

How to apply for a permit Your step-by-step Guide

Type <https://nexusplatform.co.uk/> in search bar

1. Click Register to open an account



Login to NexusPlatform

Email Address
Type

Password
Type

[Forgot Password?](#)

[Log in](#)

Don't have an account? [Register](#)

Need help? Email us at help@groupnexus.co.uk

2. Fill in your details

Tick Agree Terms & Conditions and click 'Continue' (You will need to scroll all the way to the bottom of the terms & Conditions pop up before being able to accept them)

(Make sure you drop the 0 from the beginning of your mobile number)



Register With NexusPlatform

Title*
Mr

First Name*
Type..

Last Name*
Type..

Email Address*
Type..

Mobile Phone Number*
+44 |

Password*
Type..

Confirm Password*
Type..

I agree to Terms and Conditions

[Continue](#)

[Cancel](#)

3. If your address is not an NHS email, you will see the 'Request Approver' screen.
Your request approver is n.miles1@nhs.net Please enter and Submit.

4. Once you receive a verification email – click the link to verify your email and proceed with your account registration.



Welcome

A verification link has been sent to your email address.
You may need to login again if you are trying to verify your details from another device.
If you have not received the link please click [here](#).

5. You will receive a text to the number you registered with – enter the code when prompted.



Hello

Please do not leave or refresh this page.
Please enter the OTP received on your phone number 7xxxxxxx507 or
click the "Resend OTP" hyperlink.

Submit

Resend OTP in: 01:53

6. Select your Organisation



Organisation

Organisation Name
Royal Devon University Healthcare NHS Foundation Trust

Submit

7. Select Site



Thanks,

Select Site(s) you need access to

All Sites (1)

1 Selected Sites

North Devon District Hospital

Submit

8. Wait for an email to say your request for registration has been approved (This may take a few hours)



Your registration request has been sent for approval.
Please wait for the confirmation email.

This is the email you will receive

You don't often get email from register@nexusplatform.co.uk. [Learn why this is important](#)

This message originated from outside of NHSmail. Please do not click links or open attachments unless you recognise the sender and know the content is safe.

Welcome to the NexusPlatform. Thank you for choosing to be part of the NexusPlatform. Your registration has been approved and you may log in. You can update your information at any time in User Profile. Explore <https://nexusplatform.co.uk/user/my-profile>

9. Once you have received an email to confirm registration log back in to submit your permit application <https://nexusplatform.co.uk/login>



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Type

Password
Type

[Forgot Password?](#)

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10. You will be sent another code to your registered mobile – insert the code when prompted.



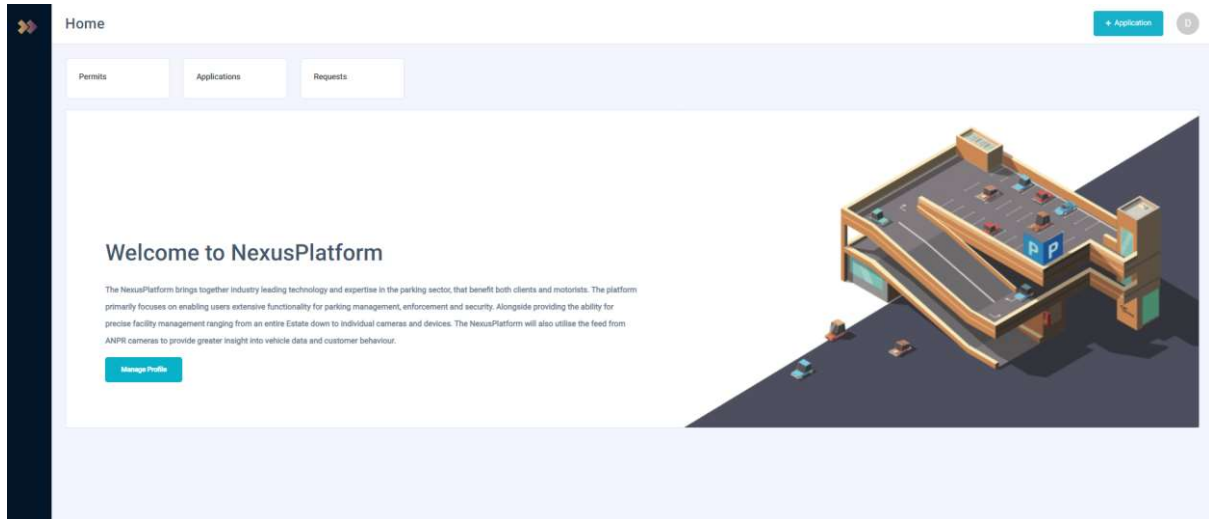
Hello

Please do not leave or refresh this page.

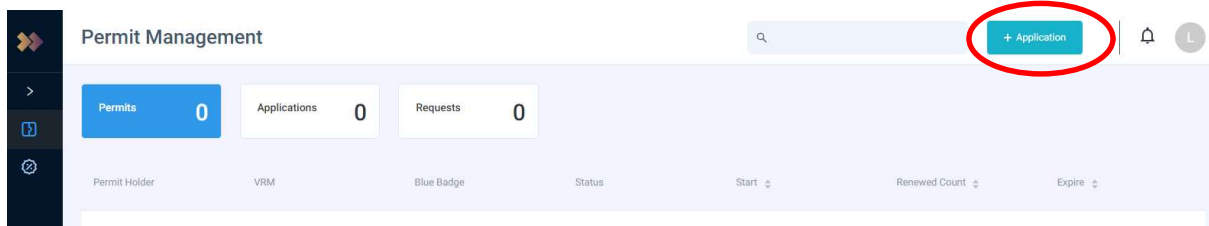
Please enter the OTP received on your registered mobile number or click the "Resend OTP" hyperlink.

Resend OTP in: 01:22

11. You should now see the home screen.



12. Click Add New Application



13. Fill in your details – Click Next

14. Fill in your vehicle details. If you use more than one vehicle, add both. Click Next

New Permit Application



Progress bar: Personal Details (active), Vehicle Details, North Devon Criteria, Review Application

Vehicle Details

VRM 1* VRM 1	Make 1* Make 1	Model 1* Model 1
Colour 1* Colour 1	VRM 2 VRM 2	Make 2 Make 2
Model 2 Model 2	Colour 2 Colour 2	

Buttons: Cancel, Save as Draft, Previous, Next

15. Fill in North Devon Criteria - You will need your payroll number.

New Permit Application



Progress bar: Personal Details, Vehicle Details, North Devon Criteria (active), Review Application

North Devon Criteria

Payroll Number (unless new starter) Payroll Number (unless new starter)	Where is your base?*	What organisation do you work for?*
If you answered 'Other' to the previous question, please write down the organisation you work for. If you answered 'Other' to the previous question, please write down the organis...	What department do you work in?*	What is your role?*
What is your salary band?*	Work phone number or extension?*	

Buttons: Cancel, Save as Draft, Previous, Next

16. Once your application is approved you will receive an email to confirm.

New Permit Application

Personal Details | North Devon Criteria | Review Application

North Devon Criteria

Payroll Number (unless new starter):

Where is your base?:

What organisation do you work for?: Royal Devon Univer

If you answered 'Other' to the previous question, please write down the organisation you work for.:

What department do you work in?:

What is your role?:

What is your salary band?:

Work phone number or extension?:

Application Sent
Your application has been sent for approval

OK

Cancel Save as Draft Previous Submit