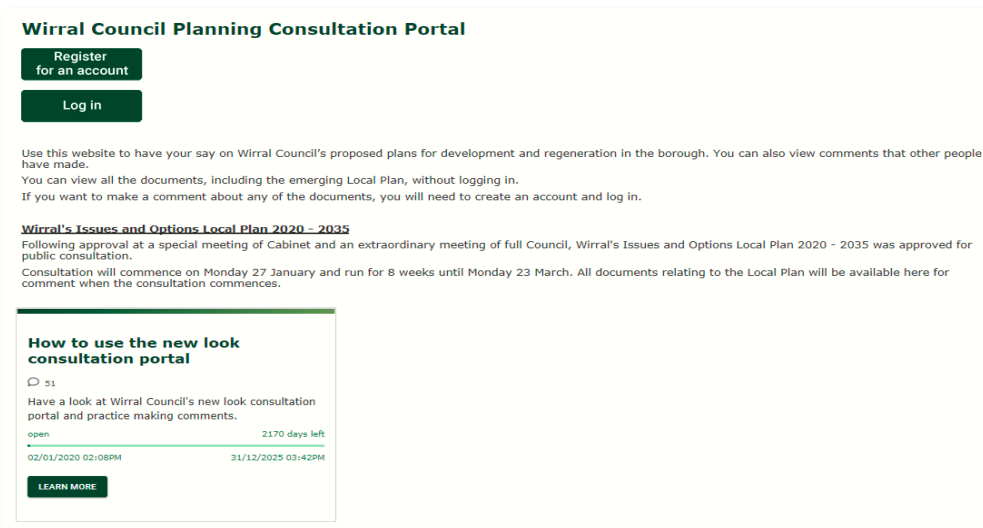


# How to Register on Wirral's consultation portal to comment on the Local Plan

[Please note, the registration process should take approximately 5 minutes]

## Step 1

In order to comment on Wirral's new Issues and Options Local Plan and any other documents which are subject to public consultation, you will need to register on the Council's new Planning Portal. You can access the portal at <https://wirral-consult.objective.co.uk>



The screenshot shows the 'Wirral Council Planning Consultation Portal' registration page. At the top, there are two green buttons: 'Register for an account' and 'Log in'. Below these buttons, there is a paragraph of text explaining the portal's purpose and how to use it. A section titled 'Wirral's Issues and Options Local Plan 2020 - 2035' provides details about the consultation process, including the start and end dates (Monday 27 January to Monday 23 March). At the bottom of the screenshot, there is a card titled 'How to use the new look consultation portal' with a 'LEARN MORE' button.

## Step 2

All documents on the Portal can be read by anyone. However, in order to make comments, you will first need to register for an account.

To start this process, click the 'Sign in' Icon, in the top right corner of the screen:



You will now be greeted with the 'Sign in' screen and you can choose to either 'Log in' (for people who have already completed registration and have received their username and password) or 'Register'. If this is your first occasion using the portal, select 'Register' and set up an account.

As an alternative to the 'Sign in' button, above, you can use the 'Register' and 'Log in' buttons:



You can register as a first time user by entering your details as prompted. Alternatively, you can choose to register by using an existing social media profile on either Facebook or Twitter (see the last page of this guide for more information on how to do this).

This initial registration is part of a two step process. At this stage the system prompts you to provide basic details which will then allow you to comment on any documents which are subject to consultation.

In order to submit comments, you will then need to complete the full registration process, including providing details of your address.

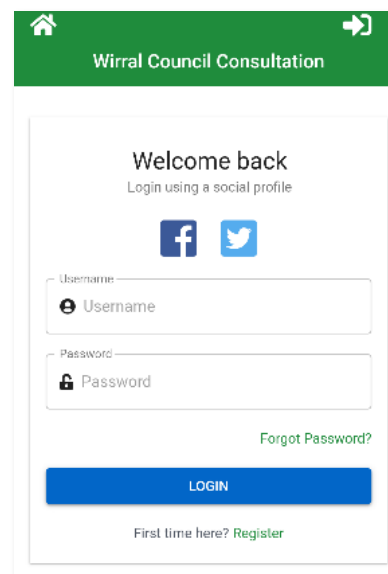
**Please Note** Please be aware that all comments received will be made publicly available and will be published on the Council's online consultation portal. Personal details will be protected although it may be necessary to disclose these to a Planning Inspector, appointed by the Secretary of State, at a later date.

You will be prompted to do this at the appropriate stage (See separate guide 'How to submit a comment using the Portal')

### Step 3

To register as a new user, click the link 'Register' at the bottom of the box. In future, when you have acquired your username and password, you will be able to login via this screen.

**Note:** Please see the final page of this guide if registering through Facebook or Twitter.



### Step 4

When you click 'Register', you are then presented with the following screen.

You are requested to tick both boxes to state that you agree to the 'Terms and Conditions' for using the consultation

portal and that you are aware of the Council's 'Privacy Policy'. The page also provides a link to the Council's full Privacy Notice. If you don't tick the boxes, you will not be able to fill in the rest of your details.

The details required at this stage are:

- Username



- First Name
- Last Name
- Password (and confirmation)
- Email Address.

Please ensure to make a note of your Username and Password in order to login in future.

Alternatively, if you have an account on either platform, you can choose to register by using a Facebook or Twitter account by clicking either icon.

**Register to take part**

Connect using a social profile

Or

I agree to the Terms and Conditions

We want you to know exactly why we need your registration details. Please state that you have read and agreed to these [Terms and Conditions](#) before you continue

I agree to your Privacy policy and would like to register as a consultee/agent

We want you to know exactly how we use your information - see our [Privacy Policy](#) for further information on how we take care of and process your data.

Username

First Name

Last Name

Password

Confirm password

Email

**REGISTER**

Already registered? [Login](#)

## Step 5

The following screen now appears.

You will now have received an email from Objective to the email account you used during the log in process.

This email contains your Username and an activation link. This email will be sent to the email associated with your account.

Login to your email account, open the email from Objective and then click the activation link contained in that email to complete your initial registration.

**Register to take part**

You are registered successfully. An account activation link has been sent to the email provided. Please click the link in the email to complete your registration.

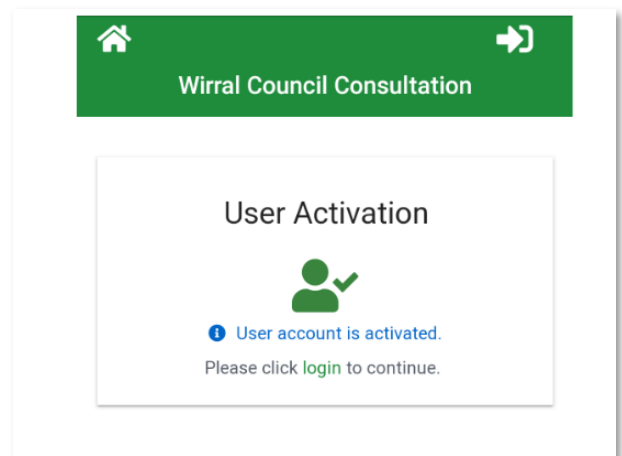
Please click [login](#) to continue.

## Step 6

Once you have clicked the activation link in your email, you will be taken to the following screen showing that your account has now been activated.

Click 'login', as instructed, to continue to the portal.

Fill in your Username and Password and click 'Login'. You are now ready to begin using the Portal to make comments on any planning documents which are out for public consultation.



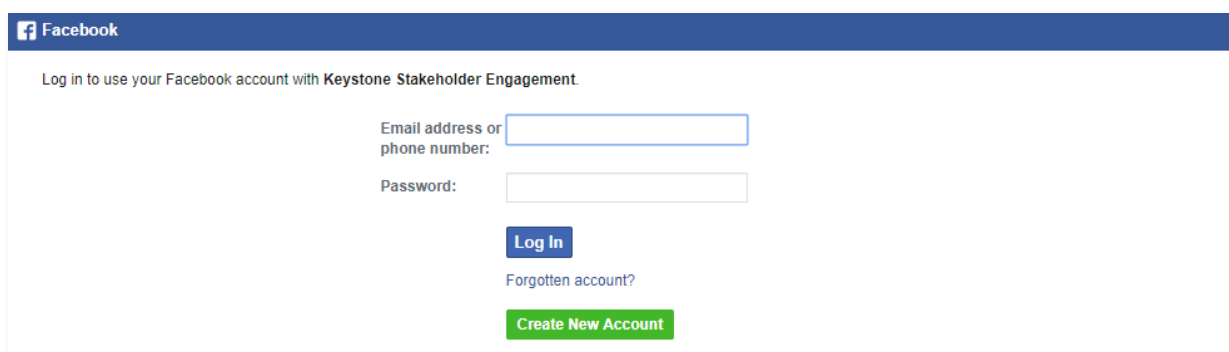
For more information on how to add comments on any active consultations on the consultation portal, please see the associated user guide:

*[Guide to submitting comments using the consultation portal](#)*

If you encounter any problems in registering an account on the consultation portal, please contact the Forward Planning Team on 0151 691 8233 or by email at [localplan@wirral.gov.uk](mailto:localplan@wirral.gov.uk)

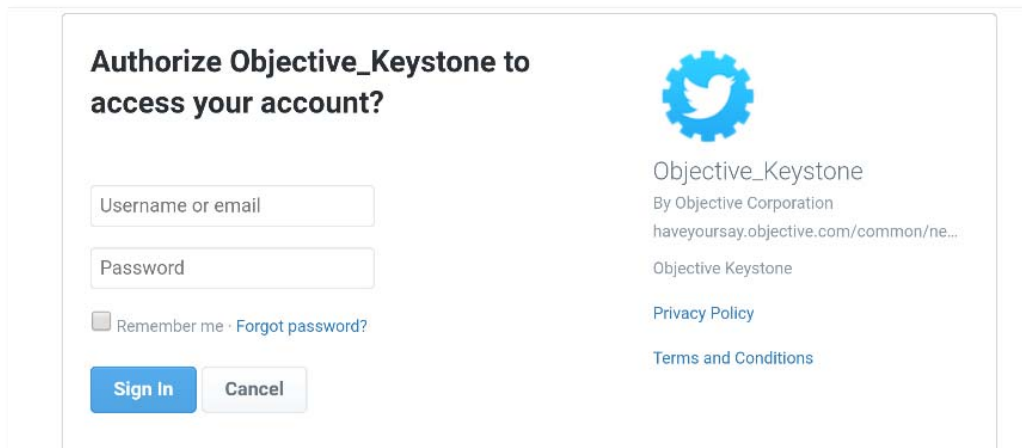
## Facebook

If you chose to register via Facebook, click the Facebook icon. If you are also logged into your Facebook account, this should automatically sign you in to the Objective Portal. However, if not, you can click the Facebook icon and will be presented with the following screen. You can then login with your Facebook email and password.

A screenshot of a Facebook login page. At the top, there is a blue header bar with the Facebook logo and the text 'Facebook'. Below the header, the text 'Log in to use your Facebook account with Keystone Stakeholder Engagement.' is displayed. The main content area is white and contains two input fields: 'Email address or phone number:' and 'Password:'. Below the input fields, there is a blue 'Log In' button, a link for 'Forgotten account?', and a green 'Create New Account' button.

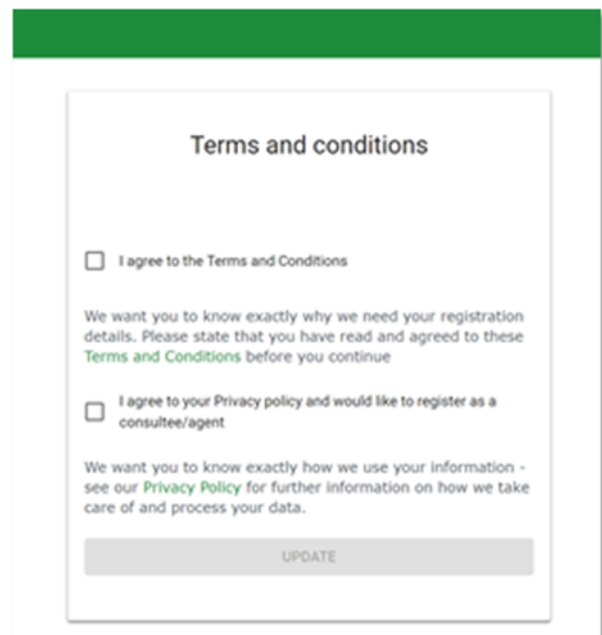
## [Twitter](#)

If you chose to register via Twitter, click the Twitter icon. If you are also logged in to your Twitter account, this should sign you in. However, if not, you will be presented with the following screen and prompted to sign in with your Twitter Username or email and password.



The screenshot shows a white box with a grey border. On the left, the text "Authorize Objective\_Keystone to access your account?" is displayed. Below this are two input fields: "Username or email" and "Password". Under the password field is a checkbox labeled "Remember me" and a link "Forgot password?". At the bottom left are two buttons: "Sign In" (blue) and "Cancel" (grey). On the right side of the box is the Twitter logo (a blue bird inside a gear), followed by the text "Objective\_Keystone", "By Objective Corporation", and a truncated URL "haveyoursay.objective.com/common/ne...". Below this are links for "Objective Keystone", "Privacy Policy", and "Terms and Conditions".

If you have chosen to log in via Facebook or Twitter, you will now be presented with a further screen requiring you to agree to Objective's Terms and Conditions for using the consultation portal as well as the Council's Privacy Statement. Tick the boxes and then click 'Update' to finish logging in.



The screenshot shows a white box with a green header bar. The title "Terms and conditions" is centered at the top. Below the title is a checkbox labeled "I agree to the Terms and Conditions". Underneath is a paragraph: "We want you to know exactly why we need your registration details. Please state that you have read and agreed to these Terms and Conditions before you continue". Below this is another checkbox labeled "I agree to your Privacy policy and would like to register as a consultee/agent". Underneath is another paragraph: "We want you to know exactly how we use your information - see our Privacy Policy for further information on how we take care of and process your data." At the bottom of the box is a grey button labeled "UPDATE".