character other than a-z, A-Z, 0-9)

Enter the password again below to confirm that it is correct.

5. Click to read the terms and conditions that apply when you use this site. When you have read them, tick the box to show that you agree to them.
6. When you have entered your personal and log-in details, click on the Save Account Details button.
7. We will send you an email to the address you entered. This provides final confirmation that you want to create an eDevelopment.scot account. When the email arrives, click on the link in the email which will return you to the eDevelopment.scot site.



Confirmation your account has been created successfully

Hello V Pershon,

To confirm creation of your account please visit the following URL:

<http://80.4.144.179:81/eDevelopmentClient/custompages/registration.aspx?id=b02fde2e-17e5-4e92-9aa2-0f19f4bdb8c0>

Please Login with the email address and password you originally selected.

This email has been sent from the eDevelopment Scotland. This e-mail and any attachments are private and confidential. If you are not the intended recipient of this e-mail, any disclosure, copying, distribution or use of its contents is strictly prohibited. Please contact the eDevelopment Scotland helpdesk on 0131 244 1450 immediately and then delete it (including any attachments) from your system. All emails and attachments are virus scanned. It is your responsibility to ensure that any onward transmission, opening or use of this message and any attachments will not adversely affect your or the onward recipients' systems or data. Please carry out such virus and other such checks as you consider appropriate.

8. When you click on the link, you will be brought back to the last step of setting up your account. You will need to add your address and phone number then click **Save Account Details** to finish.

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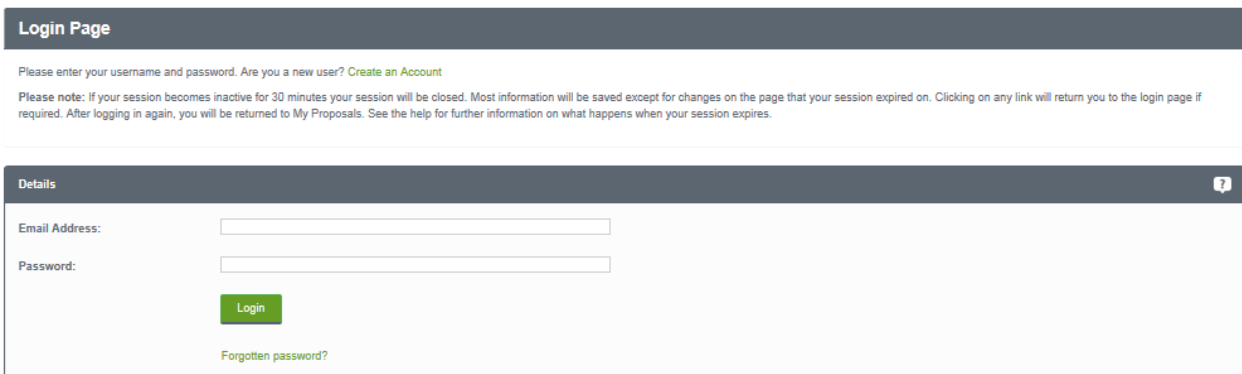
Log-in

To use eBuilding Standards Scotland or ePlanning Scotland, you need to log in to the site using the user name and password you provided when you created your account.

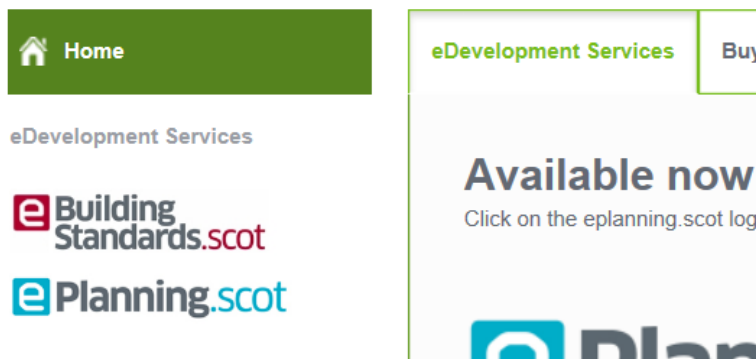
1. Click on the **Log-in** button on the home page.



2. Enter your user name and password, then click on the **Log-in** button.



3. Once logged on you can navigate to both eBuilding Standards Scotland and ePlanning Scotland using the appropriate icon.



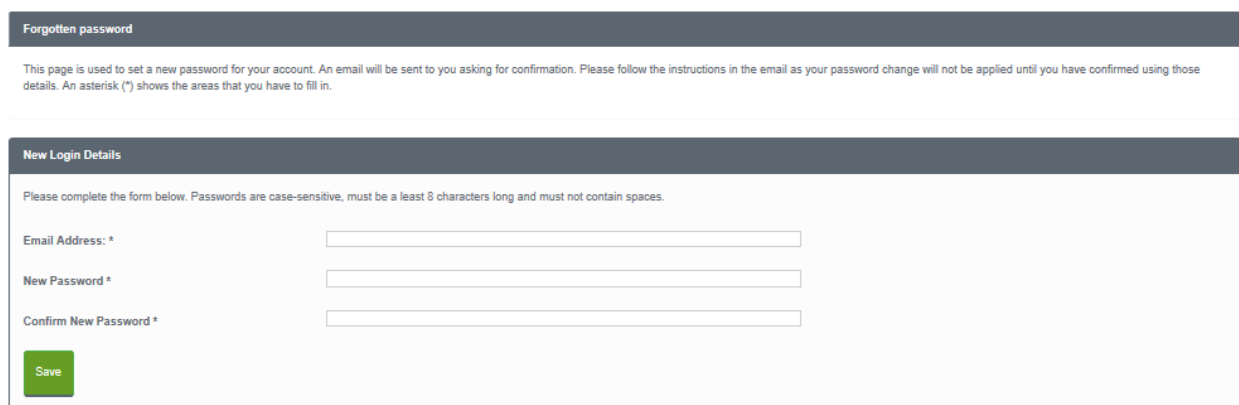
Timeout

After a period of inactivity (usually 30 minutes), your session will automatically be logged out. To continue working, you must log in again. Once you have done that you will be returned to your My Proposals page.

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Forgotten password

1. If you forget your password, click on the **Forgotten password?** link.



Forgotten password

This page is used to set a new password for your account. An email will be sent to you asking for confirmation. Please follow the instructions in the email as your password change will not be applied until you have confirmed using those details. An asterisk (*) shows the areas that you have to fill in.

New Login Details

Please complete the form below. Passwords are case-sensitive, must be a least 8 characters long and must not contain spaces.

Email Address: *

New Password *

Confirm New Password *

Save

Enter your email address and then enter a new password twice. Press the **Save** button

2. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link which will bring you back to eDevelopment.scot. You will now be able to log in with your new password.

Log-out

When you are finished with eDevelopment.scot remember to log out by clicking on the **Log-out** button in the menu bar on the left-hand side of the screen.

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My account

Once your account has been created it is a good idea to add further details, such as your address, which you can include in your applications. You can access the My Account page at any time to allow you to update any of your account details.

1. To access your My Account page, click on My Account in the left-hand menu bar.

The screenshot displays the 'My Account' page with the following sections:

- My Account:** Contains instructions on how to edit registration details, change passwords, and unregister. It also includes a note about the Scottish Government's aim to improve the site and a checkbox for participating in a survey.
- Personal Details:** Includes a 'User Type' selector (Professional User or General Public User), a 'Title' dropdown menu, and input fields for 'Other Title', 'First Name', and 'Surname'.
- Security Questions:** Features two dropdown menus for selecting security questions and two corresponding input fields for answers.
- Contact Details:** Contains input fields for 'Company Name (if appropriate)', 'Daytime (Home Number)', 'Fax Number', 'Building Name', 'Building Number', 'Address 1 (Street)', 'Address 2', 'Town / City', 'Country', and 'Postcode'.
- Login Details:** Includes input fields for 'Email Address' and 'Confirm Email Address'.

A green 'Save Account Details' button is located at the bottom left of the page.

2. Your personal details and Log-in details will be filled in already, but you can edit these at any time.
3. Fill in your contact details, including:
 - company name
 - phone number
 - fax number, and
 - full address, including postcode.
4. When you have finished, click on the **Save Account Details** button.

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Change password

1. To update your password, click on the **Change Password** link in your My account page.

Change Password

You can change your account password using this form. On completion you will be taken back to the registration section. An asterisk (*) indicates required fields.

Current Password *

New Password Details ?

NB Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.

Password: *

Confirm Password: *

2. Enter your new password then enter it again to confirm it. Click on the **Change Password** button to save the new password.
3. We will send you a confirmation email to your email address. When it arrives, click on the confirmation link which will bring you back to eDevelopment.scot. You will now be able to log in with your new password.


Unregister

If you no longer want to use eDevelopment.scot, you can remove your details by **unregistering**.

Note If you are an organisation administrator, you must first transfer your administrator rights to another user or delete the organisation before you can unregister your details.

1. To unregister your details, click on the **Unregister** link in your My account page.

Confirm Unregister

 You have chosen to unregister from the site. All your proposals will be removed from the site and you will be unable to log back in again unless you register again. If you wish to continue, re-enter your password and click on Confirm.

NB: Passwords are case-sensitive, must be between 8 and 16 characters long and must not contain spaces.

Confirm Password

Cancel **Confirm**

2. Confirm that you want to remove your details from eDevelopment.scot by entering your password in the **Confirm Password** box.
3. Click on the **Confirm** button.