Instructions for completing an online application
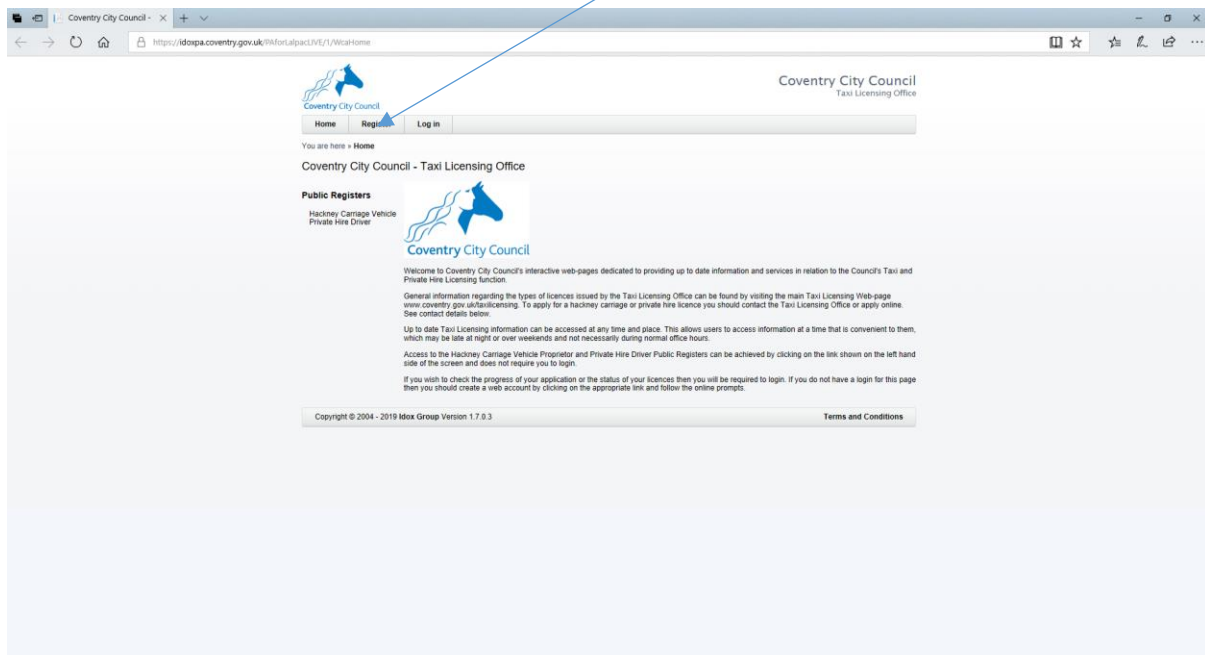
To apply online go to https://idoxpa.coventry.gov.uk

1. INITIAL SCREEN

On this page you can;

- Access **Public Registers**
- Register – **ONLY** when applying for a Coventry licence for the very first time
- Log in – if you have previously registered you can log in using your email and password

    N.B. You may be asked for an Activation Key. If so email Taxi.Licensing@coventry.gov.uk and once you have your key you register as **"Existing Client/Licence Holder (I have an activation key)"**

Register

Registering - You will be asked to tick a box to say you agree with the Data Protection Statement and then a password and you will be sent an email with a link to follow to complete your activation.

2. MAIN HOME PAGE SCREEN

The main home page of the system allows you to;

- Access **Public Registers**
- **Update** your information
- **Apply on line**

To start an application you need to click "New online application" towards the bottom of the page on the left.

3. LICENCE APPLICATION TYPE SCREEN

Next Screen gives options to select the Licence Application Type;

Licence Module; Choose "Vehicle Module"

Licence Group; Choose "Taxi and Private Hire"

Licence Type; Choose which licence you are applying for

Click "Next" at bottom left

4. INSTRUCTIONS SCREEN

Instructions – If blank just click "Next"

After a box is coloured Blue click "Next". Your payment, if required, will be made at the end of the process