

### Using My Account to submit response forms

1. Complete the [response form](#).
2. [Login or register](#) to My Account and you will automatically be directed to 'My Documents'.
3. Click the button 'Upload Document'.
4. Select 'Local Development Plan 2 - Preferred Strategy Consultation' in the 'Council Service' drop-down menu.

Please note that 'My Documents' is being rolled out across the authority for consultations, so you will need to use appropriate document names in order to find the document in the future.

5. Document Name – For preferred strategy please use: Preferred Strategy/Site Submission Form, Site Submission Location Plan/Site Submission SA, followed by 'Representor ID Number (if known), Name, Agent ID Number (if applicable).

For Site Submissions upload the site submission form, location plan, sustainability appraisal and any supplementary information as individual documents. Please do not print-off and scan as a single document.

6. Document Upload – Click 'Choose File' and select the document from your files which you wish to upload.
7. Click 'Upload'. You will then be re-directed to a confirmation screen.
8. To upload further documents click 'My Documents' and repeat the process.

My Documents acts as a file store between you and Pembrokeshire County Council, so you can login at any time to check any document you have uploaded.