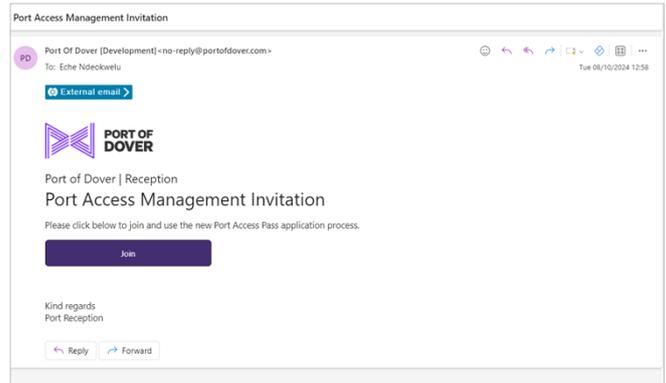


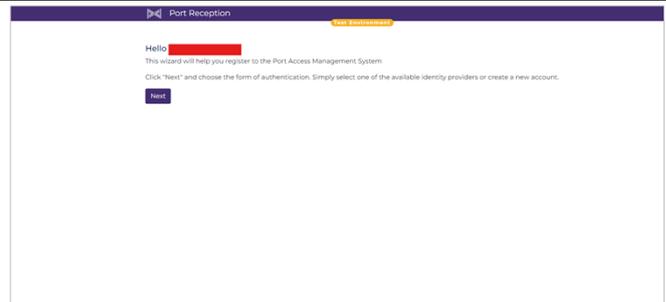
- 1. How to invite Employees..... 1
- 2. How to invite Visitors..... 4

# 1. How to invite Employees

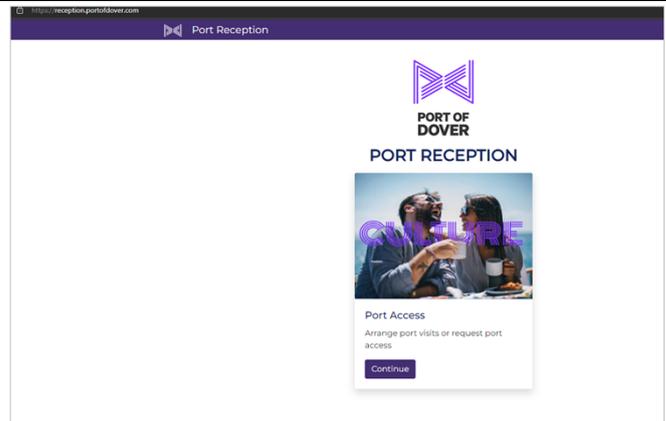
If you've received an invitation to the Port Management System, please click the button **Join**



Please click the button **Next**

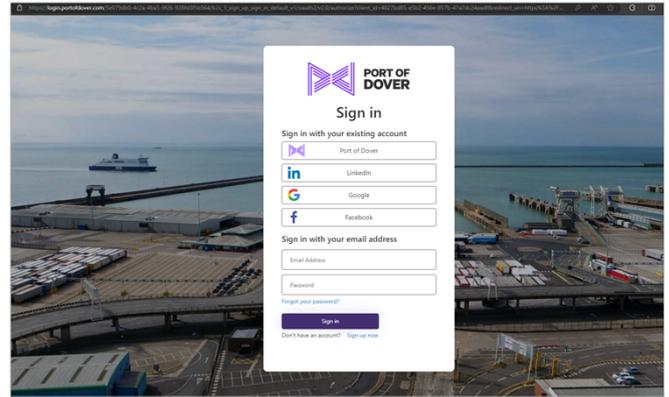


If you did not receive an email and would like to request a permanent pass, please use the URL <https://reception.portofdover.com>

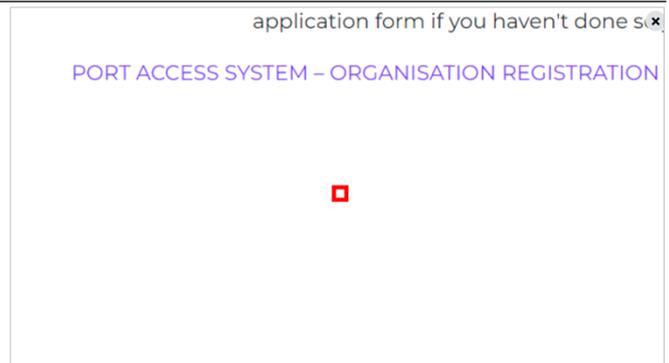


Port Access

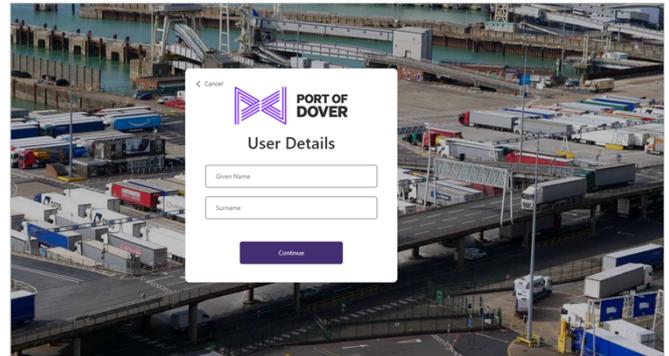
Click the link **Sign up now** at the bottom



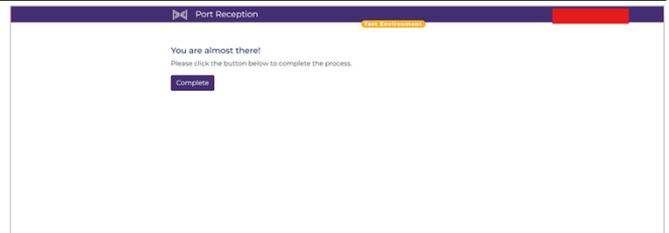
To apply, click the Link- Port Access System - Organisation Registration  
Your application will be subject to approval by the Security team. If successful, you will be sent an invite to use the Port Access System



Please input your first name and last name

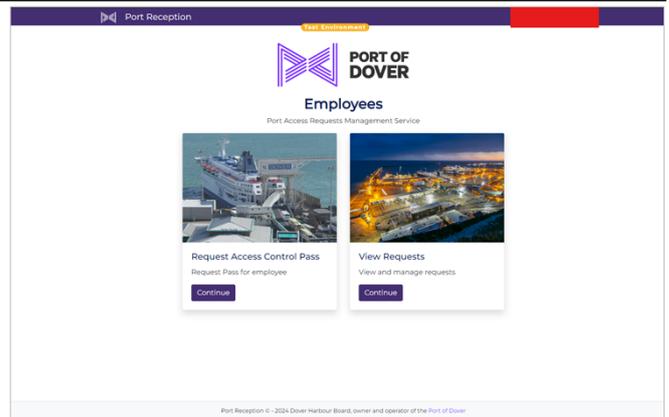


Click the button **Complete**



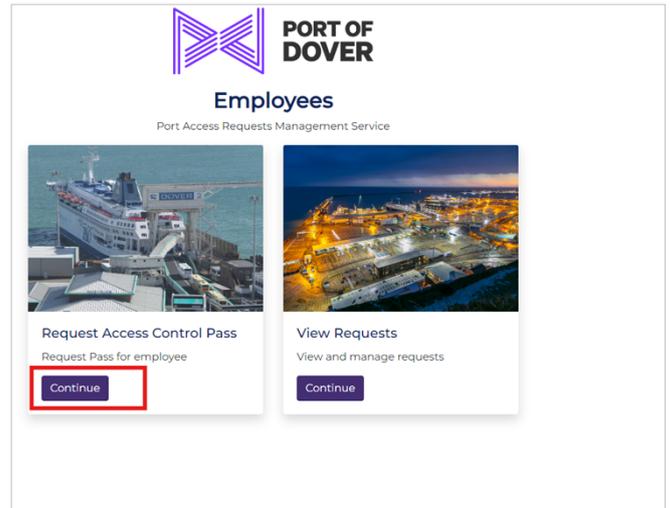
You can now request for access control pass for your employees.

**Please note that this pathway is valid for employees only. For visitor passes, use the URL <https://passholder.portofdover.com/>**

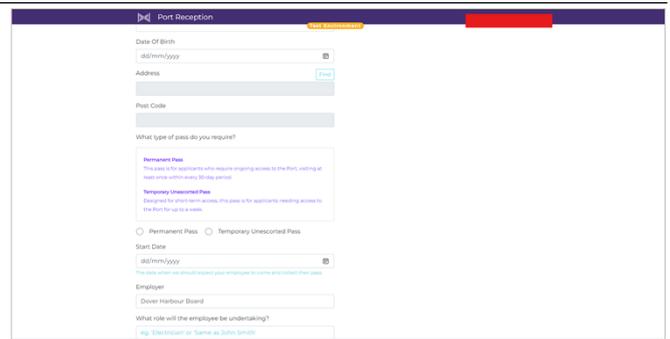


Port Access

Click the button **Continue**



Complete the employee access control pass form



Select pass category

**Permanent Pass:** This pass is for applicants who require ongoing access to the Port, visiting at least once within every 30-day period.

**Temporary Unescorted Pass:** Designed for short-term access, this pass is for applicants needing access to the Port for up to a week. Requires an end date. **Please note that the temporary unescorted pass is different from the Visitor unescorted pass**

What type of pass do you require?

**Permanent Pass**

This pass is for applicants who require ongoing access to the Port, visiting at least once within every 30-day period.

**Temporary Unescorted Pass**

Designed for short-term access, this pass is for applicants needing access to the Port for up to a week.

Permanent Pass  Temporary Unescorted Pass

Start Date

dd/mm/yyyy

The date when we should expect your employee to come and collect their pass.

Click tick box

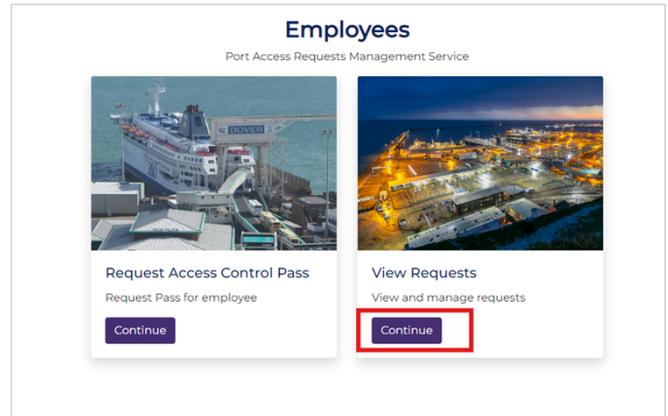
Click the button **Next** to submit your application

I can confirm that the Port access pass applicant has been informed that the General Safety and Security Training (GSSAT) must be completed by them alone and not on their behalf by any other person

**Next**

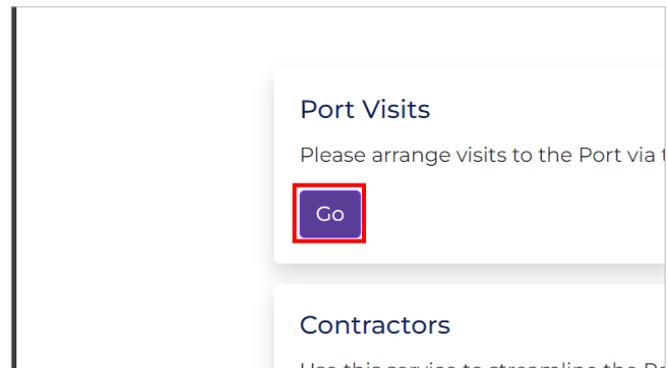
Port Access

To view your Requests  
Go back to the home page and click the button  
**View requests >Continue**  
To use the Port Reception application again, please  
use the URL: <https://reception.portofdover.com>

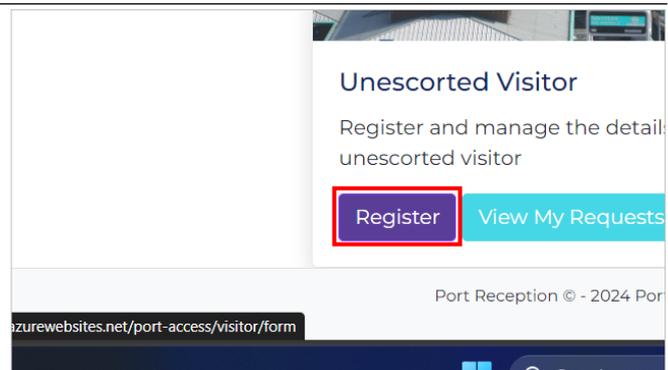


## 2. How to invite Visitors

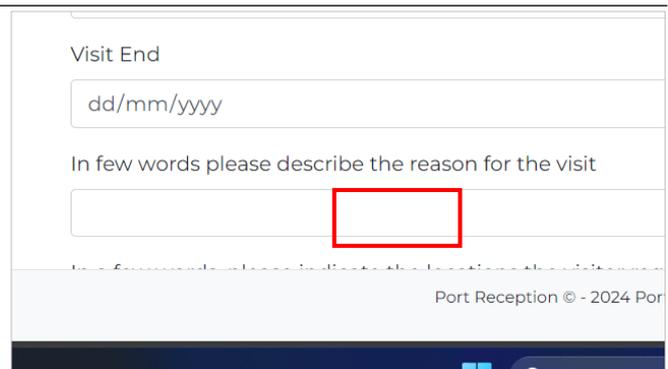
To register escorted & unescorted visits, use the URL:  
<https://pod-reception-prod.azurewebsites.net/port-access/visitors>  
Click on the button **Go 'Port Visits'**



For Unescorted visits, Click on the button **Register 'Unescorted Visits'**



Complete Unescorted Visits **Form**.  
Please note that all fields are mandatory



Port Access

Click on the checkbox **I can confirm that the Port access pass applicant has been informed that the General Safety and Security Training (GSSAT) must be completed by them alone and not on their behalf by any other person**

Who is responsible for the payment of parks a car on site?

Requester  Visitor

*Vehicles parked on site must have a valid parking one, the vehicle keeper could receive a Parking*

I can confirm that the Port access pass applicant has been informed that the General Safety and Security Training (GSSAT) must be completed by them alone and not on their behalf by any other person

Next

Click on the button **Next**,  
Preview details  
Click **submit**

*one, the vehicle keeper could receive a Parking*

I can confirm that the Port access pass applicant has been informed that the General Safety and Security Training (GSSAT) must be completed by them alone and not on their behalf by any other person

Next

Go to Home page

Once submitted, an email notification will be sent to the unescorted visitor. You can choose to exit or **View my requests**

Thank you

Please find below a reference number for your request

**PA241104061712N**

Back to home View my requests

To manage your unescorted visitor requests Click **View My Requests**



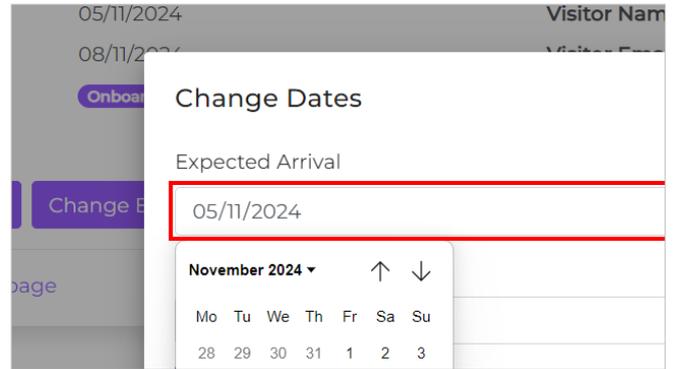
**Unescorted Visitor**

Register and manage the details of an unescorted visitor

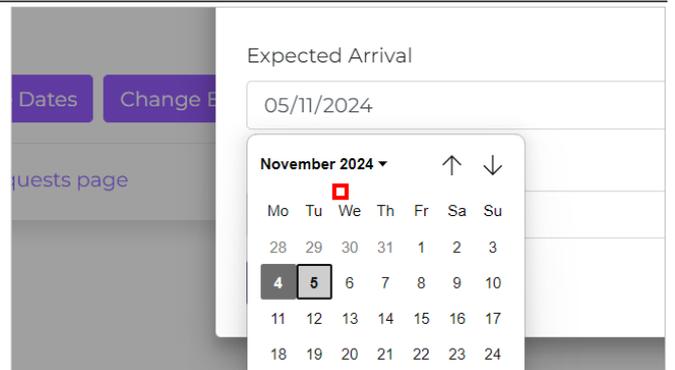
**Escorted Visitor**

Register and manage the details of an escorted visitor

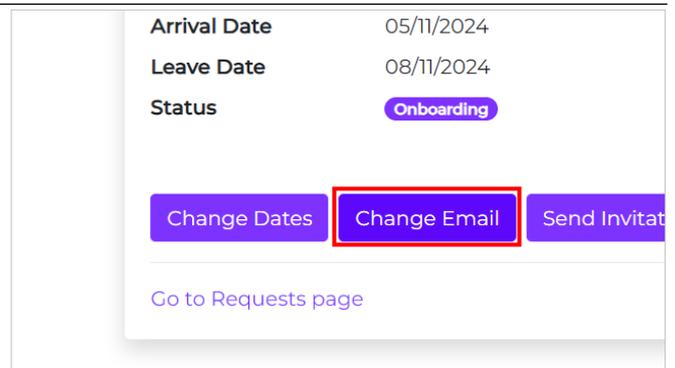
Port Access



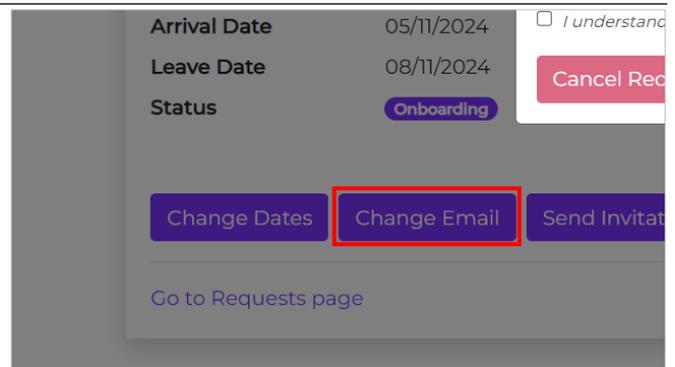
To edit dates Click the button **Change Dates**  
Select new date range 'Expected arrival and end date'



To change email of the unescorted visitor, Click on the button **Change Email**  
Insert new email

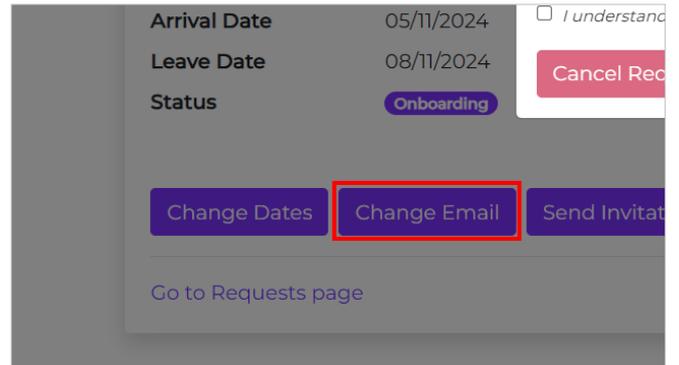


To cancel visit, click the button **Cancel**



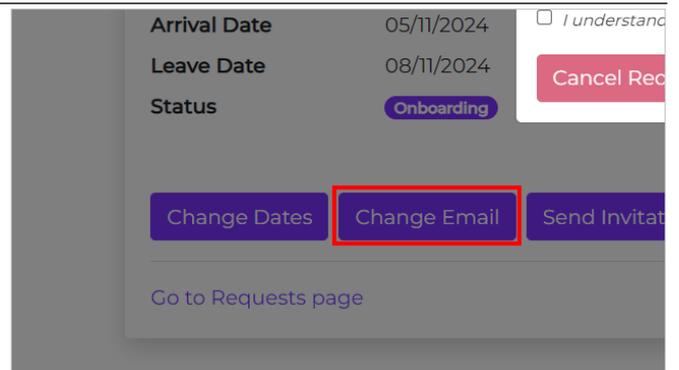
Port Access

Enter the text reason for **Cancellation of visit**



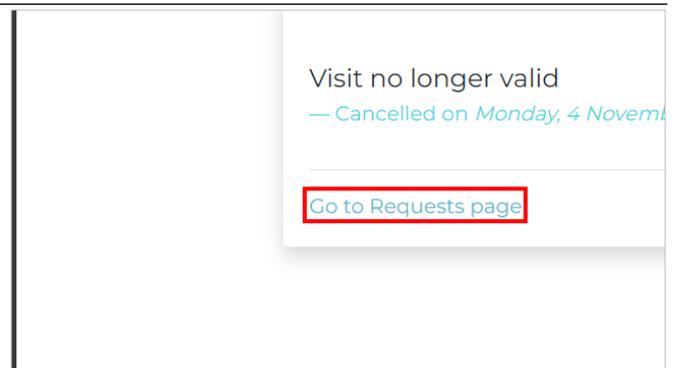
Arrival Date 05/11/2024  I understand  
Leave Date 08/11/2024 **Cancel Rec**  
Status **Onboarding**  
**Change Dates** **Change Email** **Send Invitat**  
Go to Requests page

Select the tick box and click the red button **Cancel Request**



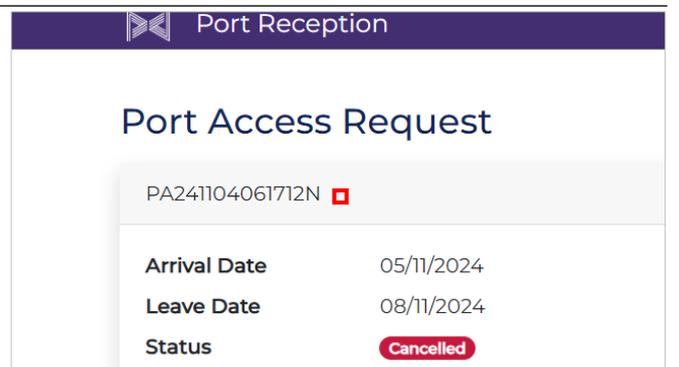
Arrival Date 05/11/2024  I understand  
Leave Date 08/11/2024 **Cancel Rec**  
Status **Onboarding**  
**Change Dates** **Change Email** **Send Invitat**  
Go to Requests page

Click on the link **Go to Requests page**



Visit no longer valid  
— Cancelled on Monday, 4 November  
**Go to Requests page**

Cancellation complete



 Port Reception

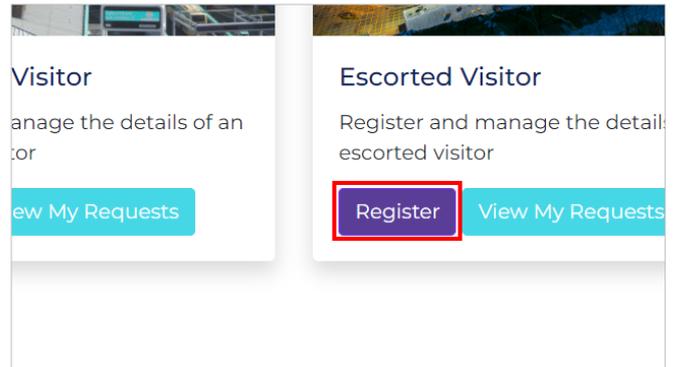
### Port Access Request

PA241104061712N ■

Arrival Date 05/11/2024  
Leave Date 08/11/2024  
Status **Cancelled**

Port Access

To register an escorted visit, click on the button  
**Register 'Escorted Visitor'**

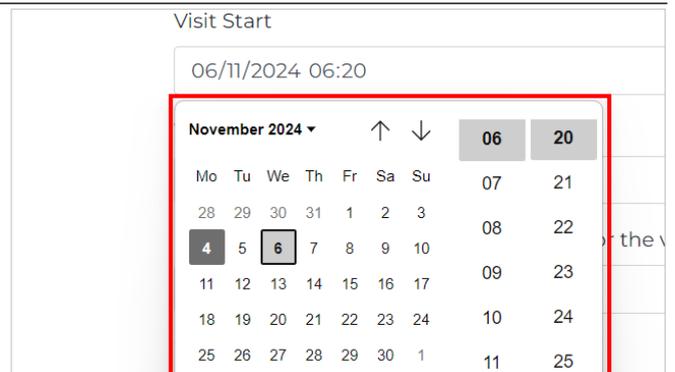


The screenshot shows two cards side-by-side. The left card is titled 'Visitor' and has a button labeled 'View My Requests'. The right card is titled 'Escorted Visitor' and has two buttons: 'Register' (highlighted with a red box) and 'View My Requests'.

Select Visit Start date and time

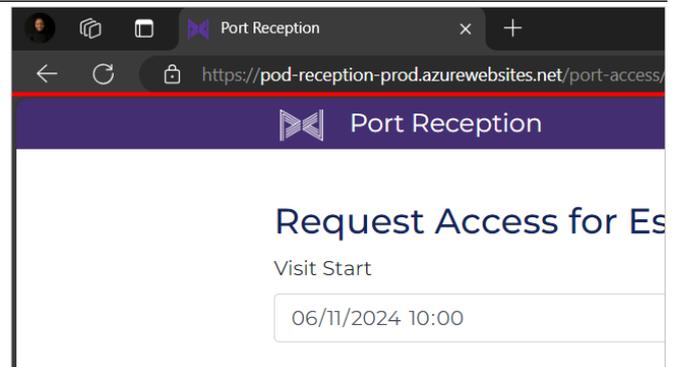
Select Visit End date and time

Please note that escorted visits must start and end on  
the same day



The screenshot shows a 'Visit Start' field with the value '06/11/2024 06:20'. Below it is a calendar for November 2024. The 6th and 20th are highlighted in a red box, indicating the selected dates.

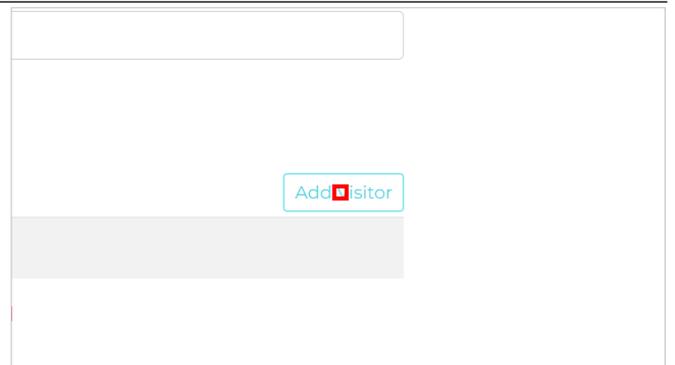
Visit start date and time, end date and time should  
look like this



The screenshot shows a web browser window with the URL 'https://pod-reception-prod.azurewebsites.net/port-access/'. The page title is 'Port Reception' and the main heading is 'Request Access for Escorted Visitor'. The 'Visit Start' field is filled with '06/11/2024 10:00'.

Complete escorted visitor form

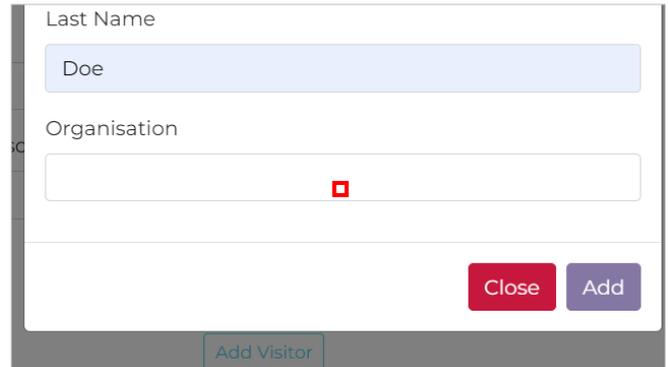
Click the button **Add Visitor** and add visitor name and  
organisation



The screenshot shows a form with a button labeled 'Add Visitor' highlighted with a red box. Below the button is a greyed-out area, likely representing the form fields for adding a visitor.

Port Access

First Name, Last Name



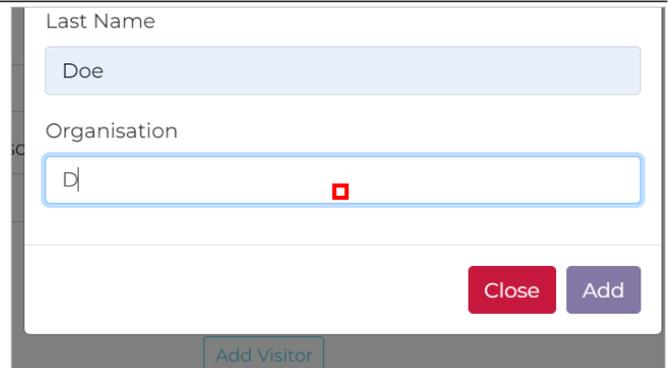
Last Name  
Doe

Organisation

Close Add

Add Visitor

Enter the text for **Organisation**.



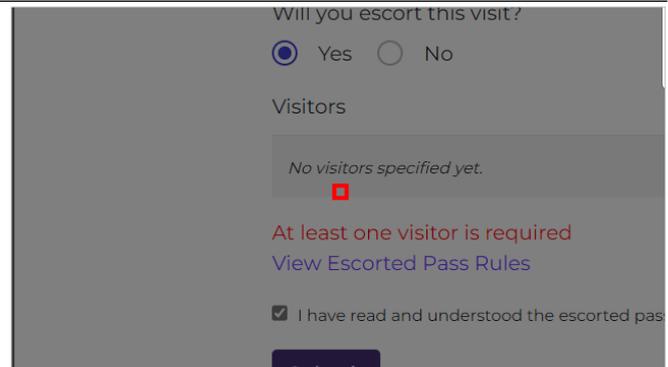
Last Name  
Doe

Organisation  
D

Close Add

Add Visitor

Please note that you cannot submit the form without adding at least one visitor and selecting the tick box



Will you escort this visit?  
 Yes  No

Visitors

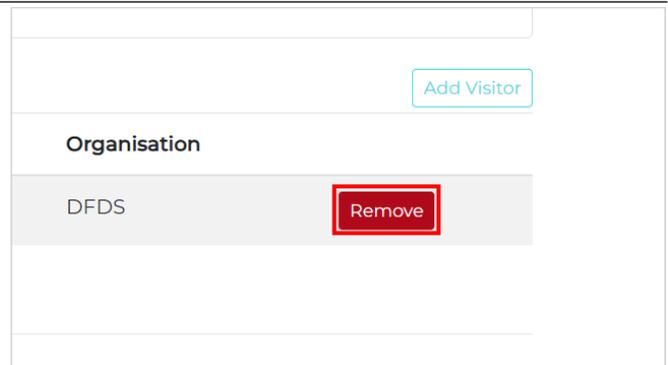
No visitors specified yet.

At least one visitor is required  
[View Escorted Pass Rules](#)

I have read and understood the escorted pas

Submit

If you' would like to change visitor details, you can remove visitor by clicking on the button **Remove**  
Please note that you will need to add new visitor details after removing a visitor



Last Name	Organisation	Remove
	DFDS	Remove

Add Visitor



Port Access

To manage your escorted visits or make changes, you can do this via view requests.

For further queries, the Port Reception team can be contacted by phone for information on 01304 240400 ext. 4812 or 4813,

option	
h POD	
ails	
u	<input type="checkbox"/>
u@portofdover.com	
UR BOARD	