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| **StarTraq**  **StarGO**  **E?:** | **Digital Permits &**  **Licensing Solution**  **Software as a Service** |

**User Guide**

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| **StarTraq (UK) Limited** StarTraq House,  Banbury Office Village, Noral Way,  Banbury, Oxon,  OX16 2SB  United Kingdom | **eTRANSPORT FOR LONDON** EVERY JOURNEY MATTERS |

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**Register for an Account**

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Welcome to Transport for London's new portal for processing the following types of applications:

* Bus Stop/Stand Suspensions
* Bus Diversion Requests
* Temporary Traffic Regulation Order Applications
* Temporary Suspensions of Parking, Loading, and Disabled Bays & Bus Lanes
* Mobile Crane Licence Applications
* Lane Rental Waiver Requests

The first stage to gain access to the portal is to register for an account. Please note that the first person in your organisation registering for an account will be the main admin user for the company and can create additional users on the account via the manage user function. Additional administrators can also be added to the account via this function. For further information please see manage users section.

Home

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Prior to submitting applications, you must register for an account on StarGo. To

No account? register click 'Register'

Complete all fields with the required
  
 information and click next

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Complete all fields with the required

information and click next

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Home

Complete all fields with the required

Linformation and click next

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Enter a postcode to search for your

Lcompany address

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|  | | Enter invoice contact details and click next |
|  |  |

Click "Create Account' below to create your account.

Please note. certain *licence* types require documents to be uploaded Serum they can be applied for (see the 'My details documents' section on your accounts Iwme Page•)

Click "Create

Laccount"

Notes:

* You will receive an email to verify your account before it can be used. The email will contain two links, one to verify and one to login. Click the verify link and you will be redirected to the successful verification screen, once you have verified the account you can use the 2nd link in the email to login to your account with your username (email address) and the password created as part of the account registration process.
* Your username will always be your email address used to create the account

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**Dashboard**

The dashboard is the main landing page after you successfully login to the service.

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Renew / Apply for a licence or service

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| * My applications |

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| * ApplIcalions pending approval |

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**ID** My saved applications

My details and documents

Manage user accounts
  
Change my password

**Renew / Apply for a Licence or a Service**

To apply for a licence or service.

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| Select renew / apply for a licence or service from the dashboard |
|  |

Note: Each licence or service will have its own application form to complete which will vary depending on the licence or service selected.

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| TPLStaiGe 14dsmsUovelre | Home | V5.14.113 le |

Select licence Of service type

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My pensonal information you provide will only be processed. snared and retained in accordance with current data protection legislation. II you would like more Information about how we may use your data please click here.

Select the licence or service type from the dropdown list and click continue to start the application