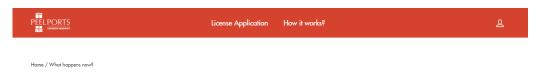
### **New Leisure Craft Application Process**

- 1. Access Peel Ports website through the URL <a href="https://peel-port.myshopify.com/">https://peel-port.myshopify.com/</a>
- 2. Click 'Licence Application' at the top.
- 3. Fill out application with customer and vessel details. NOTE: it is now mandatory to upload a photo of your vessel onto the application.
- 4. You will receive the below message once submitted.



### What happens now?

1. We'll access your application and get back to you with an account invitation email.

5. Once we have processed your information, you will receive the below email to complete account registration. Click the link and create a password.

## Good news! We've accepted your application.

Hi Beth, we've created a new customer account at London Medway | Peel Ports

. All you have to do is activate it now and you'll be able to purchase your membership license.

Activate your account and purchase your license



6. Once you have completed your account set

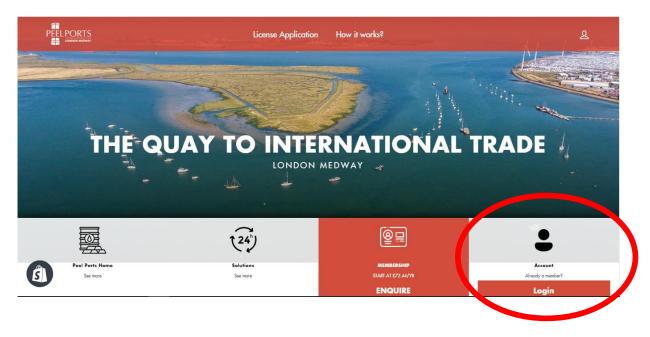
# Your account activation is complete

You've activated your customer account. You can now purchase your London Medway License

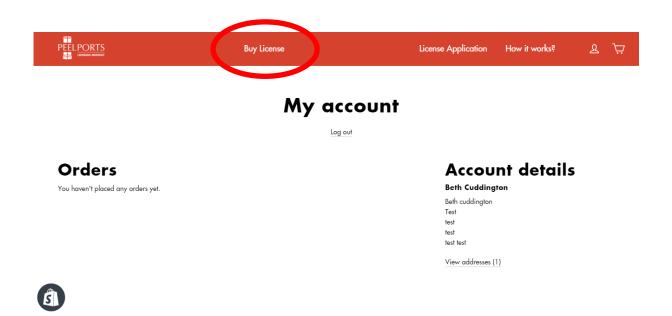
Purchase your License

up, you will receive another email prompting you purchase a licence. Click the 'Purchase your licence' link.

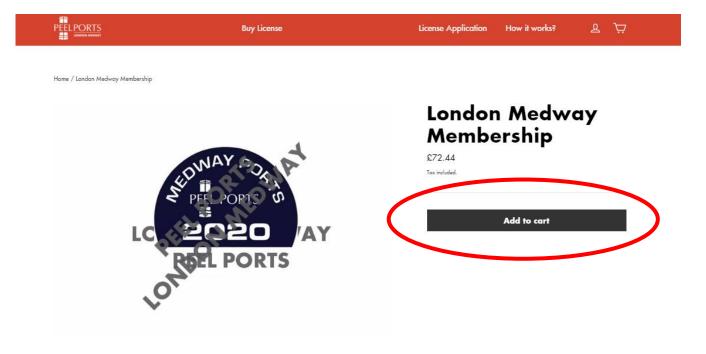
7. This will take you back to the Shopify page. Click the 'Login' button, as circled below. You will be prompted to enter your email address and password that you created previously.



8. This will bring you to the below page. Click 'Buy Licence' at the top to purchase your conservancy licence disc.



9. This will take you to the below page. Click 'Add to cart'.

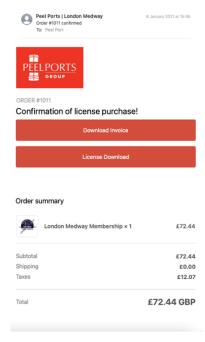


10. Tick the 'I agree to Terms and Conditions' box and click 'checkout' on the below page.

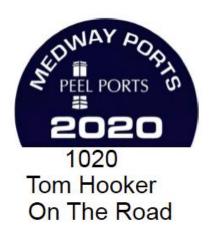


# Cart TOTAL London Medway Membership £72.44 Shipping, taxes, and discount codes colculated at checkout. Check out Check out

- 11. This will take you through to a payment page. Check your name, address details, phone number etc are correct. Once you are happy that the details are correct, click 'Continue to payment'.
- 12. Enter your card details for payment then click 'Review order'.
- 13. Once paid, you should receive an email as confirmation of payment and your licence attached as a PDF. You can either print this and store on your vessel or save to a smartphone and have this digitally.



14. The disc will show your vessel name and give you a unique disc number – see example below.



NEEDED: Description of changes, impact.