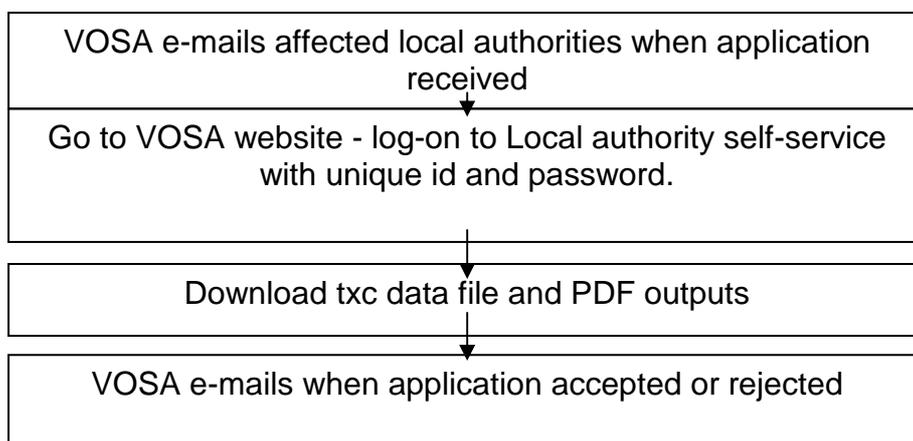


### Local Authority Guide to EBSR

#### 1.0 Local Authorities process



To access via self service click got to [www.vosa.gov.uk](http://www.vosa.gov.uk) on 'on-line services' then 'Local Authority Inbox'. When you have input your user id and password you will get a list of menu options at the top left hand corner. One is EBSR Inbox where you can browse your pc for the right file and then download it.

When an application is received you will receive an e-mail confirming receipt and another e-mail when it is accepted. If you want to check the details of the txc applications for your area, or their progress, log-on to the self-service website.

For applications, you can click on any of the supporting documents, pdf or the xml file to view the contents

#### 1.1 Registration

Before you can access your inbox we need to register your details on our data base also we require you to set up a bespoke email address which we can send all EBSR emails to. The standard email address is [EBSR@localauthorityname.gov.uk](mailto:EBSR@localauthorityname.gov.uk) to register as user email [phil.jowitt@vosa.gov.uk](mailto:phil.jowitt@vosa.gov.uk) or [john.spellman@vosa.gov.uk](mailto:john.spellman@vosa.gov.uk).

#### 1.2 Passwords

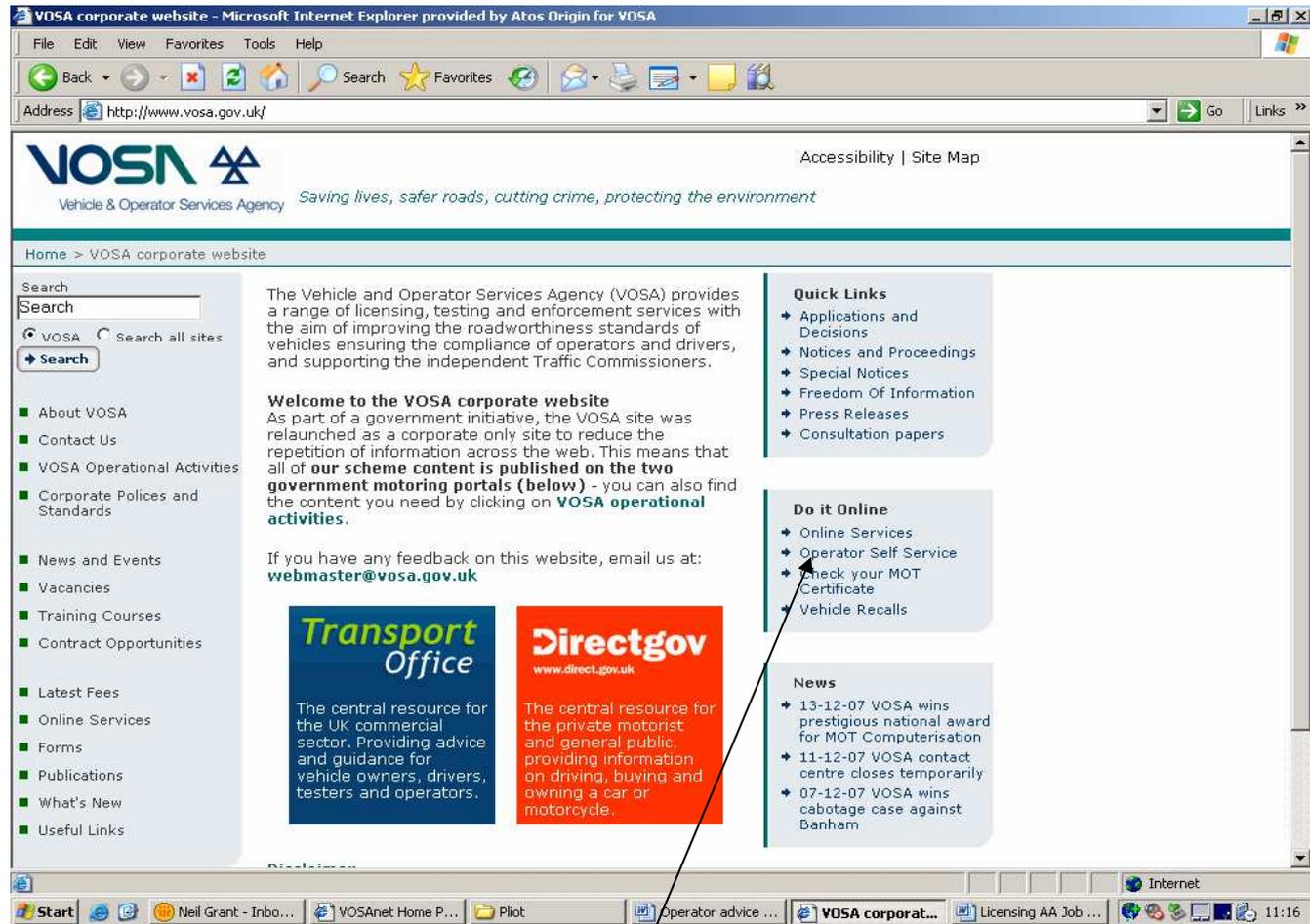
You are in charge of maintaing your own password. There is currently one password and user id for each local authority.

The next pages show users of the system how to access EBSR and use the upload and download areas for both SFTP and the VOSA self service website.

## EBSR User Guide – Local Authority perspective.

### Accessing and downloading, via Operator self service.

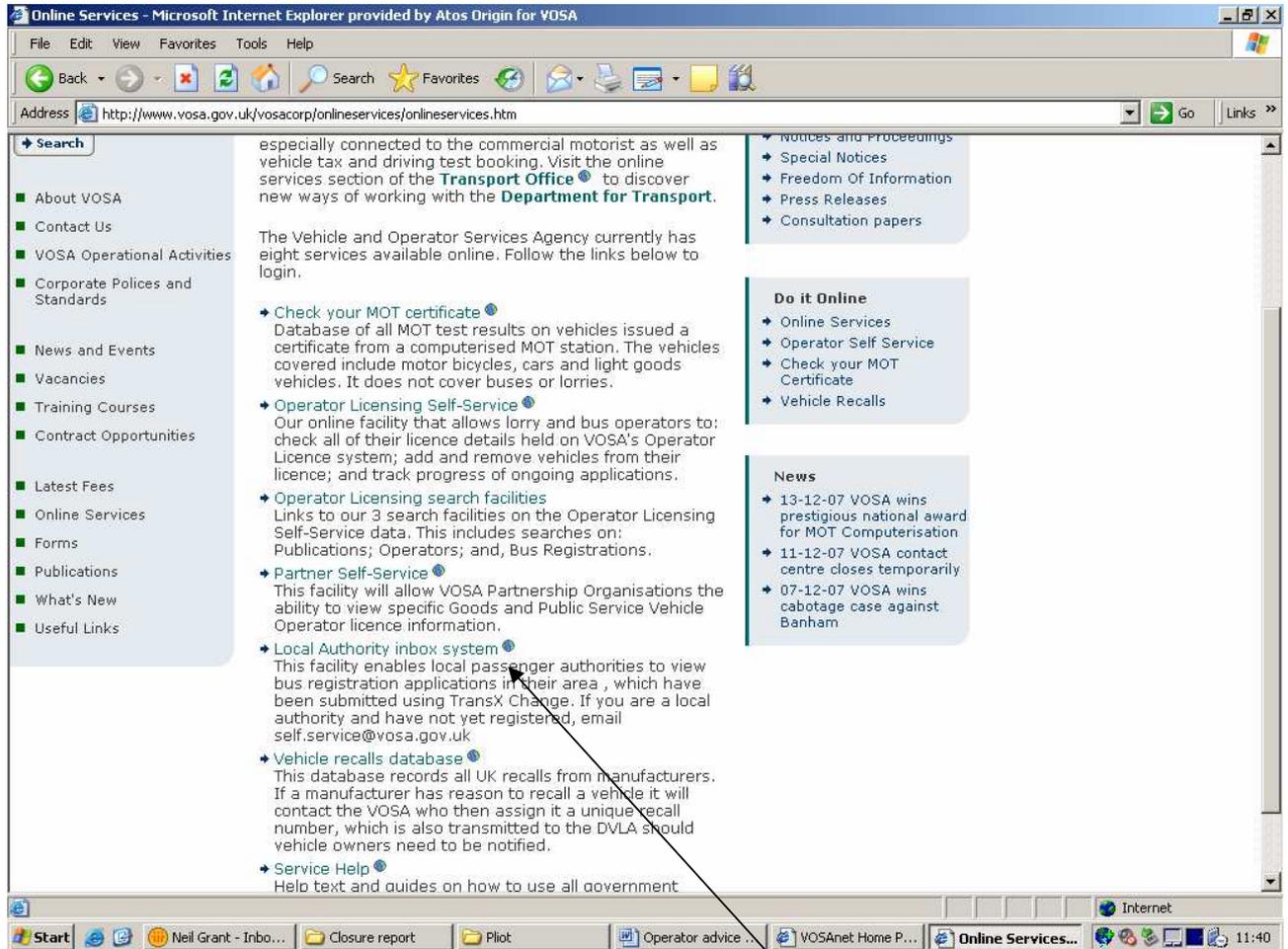
To access the VOSA self service site go to [www.vosa.gov.uk](http://www.vosa.gov.uk)



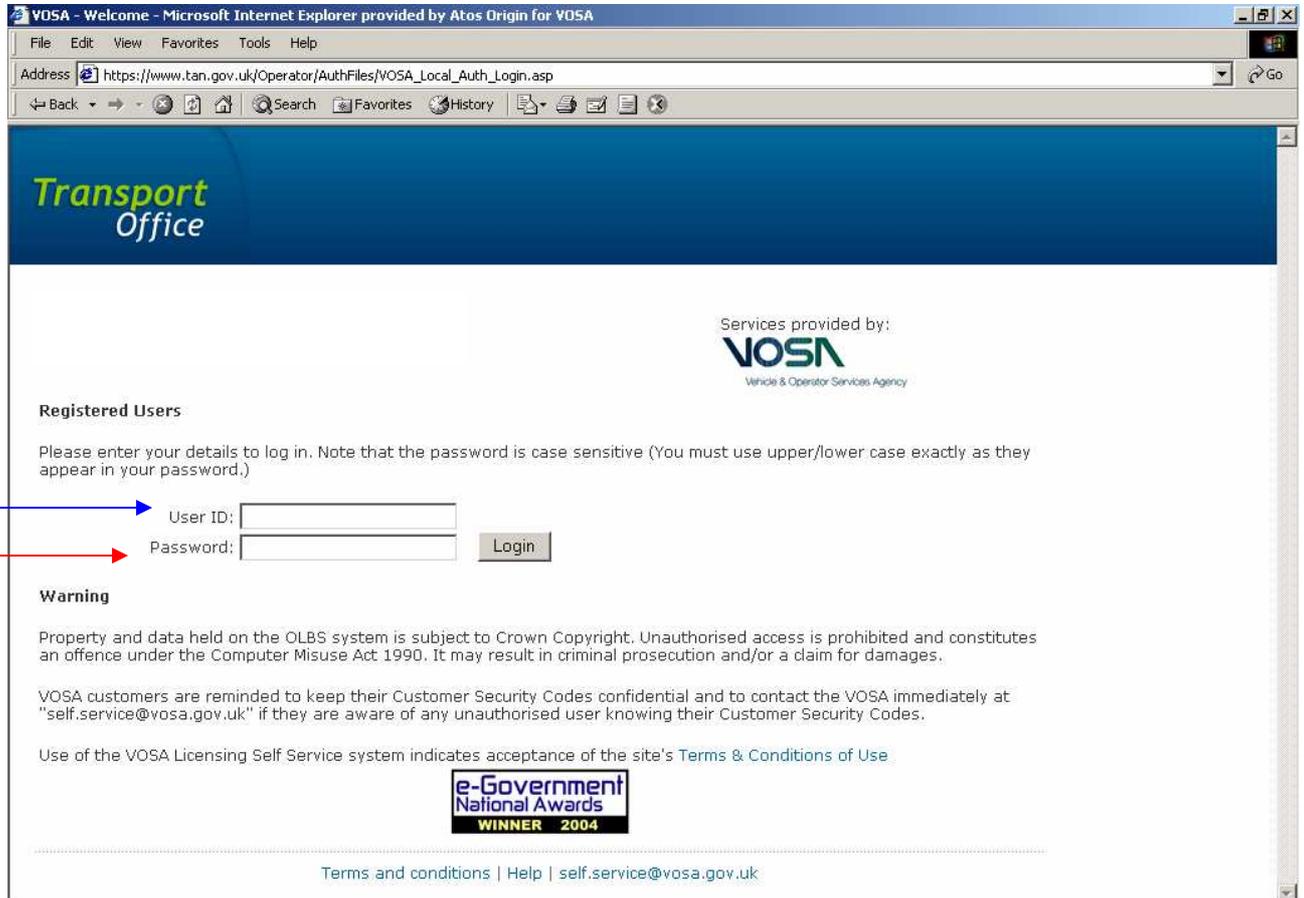
The screenshot shows the VOSA corporate website in Microsoft Internet Explorer. The browser title is "VOSA corporate website - Microsoft Internet Explorer provided by Atos Origin for VOSA". The address bar shows "http://www.vosa.gov.uk/". The website header includes the VOSA logo and tagline "Saving lives, safer roads, cutting crime, protecting the environment". The main content area features a search bar, a navigation menu on the left, and several sections: "Welcome to the VOSA corporate website", "Quick Links", "Do it Online", and "News". An arrow points from the "Operator Self Service" link in the "Do it Online" section to the "Operator advice ..." tab in the Windows taskbar.

You will be presented with the above page:

- Click on online services.



A new page will be displayed now click on Local Authority inbox



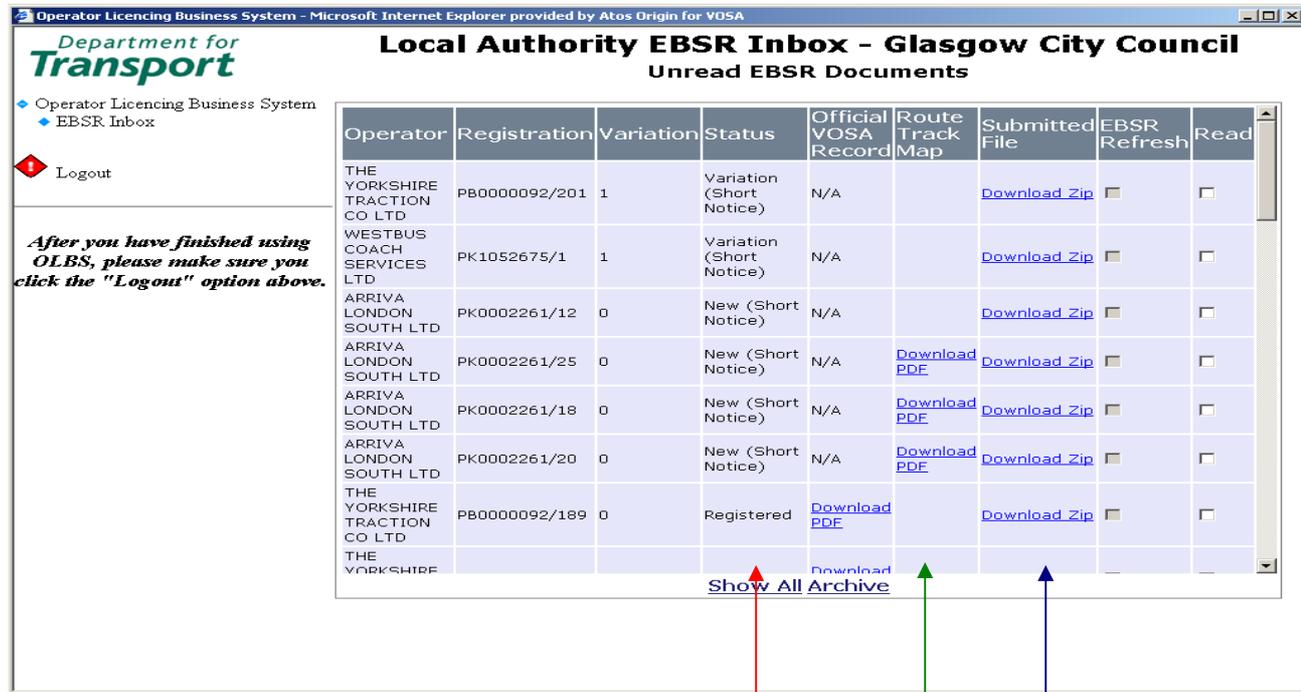
You will be presented with the above page.

- Enter your user id this will have be the id you entered when you first registered for self service.
- Enter your password this will have been issued by VOSA to you.
- Click login

If you have neither of these details please contact [EBSRsupport@vosa.gov.uk](mailto:EBSRsupport@vosa.gov.uk)

Once you have clicked the login button, this will launch a new browser window.

To view files which have been successfully uploaded into the EBSR system:



Operator	Registration	Variation	Status	Official VOSA Record	Route Track Map	Submitted File	EBSR Refresh	Read
THE YORKSHIRE TRACTION CO LTD	PB0000092/201	1	Variation (Short Notice)	N/A		<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
WESTBUS COACH SERVICES LTD	PK1052675/1	1	Variation (Short Notice)	N/A		<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVA LONDON SOUTH LTD	PK0002261/12	0	New (Short Notice)	N/A		<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVA LONDON SOUTH LTD	PK0002261/25	0	New (Short Notice)	N/A	<a href="#">Download PDF</a>	<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVA LONDON SOUTH LTD	PK0002261/18	0	New (Short Notice)	N/A	<a href="#">Download PDF</a>	<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
ARRIVA LONDON SOUTH LTD	PK0002261/20	0	New (Short Notice)	N/A	<a href="#">Download PDF</a>	<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
THE YORKSHIRE TRACTION CO LTD	PB0000092/189	0	Registered	<a href="#">Download PDF</a>		<a href="#">Download Zip</a>	<input type="checkbox"/>	<input type="checkbox"/>
THE YORKSHIRE				<a href="#">Download PDF</a>				

Click on EBSR Inbox

You now have the ability to download:

- The official VOSA/Traffic Commissioner PDF Record of the service
- The route track map of the registration
- The submitted zip file

Select the required document you wish to download and simply click the hyperlink.

This page also allows you to view all recent EBSR applications which have been submitted and their current status.

If a file has been uploaded successfully by an operator you will receive an email from VOSA the email will detail:

- Date of receipt of the file
- The VOSA registration reference number
- Details of which local authorities have been informed via email.
- That you can access the original zip file and official VOSA PDF outputs via the SFTP site or the VOSA website.

You will then expect to receive the Traffic Commissioners decision on the application within 5 working days of receipt. This decision again will be via email